



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

COUNCIL AGENDA
Regular Meeting
Thursday, September 1, 2016
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

Council Consideration of Agenda Items:

2. League of Kansas Municipalities Voting Delegates
3. Ordinance No. 969 – Standard Traffic Ordinance Adoption
4. Ordinance No. 970 – Uniform Public Offense Code Adoption
5. Ordinance No. 971 – Amending Chapter 12 Public Offenses Article 4
6. Ordinance No. 972 – Subdivision Regulation Text Amendments
7. Structure Removal Cost Share Policy
8. Request for Special Use Permit – 110 N. Ethel Lane

Reports:

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

Proclamations:

9. National Assisted Living Week

Other Items of Interest:

10. Employee Achievement Recognition – Sunshine Petrone
11. Lansing Educational Foundation Denim and Diamonds Ball Invitation

Adjournment

AGENDA SUMMARY

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: August 26, 2016
SUBJECT: Agenda Summary

Call To Order
Pledge of Allegiance
Roll Call

OLD BUSINESS:

1. Approval of Minutes

The special meeting minutes and regular meeting minutes of August 18th, 2016, are attached.

- **MOTION:** To approve the special meeting minutes and regular meeting minutes of August 18th, 2016.

NEW BUSINESS:

Audience Participation

Presentations

Items for Council Consideration:

2. League of Kansas Municipalities Voting Delegates

- The League's Annual Conference will be October 8-10th, 2016 in Overland Park, and the Governing Body may elect up to three voting delegates and up to three alternates to represent the City.
- The Governing Body will need to choose three members as voting delegates.

3. Ordinance No. 969 – Standard Traffic Ordinance Adoption

- This ordinance adopts the annual Standard Traffic Ordinance published by the League of Kansas Municipalities with changes as outlined in the ordinance.
- **MOTION:** To adopt Ordinance No. 969 adopting the 2016 Standard Traffic Ordinance for Kansas Cities, 44th Edition.

4. Ordinance No. 970 – Uniform Public Offense Code Adoption

- This ordinance adopts the annual Uniform Public Offense Code published by the League of Kansas Municipalities.
- **MOTION:** To adopt Ordinance No. 970 adopting the 2016 Uniform Public Offense Code for Kansas Cities, 44th Edition.

5. Ordinance No. 971 – Amending Chapter 12 Public Offenses, Article 4

- Kansas enacted a new law reclassifying convictions for possession of marijuana and/or THC.
- Since the State Statute now classifies both first and second convictions as misdemeanors, our City Code needed to be amended to mirror the State Statute and allow the Municipal Court to hear first and second violations.
- **MOTION:** To adopt Ordinance No. 971.

6. Ordinance No. 972 – Subdivision Regulation Text Amendments

- Amendments to the Lansing Subdivision Regulations, Article 4, Sections 3 and 6 regarding Submission of Plats, and Article 5 regarding Park Land Acquisition and Dedication were heard at a Planning Commission hearing on August 17, 2016. The Commission approved the changes and a copy of those minutes were provided.
- **MOTION:** To adopt Ordinance No. 972.

7. Structure Removal Cost Share Policy

- Revisions have been made to the Policy based on comments and direction from the Governing Body at the August 18, 2016 Council Meeting.

- **MOTION:** To adopt the Structure Removal Cost Share Policy

8. Request for Special Use Permit – 110 N. Ethel Lane

- A request has been received to house more than 4 animals, as the applicant is wishing to foster rescue animals.

- **MOTION:** To approve or deny the special use permit for 110 N. Ethel Lane.

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

Proclamations:

9. National Assisted Living Week

AGENDA SUMMARY

TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk

DATE: August 26, 2016

SUBJECT: Agenda Summary

Other Items of Interest:

10. Employee Achievement Recognition – Sunshine Petrone

11. Lansing Educational Foundation Denim and Diamonds Ball Invitation

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: August 22, 2016
SUBJECT: Approval of Minutes

The special meeting minutes and regular meeting minutes for August 18, 2016, are enclosed for your review.

Action: Staff recommends a motion to approve the special meeting minutes and regular meeting minutes for August 18, 2016, as presented.

AGENDA ITEM #

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
August 18, 2016

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 6:15 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Kevin Gardner

Ward 2: Don Studnicka and Andi Pawlowski

Ward 3: Jesse Garvey

Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Dave Trinkle and Kerry Brungardt

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Lansing Library Board Applicant Interviews: The Governing Body interviewed the applicants for the Lansing Community Library Board. The Chairperson for the Lansing Community Library Board provided the Governing Body with a recommendation for appointment.

ADJOURNMENT: Councilmember Buehler moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:33 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

Call To Order:

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

Roll Call:

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

Councilmembers Present:

Ward 1: Kevin Gardner

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Jesse Garvey

Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Dave Trinkle and Kerry Brungardt

OLD BUSINESS:

Approval of Minutes: Councilmember Buehler moved to approve the regular meeting minutes of August 4, 2016, as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

NEW BUSINESS:

Audience Participation: Mayor Kirby called for audience participation and Police Chief Steve Wayman came forward.

- Police Chief Steve Wayman stated Mayor, Council, I have an item that did not make it into the regular agenda, tracking this gentleman down has been kind of hard. Wilfred Richards announced his retirement as a reserve police officer effective as of July 1st. Since that time he's done some traveling, been down to Florida, he's got some relatives he's been checking on and stuff like that. I am very honored that Wilfred gave us the time; he started as a Reserve Officer with the City of Lansing in 2004, his wife threatened him that when she retired he'd better retire, he hung on for a couple more months, but I think finally she put the hammer down saying enough is enough. Over the twelve years that Wilfred has been here a lot of people have seen him in the community, whether driving around in a police car or out at one of the events, he was always the go to Reserve Officer for whenever we needed him he came out. And sometimes he came out on short notice, sometimes we planned it, and sometimes he was out here on his own doing what he did. He's been a valuable asset to this community as a Reserve Officer, so I wanted to take time to honor him tonight for his years of service and present him with a plaque for the City's gratitude. As everybody knows he's a Reserve Officer for twelve years, so he's been volunteering, which means he hasn't been paid a dime for his service. We mandate that you do sixteen hours a month, some months he's been a little bit short, and there's been a lot of months he's been long on that, so I can't put a price tag on what he has done for the community. He's one of the most well-tempered people I have ever seen, he could walk into a fight and have everybody come out being his friend and carrying him out like he just scored the winning touchdown. He's an amazing man and I'm going to miss him greatly as a person to be able to call with the department. With that, I want to present him with a Retired Lansing Reserve Officer ID Card, I'm also presenting him with a Lansing Police Officer badge, with everything that he's done I feel that he's deserved it; this isn't a brand new badge, it's kind of like him, it's in good shape, it shows what it is with a little wear on it, but it shows the sacrifice and the job that he's done, so I want to thank him for his service on that. And we also have a plaque and it's recognition of service to Wilfred Richards and appreciation for your twelve years of commitment, dedication, and service as a Reserve Police Officer, so with that Wilfred, thank you very much.
 - Reserve Officer Wilfred Richards stated I'd like to say that it really was a joy for me working with the department, everyone treats me like a brother and I'm going to miss it. My wife got down on me and said you gotta hang it up and I didn't want to hear the rest of it. I will also volunteer my services like when you have Lansing DAZE or whatever it is, I'll help out in the community.

Presentation

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Appointment to the Lansing Library Board: Councilmember Buehler moved to appoint Anne Ehram-Holland to the Lansing Library Board for a term that will expire on September 30, 2017. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Special Use Permit Request – 709 Englewood – Heavy Truck Parking in Residential Neighborhood:

Councilmember Gardner moved to approve the special use permit to Mr. Robert Quasa of 709 Englewood Street for the parking of semi-tractor on his residential driveway for five (5) consecutive days, every five (5) weeks, until January 1, 2017. Councilmember Buehler seconded the motion.

- Councilmember Gardner asked is everything in order on this, and everything's okay, and it's only until January of next year.
 - City Inspector Rebecca Savidge replied only until January yes.

- Councilmember Gardner asked have we had any issues with it or complaints with the neighbors or anything like that. I looked at the aerial view of it and it looks like it's going to work out.
 - City Inspector Rebecca Savidge replied yeah I mean they have the side and the one vehicle so they won't have any issues with parking on the street or anything like that.
- Councilmember Studnicka stated this is the first time we've approved this and I've had two neighbors who are truck drivers and we made them park their tractors outside of the residential area over the years, so this is new for the City and I don't think we should allow it in residential areas. Streets aren't designed for that heavy of a tractor going in and out of there.
- Councilmember McNeill asked so what is the impact, the reason we don't have heavy vehicles running through the residential area is also because of the roads. We designate roads throughout the City that are designated for heavy traffic and then everything else is supposed to be under what, ninety-two in the residential.
- Councilmember Garvey stated but there are truck routes.
 - City Engineer Matt Harding asked are you asking for an opinion from me.
 - Councilmember McNeill stated I'm asking Public Works if it is a good idea to let a semi-type, over ninety-two hundred pounds, roaming around the residential areas on the streets.
 - Public Works Director Jeff Rupp replied you can probably look at this issue two different ways, one the vehicle or weight that is coming down the street, then also as a resident, it's just a short term offing from his road travel and he just wants to park it at his residence. I'm not sure I have a definitive answer, I don't think it would be that big of an impediment to our streets for what he's wanting to do, but those rules for weight are there for a reason.
- Councilmember Gardner stated I'm not familiar with the history Mr. Studnicka, so have we not approved that before.
- Councilmember Studnicka replied no, the years I have been on the Council the other residents that are truck drivers or have their own rig like that then we've made them park somewhere other than by their homes, the residential areas. A couple of them have parked down there by the Baptist Church, down there by the auto shop in Lansing, some have asked permission to park up here and we've allowed that but we haven't allowed them in the neighborhood sitting on their driveway or in front of their house.
- Public Works Director Jeff Rupp stated the one thing to keep in mind on the weight restrictions that are usually posted is that this is just the tractor itself.
- Councilmember Buehler stated so it's not the trailer just the tractor.
- Councilmember Pawlowski stated we also haven't allowed, we don't allow people to park travel motor homes in excess of ten-thousand pounds in their driveway for more than two days or something like that too.
- Councilmember Gardner asked is that true.
- Councilmember Buehler stated its five days, every five weeks, it's not more than all of these moving vans that are driving around in the residential areas. He pulls into his driveway and parks it, five days later he pulls out, I mean, there are more moving vans that come around twice a year more often. It is just the tractor.
- City Inspector Rebecca Savidge replied it is just the tractor, he provided the laden on the weight.
 - Councilmember Buehler stated and it's only until January, I don't see what we would not allow this special request.
- Councilmember McNeill asked did you talk to any neighbors.
- City Inspector Rebecca Savidge replied I believe his fiancé did.
 - Councilmember Pawlowski asked but the City doesn't notify the neighbors.
 - Councilmember McNeill stated when we do a special use for pets we have neighbors who we normally go and talk to, so we probably should check with his next door neighbor and guy across the street.
 - Councilmember Pawlowski asked is that not part of our ordinance.
 - City Administrator Tim Vandall replied I think on zoning ones like that I know we have to notify everyone and there's a twenty-one day notice and things like that, since this one doesn't have anything to do with zoning I'm not sure if the rules are different.
 - Councilmember Pawlowski stated but neither are pets.
 - Mayor Kirby stated pets aren't a zoning issues.
 - What's the difference between this truck and pets?
 - City Inspector Rebecca Savidge replied this is in Chapter Fifteen and it just states that if it's in excess of ninety-two

hundred pounds, as long as it meets Subsection C, number three or number two which is a vehicle the governing body has issued a special permit. I have brought these before and this is exactly how we do it, there is no notification or anything of that nature in the Code.

- Councilmember Pawlowski stated the one that we had up in Ward One, they had neighbors come.
 - Councilmember Buehler stated but he had the whole trailer and everything up there in Ward One. That was the whole thing and it was taking up the whole back of that alley, this is sitting in his driveway for five days every five weeks, so it's like four times.
- Councilmember Gardner asked so if we do this are we setting a precedent where we're going to end up with ten other people applying for a special use permit.
 - Mayor Kirby stated that is always a possibility.
- Councilmember Garvey stated I can tell you I'm a truck driver, been a truck driver since I was sixteen year old, and I've never parked a tractor in my driveway, it is an eyesore and I wouldn't do that to my neighbors, so that is just my opinion.

The motion was denied, with Councilmember Buehler voting in favor of the motion.

Structure Removal Cost Share Policy: Councilmember Studnicka moved to adopt the Structure Removal Cost Share Policy. Councilmember McNeill seconded the motion.

- Councilmember Pawlowski stated we currently have I don't know how many properties that are on this list, in a couple of cases I know that they have not removed the structure because they believe they will get help from the City. The problem that I have is that these are city tax dollars that we are spending and it could go to a multitude of other things, I don't have a problem setting money aside for you to remove those structures but I believe that that cost should then be added to the property tax and the people can then go and pay their property taxes and pay for it, that's just what I believe. I understand trying to hurry it up and get these people to do stuff, but its tax dollars.
 - Community and Economic Development Director Stefanie Leif stated you're exactly right, it is out of the general fund and it is city tax dollars.
 - Councilmember McNeill stated we spend tax dollars to improve stuff right, I mean these are structures that are failing and are just eyesores in the community too.
 - Councilmember Garvey stated but it's not our fault they are failing.
 - Councilmember McNeill stated no but in order to help them, in order to help get them out of view, we are starting a program that can help assist them do it if they can't afford to do so.
 - Councilmember Pawlowski stated I think that we could make it on a case by case basis, but there are people that can afford to do it but are now, we're creating a moral hazard where people aren't going to do it until it gets to the point of where the City will just take it down and they'll pay for it, and that's not our responsibility, it's the responsibility of the property owner to keep their property up, it's not our responsibility.
 - Councilmember McNeill stated didn't we discuss that if we were going to take it down then we were going to assess.
 - Councilmember Pawlowski stated I think we should.
 - City Administrator Tim Vandall stated if person didn't participate in that then yeah we would begin the process of taking it down and assessing it to their taxes, but a couple of things I threw out there with that, that slows down the process quite a bit, and even if it costs eight thousand dollars and we assess it to their taxes, what if that property just sits there for four years, we might not get that eight thousand dollars back for a long time. If it is so small of a lot that it can't be built on, who's to say anyone will ever buy it; I understand the concept of saying knock it down and assess it to their taxes, but that doesn't mean we're getting eight thousand dollars on January 1st.
 - Councilmember McNeill stated but we do that a lot, we assess a bunch of stuff on taxes and the same people show up on the list every year, so I mean there are plenty of people that when we assess them aren't paying.
 - Councilmember Pawlowski stated but they pay their taxes or they lose their property.
 - Councilmember McNeill replied eventually.
 - Councilmember Buehler asked where are we going with this.
 - Councilmember Pawlowski stated I don't have a problem with having a pool of money for Stefanie to use to take down these properties, but I believe that the property owner should pay for it, that's what I believe.

- Councilmember Studnicka stated that's not the way we set up the policy, it was on a case by case basis so that Stefanie could determine the cost share for trying to get a property down. If what you're saying is happening in that case by case then we don't take the property down, I think we can figure that out.
 - Community and Economic Development Director Stefanie Leif stated that is our intent that we do have basically a short list of maybe ten properties, there could be more than that if we're talking about accessory dwellings, accessory buildings and garages, but there is a short list and we do have it set up that these would only be properties that we have identified that meet our criteria. So if somebody has an old garage in the back and they are like I really want the City to help me out, unless we have identified or look at it and say yeah this definitely is a priority, they wouldn't fall under this program and wouldn't be eligible.
 - Councilmember McNeill stated we're the ones who determine the priority.
 - Councilmember Pawlowski stated we're going into this with a situation where nothing has been done for how many years, since this house on 2nd Street prior to ten years, right, we haven't had this discussion in that long, and those properties, the ones that I know of, have not deteriorated over night they have been deteriorating for a long time, but in the case of the one that I know of the guy is waiting for us to give him half of the money to take his property down, but if he can afford to do it that's his responsibility it is not yours and my responsibility.
 - Councilmember McNeill asked how is he waiting for us to pay half, had he just caught wind that this was potentially a program.
 - City Administrator Tim Vandall stated we talked about it publically and we wanted to check with people to see if they were open to it, we didn't want to throw something out there and have nobody do it, so we did we did talk to at least a couple of people to see if it was something that they'd be open to. We didn't guarantee them anything but we did double check to see if they were interested.
 - Councilmember McNeill stated but it is still on our priority list though, what we think, it's not just anybody volunteering to tear something down.
 - Councilmember Garvey stated they can be denied, if someone we know that has the financial capability to do it themselves we just deny them, or you do.
 - Councilmember Pawlowski stated I don't think our policy says that.
 - Community and Economic Development Director Stefanie Leif stated not necessarily, if it's on our priority list and it's one of the structures the Building Inspector and I have identified, whether they are capable of paying it themselves or not that is not a criteria we would actually look at. We're not looking for any documentation of need or their financial situation at all.
 - Mayor Kirby asked so theoretically we could be taking one down where they don't necessarily need the financial help.
 - Community and Economic Development Director Stefanie Leif replied correct.
 - Mayor Kirby stated they just haven't done it for whatever reason.
 - Councilmember Pawlowski stated that's moral hazard.
 - Councilmember McNeill stated the program itself is not based on whether they need help or not, it is to take the building out of sight. They tear down a building that is making the City not look so good, so if we want to go by need that's a whole different idea, I don't think that is the concept. We have a priority that we went around and looked at buildings and said wow that's really a blight. We've already asked people, we'd like you to take it down, some of them can't afford it some can, we want them down, so we either have a program to do that or we don't.
 - Councilmember Pawlowski stated but you're talking about tax dollars.
 - Councilmember McNeill replied every time we talk here it's about tax dollars, that's why we were put here. This is for the City, it makes the City look better, I mean we repave roads because that makes the roads work better, so this is just another economic development program, other cities use a similar program.
 - City Administrator Tim Vandall stated one thing I'll say too is that we have that minimum maintenance code and I know there have been times where we've called people and said hey there is x, y, z wrong with your property and they do the very bare minimum of what they can do to get by the code. We notified a person last year about something and they nailed a piece of plywood to their roof, maybe it meets our code but if they are trying to do something where they are trying to skate by and hopefully with something like this hopefully rather

than nailing pieces of plywood to their roof or over their windows, hopefully we can just get them taken down. I hear what you're saying Andi, if it is a way to clean up a couple of lots and open them up for maybe future building that would be a decent thing.

- Councilmember Pawlowski stated in the case of the one property on Kansas, that's not going to happen because it is on the same property as that guy's house.
 - City Administrator Tim Vandall replied that's a fair point.
- Councilmember Pawlowski stated I understand why we want to do it this way, I just think it's opening up another can of worms. It hasn't been dealt with because of prior problems with stuff and it's time we deal with them, but I'm just not sure that putting tax payer money to somebody who can actually afford it and take care of it. We haven't even tried taking care of it the other way, we just haven't done anything about it.
 - Councilmember McNeill asked what is the other way.
 - Councilmember Gardner replied the long way.
 - Councilmember Pawlowski stated we haven't done any of this for ten years.
 - Councilmember Gardner stated that's why we are where we are.
 - Councilmember Buehler asked do we fine them.
 - Councilmember McNeill stated if we find this program isn't effective and we find that somebody is trying to play the system, it is up to us to say we're not going to continue with this program. We either do something or we go hey we haven't done anything in twenty years, ten years from now; we do something.
 - Councilmember Garvey stated it's making an effort.
 - Community and Economic Development Director Stefanie Leif stated I see what you're saying, this is a first start in getting these really bad ones that have been sitting for a very long time. If this program works we will be out of these really bad ones hopefully in a few years, and then the next level of structure is not going to be quite as dilapidated and those will fall into more residences and buildings where we can ask them to do some more upkeep on and make some repairs, so this is really kind of a first go at these really bad ones. If you find that it isn't working the way that you want it to, we can do a one year trial and see how it goes. If it does give you some comfort there are other cities that do it, not every city has a program like this because of course of some of the issues you've brought up, but a lot of cities do have it, a fifty fifty cost share with different levels. There is one city I looked at in Iowa that does up to five thousand dollars, so cities kind of determine what they feel is appropriate and other communities do something similar.
 - Mayor Kirby asked if we adopt this we aren't going to exceed four thousand dollars per house.
 - Community and Economic Development Director Stefanie Leif stated that is my recommendation, but it is open to what you feel. We looked at it as it's between eight and ten thousand dollars to demolish one housing unit at a minimum and doesn't include any other abatement issues you may have with it.
 - Mayor Kirby asked you've had somebody come out there and say I think this one will cost whatever to tear it down.
 - Community and Economic Development Director Stefanie Leif replied the policy is written that we would have two bids that would come to us, and so we would take the lower bid as long as it meets all the criteria.
 - Mayor Kirby asked how are we assured that the other person is going to pay.
 - Community and Economic Development Director Stefanie Leif replied we've talked about how to structure that and it is actually going to be the responsibility of the homeowner to really go through this process. They would get the bids, come to us and we would approve the application, and then they would go forward and have it demolished, and we would reimburse them after they proved to us that they have paid their contractor, done all the work on the site, that it has been graded and seeded, so it is a reimbursement program, so it won't go to them without everything being completed.
 - Councilmember Gardner stated they don't receive money until everything is satisfied.
 - Community and Economic Development Director Stefanie Leif stated correct, we would go out and inspect the site and make sure that it has been completed and it has been covered and the sewer has been capped. Becky was just mentioning that we could also pay it directly to the contractor instead of the homeowner.
 - Mayor Kirby stated we're doing this because some of them can't afford it, where are they going to get the eight to do this, to do it upfront anyway.

- Community and Economic Development Director Stefanie Leif replied that is a good point, so that way they are not having to get eight to the contractor and then wait for reimbursement.
- Councilmember Pawlowski stated so you're going to have to change the policy wording.
 - Community and Economic Development Director Stefanie Leif stated yes, because we say proof of payment, so we can revise that.
 - Mayor Kirby stated so we can say we're going to pay half but we're not going to do it until you pay your half, and that's why we're here is because people can't afford it.
 - Councilmember McNeill stated but they might be able to afford half, but they can't pay the whole thing.
 - Mayor Kirby stated and we're saying that we're going reimburse them but if they can't afford it, so I think it ought to be that we're going to pay this amount, whatever it is, we're paying this to the contractor and the rest of it is between the homeowner and the contractor.
 - Community and Economic Development Director Stefanie Leif stated we can definitely do that. So really it would just be a revision of, if you choose to go forward and approve it, under Section Four A, we could just add in some language that specifies payment to the contractor. Maybe we say after completion of the structure removal, the contractor shall submit.
 - Mayor Kirby asked do you want to re-work it and bring it back.
 - Community and Economic Development Director Stefanie Leif replied yes, I can just kind of re-work it, I'm just not sure off the top of my head.

Councilmember McNeill withdrew his second.

Councilmember Studnicka withdrew his motion.

Councilmember Studnicka moved to table this item until revisions are made. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Campaign Sign Guidelines: Councilmember Pawlowski moved to adopt the Political Campaign Signage Guidelines Policy. Councilmember Garvey seconded the motion.

- Councilmember Studnicka asked how does this fit in with our current signage policy, it's just the political signs right.
 - City Inspector Rebecca Savidge replied during this period it would be any sign that would follow this because you can't, at the advice of the Attorney.
 - City Attorney Greg Robinson stated we're caught between two legal standards, one there is a Supreme Court case that you can't legislate content, however, we have a State law on the books that says it allows the political signs, so the way out of it is you allow the signs during the period.
 - Councilmember Studnicka stated that wasn't my question, my question was how does this impact our current sign policy we have in the City.
 - City Attorney Greg Robinson replied you can't restrict anything on content, so if a church wants to put a sign in the right of way, you can't take it out during this period of time.
 - City Inspector Rebecca Savidge replied and instead of seven days that is in our current policy, they now only have two to remove them, two days afterwards was the other difference.
 - Councilmember Buehler stated and it's no longer, and you can put them in the easement five feet away.
 - City Inspector Rebecca Savidge stated our current policy didn't allow that during this forty five day period, now they are allowed.
 - Councilmember Buehler stated but it still has to be five feet away from the road or the curb or the edge of the road.
 - City Inspector Rebecca Savidge replied correct.
 - City Attorney Greg Robinson stated and Don just to kind of follow up with your question, what is hopeful is what would be during the course after this initially starts is that someone is going to sue and then that's going to be decided, that if it is found that the State Statute is unconstitutional, obviously we'll go back to the way it used to be.
 - Councilmember Studnicka stated got it, thank you.

- Councilmember Pawlowski asked so on any intersection does this apply.
 - City Inspector Rebecca Savidge replied yes.
 - Councilmember Pawlowski stated just for example, in Gregg's neighborhood, if Gregg wanted to put a sign up on his corner.
 - Councilmember Buehler stated only within five feet, I can put it ten feet away because it's not in the easement and it doesn't have to be three hundred feet away, correct?
 - City Inspector Rebecca Savidge replied say that one more time.
 - Councilmember Buehler replied so this ordinance says, our safety thing says, signs must be placed no less than three hundred feet from an intersection to prevent sight triangle issues, which can impact traffic safety, but based on the drawing I can't have a sign within five feet of the curb of the street, three hundred feet from the intersection, but I can put a sign sixteen feet away which is no longer in the easement in the middle of my front yard, even though it's not three hundred feet away from the intersection.
 - City Inspector Rebecca Savidge replied right, if you are back behind that right of way, then yes, it is not regulated.
 - Councilmember Buehler stated that's what I thought it said, thank you.
- Councilmember McNeill stated there is a part in there where we say that you can tear them down.
 - City Inspector Rebecca Savidge replied if they are determined to be outside.
 - Councilmember McNeill stated it had to do with the period, the election period. It should have said the election period and two days. I think it was after the election period and we didn't add the two days and we have up top saying two days after the election you have to have all your stuff down.
 - Councilmember Buehler stated there it is, during an election period, number two, enforcement number two. So if it's within five feet and three hundred feet.
 - City Inspector Rebecca Savidge replied we can pull them if they are not within that area.
- Councilmember Gardner asked do we have a system in place to do that to check on them.
 - City Inspector Rebecca Savidge replied yes, we do that know.
- Councilmember McNeill stated sign stuff is getting so complicated it's not even worth it to put a sign up.
- Councilmember Garvey stated like the Aramark sign that is up there.
 - City Inspector Rebecca Savidge replied I've already told them, their letter is coming.
- Mayor Kirby asked what about the help wanted signs for the prison, there's nothing we can do about that.
 - City Inspector Rebecca Savidge replied well it is State property and technically I don't have enforcement on State property and it is KDOT right of way.
 - Councilmember Garvey asked so they can do whatever they want right there.
 - City Inspector Rebecca Savidge replied unfortunately yes.

The motion was unanimously approved.

REPORTS:

Department Heads: Public Works Director Jeff Rupp advised the Council that the Mill and Overlay project for 2016 is nearing its conclusion. A few small pieces of curb and sidewalk are left, but they are also almost done.

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer had nothing to report.

City Administrator: City Administrator Tim Vandall discussed the Memorandum of Understanding that was received in regards to McIntyre Road. Items discussed included maintenance of the road and the Council agreed that the City will only maintain what is in City Limits, and the design standards and speed limit being lowered from forty-five miles per hour to thirty-five miles per hour. Staff recommends keeping the design standards and speed limit at the forty-five mile an hour pace as they feel it would be best for the City. The Council agreed with the recommendation from staff. Tim will get back with the County in regards to these items.

Governing Body: Councilmember Garvey thanked the Library Board Applicants, congratulated the newly appointed Library Board member, he thanked Reserve Officer Richards for his time and service. He also shared that with the closing of the car wash in town that they paid about six thousand dollars a year in wastewater fees that the City is now losing due to the closure.

Councilmember Buehler thanked the volunteers, congratulated Reserve Officer Richards on retirement, and provided a fun fact: on this day in 1920, forty-two years after it was initially proposed to Congress, the 19th Amendment passed.

Councilmember McNeill advised that the budget was passed with a line item for cost share removal, and that the discussion tonight was on how to implement the program and to clear up the language. He also thanked the volunteers who applied and advised those to check back for more vacancies or openings.

Councilmember Studnicka echoed the sentiments regarding the volunteers and congratulating the newly appointed Library Board member and newly retired Reserve Officer Richards.

Mayor Kirby agreed with the comments thus far about the volunteers and Reserve Officer Richards, he also advised that volunteers are still needed for the Police picnic that will take place on September 18th, and to contact him for more information.

Councilmember Gardner echoed the sentiments regarding the volunteers and congratulating the newly appointed Library Board member and newly retired Reserve Officer Richards.

Councilmember Pawlowski asked if the selling off of four City vehicles had an impact on the City insurance.

- The City Administrator and City Clerk advised that the savings would be minimal as other vehicles had been purchased this year as well.

Councilmember Pawlowski asked if the deadline has come to contact the City Clerk to register for the Annual League of Kansas Municipalities Conference.

- The City Clerk stated that those wanting to attend will need to contact her with the day or days they want to attend and she will get you registered.

Councilmember Pawlowski asked if there was a way to address properties that aren't quite at the blighted level, but how do we enforce property upkeep. She also asked if issues are solely based on complaints, or if the City does have a system to check neighborhoods for code violations.

- Councilmember Studnicka advised that this is a Code Enforcement issue and needs to be addressed.
 - Councilmember McNeill advised that he previously asked if Code Enforcement could work on a weekend day while people are doing projects so to better enforce issues, as he receives calls and has witnessed residents and companies violating our regulations.
 - Community and Economic Development Director advised that the department has been more aggressive in the current year in regards to Code Enforcement and abatements. While a majority of items are addressed due to complaints, the Code Enforcement Officer has been stepping up his patrols.

- Councilmember Garvey advised that he has seen the process work that is in place.

Councilmember Pawlowski stated that if people have an issue that they can fill out the Fix It Form on the City website.

ADJOURNMENT: Councilmember Pawlowski moved to adjourn. Councilmember Garvey seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:51 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: August 22, 2016
SUBJECT: League of Kansas Municipalities Voting Delegates

The League of Kansas Municipalities Annual Conference will be October 8-10, 2016, in Overland Park, Kansas. For this conference, the Governing Body may elect three (3) voting delegates from among the City's officers to represent the City in the conduct and management of the affairs of the League of Kansas Municipalities. The Governing Body may also designate three (3) alternate voting delegates.

Action: Governing Body will need to designate three (3) voting delegates for the League of Kansas Municipalities Annual Conference.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: August 25, 2016
SUBJECT: Ordinance No. 969 – Standard Traffic Ordinance Adoption

Ordinance No. 969 adopts the 2016 Standard Traffic Ordinance for Kansas, 44th Edition, published by the League of Kansas Municipalities with changes as outlined in the ordinance. This is an annual procedure for updating the Lansing traffic code.

Action:

Staff recommends a motion to approve Ordinance No. 969 adopting the "2016 Standard Traffic Ordinance for Kansas Cities, 44th Edition."

ORDINANCE NO. 969

AN ORDINANCE INCORPORATING THE STANDARD TRAFFIC ORDINANCE BY REFERENCE

An ordinance regulating traffic within the corporate limits of the City of Lansing, Kansas; incorporating by reference the Standard Traffic Ordinance for Kansas Cities, 44th Edition of 2016. With certain omissions, changes and additions; prescribing additional regulations; providing certain penalties and repealing Ordinance No. 951 and all other ordinances and parts of ordinances of the City of Lansing in conflict herewith.

Be it ordained by the Governing Body of the City of Lansing, Kansas:

SECTION 1.

15-101. INCORPORATING STANDARD TRAFFIC ORDINANCE.

There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Lansing, Kansas, that certain standard traffic ordinance known as the Standard Traffic Ordinance for Kansas Cities, 44th Edition of 2016, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. One official copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 969," with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance, and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of office copies of such Standard Traffic Ordinance similarly marked as may be deemed expedient.

15-102. OMISSIONS, CHANGES, ADDITIONS AND DELETIONS TO THE STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES

Article 1: Section 1 of said Standard Traffic Ordinance, relating to definitions, is hereby amended to add as follows:

Motorized Mini Bikes. Any motorized mini bike not more than 51 inches in length, 14 inches in width and 30 inches in height, by the manufacturer's specifications which may be propelled by either gasoline or electric power and having a seat designed to be straddled by the operator, except a motorized bicycle and electric-assisted bicycle.

(All other definitions not modified, deleted or changed shall remain in effect.)

Article 4: Section 17 of said Standard Traffic Ordinance is hereby changed to read as follows:

Display of Unauthorized Signs, Signals or Markings.

- (a) No person shall place, maintain or display upon or in view of any highway any unauthorized sign, signal, marking or device which purports to be or is an imitation of or resembles an official traffic-control device or railroad sign or signal, or which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any official traffic-control device or any railroad sign or signal.
- (b) No person shall place or maintain nor shall any public authority permit upon any highway any official traffic control device bearing thereon any commercial advertising, except for business signs included as part of official motorist service panels or roadside area information panels approved by the secretary of transportation.
- (c) This section shall not be deemed to prohibit the erection upon private property adjacent to highways of signs giving useful directional information and of a type that cannot be mistaken for official signs.
- (d) Every such prohibited sign, signal, or marking is hereby declared to be a public nuisance and the governing body is hereby empowered to remove the same or cause it to be removed without notice.
- (e) Traffic regulations on Private Property. Whenever the person in possession or control of any private property used by the public for purposes of vehicular traffic by permission of the owner shall cause to be posted at each entrance thereto a permanently lettered clearly legible sign with the following legend:

“TRAFFIC REGULATIONS OF THE CITY OF LANSING ENFORCED ON THIS PROPERTY. SPEED LIMIT 10 MPH.” (OR AS POSTED.)

Then such private property shall thereafter be deemed to be under the traffic regulations of the city as provided by law.

Article 7: Section 33 of said Standard Traffic Ordinance is hereby changed to read as follows:

Maximum Speed Limits.

- (a) Except as provided in subsection (b) and except when a special hazard exists that requires lower speed for compliance with K.S.A. 8-1557, and amendments thereto, the limits specified in this subsection or established as hereinafter authorized by law shall be maximum lawful speeds, and no person shall drive a vehicle at a speed in excess of such maximum limits:

- (1) All vehicles 20 miles per hour in any business district;
- (2) All vehicles 20 miles per hour in any park;
- (3) All vehicles 20 miles per hour in any posted school zone or any public thoroughfare on or across which children pass going to and from school during school days, from 7:00 a.m. to 8:00 a.m. and 2:45 p.m. to 3:45 p.m. on the following designated school zone area: Ida Street from Brookridge Street to 416 Ida St.; Bittersweet Street from West Mary Street to Ida Street; West Mary Street from 200 ft west of Bittersweet Street to 200 ft east of West Kay Street.
- (4) All vehicles 20 miles per hour in any residential district and on other streets within the city, if said limits were set prior to 1994. All speed limits set after 1994 shall be 30 miles an hour in any residential district or other streets within the city except where modified by engineering and traffic investigation as provided hereafter in subsection (c) of this section.

The maximum speed limit established by or pursuant to this paragraph shall be of force and effect regardless of whether signs are posted giving notice thereof and notwithstanding any signs giving notice of minimum speed limit in excess of the limits established by or pursuant to this paragraph shall not be of any force or effect, subject to the following exception.

Whenever the Public Works Director shall determine upon the basis of an engineering and traffic investigation that any speed limit herein set forth is greater or less than is reasonable or safe under the conditions found to exist, the Public Works Director shall determine and declare a reasonable and safe speed limit consistent with applicable state and local statutes which shall be effective at all times or during daytime or nighttime or at such other times as may be determined when appropriate signs giving notice thereof are erected pursuant to Governing Body action and K.S.A. 8-1560 and 8-2002.

(b) No person shall drive a school bus to or from school or interschool or intra school functions or activities at a speed greater than 45 miles per hour on any roadway having dirt, sand or gravel surface, and in no event shall a school bus be driven to and from school or activities in excess of 55 miles per hour, notwithstanding any maximum speed limit in excess thereof. The provisions of this subsection shall also apply to buses used for the transportation of students enrolled in community junior colleges or area vocation schools when such buses are transporting students to or from school functions or activities.

(c) Speed limits on certain streets within the City of Lansing. The governing body having determined upon the basis of an engineering and traffic investigation that the speed limit permitted under state law and Section 33 of the "Standard Traffic Ordinance" is greater or less than is reasonable under the conditions found to exist upon the city, the governing body hereby determines and declares that the reasonable and safe speed limit on the portion of the streets is as listed below. The Public Works Director is hereby directed to cause to have erected appropriate signs giving notice of such speed limit along the streets maintained by the city.

STREET	PORTION CONTROLLED	APPLICABLE SPEED LIMIT
147 th Street	4-H Road to South City Limits	40 mph
155 th Street	South to City Limits	25 mph
4-H Road	Within City Limits	40 mph
Centre Drive	4-H Road to West Mary	25 mph
Centre Drive	West Mary to East Kansas	25 mph
Clearview Drive	Stone Lane to Rock Creek Drive	20 mph
DeSoto Road	West Eisenhower to 4-H Road	35 mph
East Eisenhower Rd	North Main to North 8 th Street	35 mph
East Gilman Rd	South Main to East City Limits	35 mph
East Mary Street	US Highway 73 to ½ mile east of US Highway 73	20 mph
East Mary Street	½ mile east of US Highway 73 to City Limits	35 mph
Granite Street	Clearview Drive to Ridge Drive	20 mph
Hickory Trail	North of 4-H Road	25 mph
Ida Street	Entire Road	25 mph
Main Street	South City Limits to Rock Creek Loop	65 mph
Main Street	Rock Creek Loop to Gilman Road	50 mph
Main Street	Gilman Road to Olive Street	50 mph
Main Street	Olive Street to Eisenhower Road	40 mph
Maple Lane	Hickory Trail to South Valley Drive	25 mph
McIntyre Road	South Main to 4-H Road	35 mph
McIntyre Road	South Main to East City Limits	25 mph
Ridge Drive	147 th Street to Granite Street	20 mph
Sherwood Forest	Entire Subdivision	30 mph
Stone Lane	Clearview Drive to Ridge Drive	20 mph
West Eisenhower Road	New Lawrence to West City Limits	50 mph
West Eisenhower Road	New Lawrence to North Main	40 mph
West Gilman Road	Entire Road	25 mph
West Mary Street	Entire Road	35 mph

Article 14: Section 114.1 of said Standard Traffic Ordinance is hereby changed to read as follows:

Unlawful Operation of All-Terrain Vehicle

A. Except as provided in subsection (b), (d) (e), and (f), it shall be unlawful for any person to operate an all-terrain vehicle:

1. on any interstate highway, federal highway or state highway; or
2. or on any city street, alley, public parking lot, right-of-way or upon property owned by the City of Lansing.

B. Notwithstanding the provisions of subsection (a), all-terrain vehicles owned and operated by a county noxious weed department, or all-terrain vehicles owned and operated by persons contracting with a county noxious weed department or the Kansas Department of Transportation may be allowed to operate such all-terrain vehicles upon the right-of-way of any federal highway or state highway for the purpose of eradicating noxious weeds and such all-terrain vehicles may be operated incidentally upon such federal highway or state highway.

C. No all-terrain vehicle shall be operated on any public highway, street or road between sunset and sunrise unless equipped with lights as required by law for motorcycles.

D. Notwithstanding the provisions of subsection (a), all-terrain vehicles owned and operated by a county noxious weed department, or all-terrain vehicles owned and operated by persons contracting with a county noxious weed department or the Kansas Department of Transportation may be allowed to operate such all-terrain vehicles upon the right-of-way of any federal highway or state highway for the purpose of eradicating noxious weeds and such all-terrain vehicles may be operated incidentally upon such federal highway or state highway and within the corporate limits of the city as required in the fulfillment of its eradication duties.

E. Notwithstanding the provisions of subsection (a), all-terrain vehicles owned and operated by the City of Lansing, Kansas, or all-terrain vehicles owned and operated by persons contracting with the City of Lansing, Kansas may be allowed to operate such all-terrain vehicles upon and within the corporate limits of the city as required in the performance of its duties.

F. Notwithstanding the provisions of subsection (a), all-terrain vehicles owned and operated by those agencies providing emergency and first-responder services for the City of Lansing, Kansas may be allowed to operate such all-terrain vehicles upon and within the corporate limits of the city as required in the performance their duties.

G. Any person operating an all-terrain vehicle pursuant to (b), (d), (e) and (f) shall be subject to all of the duties applicable to a driver of a vehicle imposed by law. (K.S.A. Supp. 8-15,100)

Article. 14: Section 114.2 of said Standard Traffic Ordinance is hereby changed to read as follows:

Unlawful Operation of a Micro Utility Truck.

A. It shall be unlawful for any person to operate a micro utility truck:

1. On any interstate highway, federal highway, or state highway; or
2. Within the corporate limits of any city unless authorized by such city.

B. No micro utility trucks may be operated on any public highway, street, or road unless such vehicle complies with the equipment requirements under the provisions of Article 17 of Chapter 8 of the Kansas Statutes Annotated.

C. The provisions of subsection (a), shall not prohibit a micro utility truck from crossing a federal or state highway.

D. Notwithstanding the provisions of subsection (a), micro utility trucks owned and operated by a county noxious weed department, or micro utility trucks owned and operated by persons contracting with a county noxious weed department or the Kansas Department of Transportation may be allowed to operate such micro utility trucks upon the right-of-way of any federal highway or state highway for the purpose of eradicating noxious weeds and such micro utility trucks may be operated incidentally upon such federal highway or state highway and within the corporate limits of the city as required in the fulfillment of its eradication duties.

E. Notwithstanding the provisions of subsection (a), micro utility trucks owned and operated by the City of Lansing, Kansas, or micro utility trucks owned and operated by persons contracting with the City of Lansing, Kansas may be allowed to operate such micro utility trucks upon and within the corporate limits of the city as required in the performance of its duties.

F. Notwithstanding the provisions of subsection (a), micro utility trucks owned and operated by those agencies providing emergency and first-responder services for the City of Lansing, Kansas may be allowed to operate such micro utility trucks upon and within the corporate limits of the city as required in the performance their duties.

G. Any person operating a micro utility truck pursuant to (d), (e) and (f) shall be subject to all of the duties applicable to a driver of a vehicle imposed by law. (K.S.A. Supp. 8-15,106)

Article 14: Sec. 114.5 of said Standard Traffic Ordinance is hereby changed to read as follows:

Unlawful Operation of a Work-Site Utility Vehicle.

A. It shall be unlawful for any person to operate a work-site utility vehicle:

1. On any interstate highway, federal highway, or state highway; or
2. Within the corporate limits of any city unless authorized by such city.

B. No work-site utility vehicle shall be operated on any public highway, street, or road between sunset and sunrise unless equipped with lights as required by law for motorcycles.

C. Notwithstanding the provisions of subsection (a), work-site utility vehicles owned and operated by a county noxious weed department, or work-site utility vehicles owned and

operated by persons contracting with a county noxious weed department or the Kansas Department of Transportation may be allowed to operate such work-site utility vehicles upon the right-of-way of any federal highway or state highway for the purpose of eradicating noxious weeds and such work-site utility vehicles may be operated incidentally upon such federal highway or state highway and within the corporate limits of the city as required in the fulfillment of its eradication duties.

D. Notwithstanding the provisions of subsection (a), work-site utility vehicles owned and operated by the City of Lansing, Kansas, or work-site utility vehicles owned and operated by persons contracting with the City of Lansing, Kansas may be allowed to operate such work-site utility vehicles upon and within the corporate limits of the city as required in the performance of its duties.

E. Notwithstanding the provisions of subsection (a), work-site utility vehicles owned and operated by those agencies providing emergency and first-responder services for the City of Lansing, Kansas may be allowed to operate such work-site utility vehicles upon and within the corporate limits of the city as required in the performance of their duties.

F. Any person operating a work-site utility vehicle pursuant to (c), (d) and (e) shall be subject to all of the duties applicable to a driver of a vehicle imposed by law. (K.S.A. Supp. 8-15,109)

Article 14: Sec. 114.6 of said Standard Traffic Ordinance is hereby added to read as follows:

Unlawful Operation of a Motorized Mini Bike. It shall be unlawful for any person to operate, or for the owner to permit the operation of, a motorized mini bike upon a street, highway, public parking lot, or property owned by the City of Lansing.

Article 14: Section 126.3 of said Standard Traffic Ordinance is hereby added to read as follows:

Littering.

(a) No person shall throw, place or drop litter or allow litter to be thrown, placed or dropped from a motor vehicle onto or upon any highway, road or street. The driver of the vehicle may be cited for any litter thrown, placed or dropped from the motor vehicle, unless any other person in the motor vehicle admits to or is identified as having committed the act.

(b) "Litter" means rubbish, refuse, waste material, garbage, trash or debris of whatever kind or description and includes improperly discarded paper, metal, plastic or glass.

(c) This section shall be part of and supplemental to the uniform act regulating traffic on highways. (K.S.A. 8-15,102)

Article 17: Section 181.1 of said Standard Traffic Ordinance is hereby added to read as follows:

One-way glass and sun screening devices on vehicles registered out of state; requirements, exceptions; penalties.

(a) No motor vehicle required to be registered in another state and which is operated on the streets and highways of the City of Lansing shall be equipped with one-way glass or any sun screening device, as defined in Section 1, and used in conjunction with windshields, side wings, or front side windows, the side windows behind the driver, rear windows that do not meet the following requirements:

(1) A sun screening device when used in conjunction with the windshield shall be nonreflective and shall not be red, yellow or amber in color. A sun screening device shall be used only along the top of the windshield and shall not extend downward beyond the AS1 line which is clearly defined and marked;

(2) a sun screening device when used in conjunction with the side wing or side windows located at the immediate right and left of the driver, the side windows immediately behind the driver and the rear most window shall be nonreflective; and

(3) the total light transmission shall not be less than 19% when a sun screening device is used in conjunction with other existing sun screening devices

(b) Subsection (a)(3) shall not apply to a window of a law enforcement motor vehicle that is clearly identified as such by words or other symbols on the outside of the vehicle.

(c) This section shall not prohibit labels, stickers or other informational signs that are required or permitted by state law.

(d) Any person convicted of violating the provisions of this section shall be guilty of traffic offense and shall be fined in an amount not to exceed \$500.

Article 19: Section 194 of said Standard Traffic Ordinance is hereby changed to read as follows:

Driving While License Canceled, Suspended or Revoked; Penalty.

(a) 1. Any person who drives a motor vehicle on any street or highway at a time when such person's privilege so to do is canceled, suspended or revoked or while such person's privilege to obtain a driver's license is suspended or revoked pursuant to K.S.A. 8-252a and amendments thereto, shall upon a first conviction be punished by imprisonment for not more than six months or fined not to exceed \$1,000.00, or both such fine and imprisonment. On a second conviction of a violation of this section such person shall be punished by imprisonment for not more than one year or fined not to exceed \$2,500, or both such fine and imprisonment.

2. No person shall be convicted under this section if such person was entitled at the time of arrest under K.S.A. 8-257 and amendments thereto, to the return of such person's driver's license.

3. Except as otherwise provided by subsection (D), every person convicted under this section shall be sentenced to at least five days' imprisonment and fined at least \$100 and upon a second conviction shall not be eligible for parole until completion of five days' imprisonment.

4. If a person:

A. is convicted of a violation of this section, committed while the person's privilege to drive or privilege to obtain a driver's license was suspended or revoked for a violation of K.S.A. 8-2,144 or K.S.A. 8-1567 or K.S.A. 8-1025, and amendments thereto, or any ordinance of any city or resolution of any county or a law of another state, which ordinance or law prohibits the acts prohibited by those statutes; and

B. is or has been also convicted of a violation of K.S.A. 8-2,144 or K.S.A. 8-1567 K.S.A. 8-1025, and amendments thereto, or any ordinance of any city or resolution of any county or law of another state, which ordinance or resolution or law prohibits the acts prohibited by those statutes, committed while the person's privilege to drive or privilege to obtain a driver's license was so suspended or revoked, the person shall not be eligible for suspension of sentence, probation or parole until the person has served at least 90 days' imprisonment, and any fine imposed on such person shall be in addition to such a term of imprisonment..

(b) For the purposes of determining whether a conviction is a first or second conviction in sentencing under this section, conviction includes a conviction of a violation of any ordinance of any city or resolution of any county or a law of any state which is in substantial conformity with this section. (K.S.A. Supp. 8-262)

Article 19: Section 195.1 of said Standard Traffic Ordinance relating to Operation of a Motor Vehicle When a Habitual Violator is hereby declared to be and is omitted and deleted.

15-103. TRAFFIC INFRACTIONS AND TRAFFIC OFFENSES

A. An ordinance traffic infraction is a violation of any section of this ordinance that prescribes or requires the same behavior as that prescribed or required by a statutory provision that is classified as a traffic infraction in K.S.A. 8-2118.

B. All traffic violations which are included within this ordinance and which are not ordinance traffic infractions, as defined in subsection (a) of this section, shall be considered traffic offenses.

15-104. PENALTIES

(See Article 20: Section 201 of the Standard Traffic Ordinances)

SECTION 2.

REPEAL. Ordinance No. 969, and all other ordinances and parts of ordinances of the City of Lansing in conflict herewith, are hereby repealed.

SECTION 3.

EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its publication in The Leavenworth Times.

PASSED AND APPROVED by the Governing Body of the City of Lansing, Kansas, on this 1st day of September 2016.

{SEAL}

Louis E. Kirby, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Published: *Leavenworth Times*
Date Published:

Catalina Thompson, City Prosecutor

CITY OF LANSING

FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 969: An Ordinance Incorporating the Standard Traffic Ordinance by Reference.

Pursuant to K.S.A. 12-3007 and the laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 969 Summary:

On September 1, 2016, the City of Lansing, Kansas, adopted Ordinance No. 969, incorporating by reference the Standard Traffic Ordinance known as the Standard Traffic Ordinance for Kansas Cities, Edition of 2016 prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. A complete copy of this ordinance may be obtained or viewed at the office of the city clerk, City Hall, 800 First Terrace, Lansing, KS 66043 and is also available at www.lansing.ks.us. This summary certified by Catalina Thompson, City Prosecutor.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: _____

Catalina Thompson, City Prosecutor

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: August 25, 2016
SUBJECT: Ordinance No. 970 – Uniform Public Offense Code Adoption

Ordinance No. 970 adopts the 2016 Edition of the Uniform Public Offense Code for Kansas Cities, 33rd Edition, published by the League of Kansas Municipalities. This is an annual procedure for updating the Lansing Public Offense Code.

Action:

Staff recommends a motion to approve Ordinance No. 970 adopting the “2016 Uniform Public Offense Code for Kansas Cities, 33rd Edition.”

ORDINANCE NO. 970

AN ORDINANCE INCORPORATING THE UNIFORM PUBLIC OFFENSE CODE BY REFERENCE

An ordinance regulating public offenses within the corporate limits of the City of Lansing, Kansas; incorporating by reference the "Uniform Public Offense Code for Kansas Cities," 33rd Edition of 2016 and repealing Ordinance No. 952 and all other ordinances and parts of ordinances of the City of Lansing in conflict herewith.

Be it ordained by the Governing Body of the City of Lansing, Kansas.

SECTION 1.

12-101. INCORPORATING UNIFORM PUBLIC OFFENSE CODE.

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Lansing, Kansas, that certain code known as the "Uniform Public Offense Code," 33rd Edition of 2016, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. One official copy of said Uniform Public Offense Code shall be marked or stamped "official Copy as Adopted by Ordinance No. 970," and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.

SECTION 2.

REPEAL. Ordinance No. 952 is hereby repealed and all other ordinances and parts of ordinances of the City of Lansing in conflict herewith are hereby repealed.

SECTION 3.

EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its publication in The Leavenworth Times.

PASSED AND APPROVED by the Governing Body of the City of Lansing, Kansas, on this 1st day of September, 2016.

{SEAL}

Louis E. Kirby, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Published: *Leavenworth Times*

Date Published:

Catalina Thompson, City Prosecutor

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

**Ordinance No. 970: An Ordinance Incorporating the
Uniform Public Offense Code by Reference.**

Pursuant to K.S.A. 12-3007 and the laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 970 Summary:

On September 1, 2016, the City of Lansing, Kansas, adopted Ordinance No. 970, incorporating by reference the Uniform Public Offense Code officially known as the Uniform Public Offense Code for Kansas Cities, Edition of 2016 prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. A complete copy of this ordinance may be obtained or viewed at the office of the city clerk, City Hall, 800 First Terrace, Lansing, KS 66043 and is also available at www.lansing.ks.us. This summary certified by Catalina Thompson, City Prosecutor.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: _____, 2016.

Catalina Thompson, City Prosecutor

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: August 25, 2016
SUBJECT: Ordinance No. 971 – An Ordinance amending Chapter 12 Public Offenses, Article 4

Effective July 1, 2016, Kansas enacted a new law reclassifying convictions for possession of marijuana and/or THC. The old law classified a first conviction as a Class A misdemeanor, and subsequent convictions were felony-level charges. Under the new law, a first conviction for possession of marijuana is now a class B misdemeanor, a second conviction is a class A misdemeanor, and third/subsequent convictions are felonies.

Our city code established the ability for our Municipal Court to hear cases involving marijuana possession, but only if they were misdemeanor-level charges (i.e. only first convictions). Since the state statute now classifies both first and second convictions as misdemeanors, our city code needed to be amended to mirror the state statute and allow the Municipal Court to hear first and second violations also.

Action:

Staff recommends a motion to adopt Ordinance No. 971.

Ordinance No. 971

An ordinance amending Chapter 12 Public Offenses, Article 4. Drugs and Drug Paraphernalia of the Code of the City of Lansing, Kansas as adopted by Ordinance No. 953.

BE IT ORDAINED by the Governing Body of the City of Lansing, Kansas:

SECTION 1: Chapter 12 Public Offenses, Article 4. Drugs and Drug Paraphernalia, Section 12-401 through 12-404 are amended as follows:

ARTICLE 4. DRUGS AND DRUG PARAPHERNALIA

12-401 DEFINITIONS

For the purposes of this Article, the following words and phrases shall be defined as follows:

- A. Board means the Kansas Board of Pharmacy.
- B. Controlled Substance means any drug, substance, or immediate precursor included in any of the schedules designated in K.S.A. 65-4105, 65-4107, 65-4109, 65-4111 and 65-4113 and subsequent amendments and modifications to these sections.
- C. Controlled substance analog means a substance that is intended for human consumption and:

The chemical structure of which is substantially similar to the chemical structure of a controlled substance listed in or added to the schedules designated in K.S.A. 65-4105 or 65-4107, and amendments thereto;

Which has a stimulant, depressant or hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance included in the schedules designated in K.S.A. 65-4105 or 65-4107, and amendments thereto; or

With respect to a particular individual, which the individual represents or intends to have a stimulant, depressant or

hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance included in the schedules designated in K.S.A. 65-4105 or 65-4107, and amendments thereto.

Controlled substance analog does not include:

A controlled substance;

A substance for which there is an approved new drug application; or

A substance with respect to which an exemption is in effect for investigational use by a particular person under section 505 of the federal food, drug, and cosmetic act (21 U.S.C. Sec 355) to the extent conduct with respect to the substance is permitted by the exemption.

- D. Distribute means the actual, constructive or attempted transfer from one person to another of some item, whether or not there is an agency relationship. Distribute shall include, but is not limited to, sale, offer for sale, or any act that causes some item to be transferred from one person to another. It does not include acts of administering, dispensing, or prescribing a controlled substance as authorized by the Pharmacy Act of the state of Kansas, the Uniform Controlled Substances Act, or otherwise authorized by law.
- E. Drug Paraphernalia means all equipment and materials of any kind which are used, or primarily intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of K.S.A. 21-5701 Crimes Involving Controlled Substances, *et. seq.*, and amendments thereto. Drug paraphernalia shall include, but not be limited to, the items listed in K.S.A. 21-5701 and its subsections, and amendments thereto. "Drug paraphernalia" shall include, but is not limited to:
1. Kits used or intended for use in planting, propagating, cultivating, growing or harvesting any species of plant

which is a controlled substance or from which a controlled substance can be derived;

2. Kits used or intended for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances;
3. Isomerization devices used or intended for use in increasing the potency of any species of plant which is a controlled substance;
4. Testing equipment used or intended for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances;
5. Scales and balances used or intended for use in weighing or measuring controlled substances;
6. Diluents and adulterants, including, but not limited to, quinine hydrochloride, mannitol, mannite, dextrose and lactose, which are used or intended for use in cutting controlled substances;
7. Separation gins and sifters used or intended for use in removing twigs and seeds from or otherwise cleaning or refining marijuana;
8. Blenders, bowls, containers, spoons and mixing devices used or intended for use in compounding controlled substances;
9. Capsules, balloons, envelopes, bags and other containers used or intended for use in packaging small quantities of controlled substances;
10. Containers and other objects used or intended for use in storing or concealing controlled substances;
11. Hypodermic syringes, needles and other objects used or intended for use in parenterally injecting controlled substances into the human body;
12. Objects used or primarily intended or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish, hashish oil, phencyclidine (PCP),

methamphetamine or amphetamine into the human body, such as:

- a) Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls;
- b) Water pipes, bongs or smoking pipes designed to draw smoke through water or another cooling device;
- c) Carburetion pipes, glass or other heat resistant tubes or any other device used or intended to be used, designed to be used to cause vaporization of a controlled substance for inhalation;
- d) Smoking and carburetion masks;
- e) Roach clips, objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand;
- f) Miniature cocaine spoons and cocaine vials;
- g) Chamber smoking pipes;
- h) Carburetor smoking pipes;
- i) Electric smoking pipes;
- j) Air-driven smoking pipes;
- k) Chillums;
- l) Bongs;
- m) Ice pipes or chillers;
- n) Any smoking pipe manufactured to disguise its intended purpose;
- o) Wired cigarette papers; or
- p) Cocaine freebase kits.

“Drug paraphernalia” shall not include any products, chemicals, or materials described in subsection (a) of K.S.A. 2012 Supp. 21-5709, and amendments thereto.

- F. Immediate precursor means a substance which the board has found to be and by rule and regulation designates as being the principle compound commonly used or produced primarily for use and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance, the control of which is necessary to prevent, curtail or limit manufacture.
- G. Isomer means all enantiomers and diastereomers.
- H. Marijuana means all parts of all varieties of the plant *Cannabis* whether growing or not, the seeds thereof, the resin extracted from any part of the plant and every compound, manufacture, salt, derivative, or preparation of the plant, its seeds, or resin. “Marijuana” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt or derivative mixture or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake of the sterilized seed of the plant which is incapable of germination. Marijuana shall be interpreted to mean any alternate spellings including, but not limited to, Marihuana.
- I. Person means individual, corporation, government, or government subdivision or agency, business trust, estate, trust, partnership, association or any other legal entity.
- J. Possession means having joint or exclusive control over an item with knowledge of and intent to have such control or knowingly keeping some item in a place where the person has some measure of access and right of control.
- K. Simulated Controlled Substance means any product which identifies itself by a common name or slang term associated with a controlled substance and which indicates on its label or accompanying promotional material that the product simulates the effect of a controlled substance.
- L. Tetrahydrocannabinol means any material, compound, mixture, or preparation which contains any quantity of the synthetic

equivalent of the substances contained in the plant, or in the resinous extractives of *Cannabis*, sp. and/or synthetic substances, derivatives, and their isomers with similar chemical structure and pharmacological activity such as the following: Delta 1 cis or trans tetrahydrocannabinol, and their optical isomers, Delta 6 cis or trans tetrahydrocannabinol, and their optical isomers, Delta 3,4 cis or trans tetrahydrocannabinol, and their optical isomers. Compounds of these structures are covered, regardless of numerical designations of atomic positions, as are their salts, isomers, and salts of isomers.

12-402 POSSESSION OF MARIJUANA AND THC, UNLAWFUL

Except as otherwise authorized by Kansas Law, it shall be unlawful for any person to possess any of the following controlled substance or controlled substance analogs there of: (1) any hallucinogenic drug designated in K.S.A. 65-4105(d) to include marijuana or tetrahydrocannabinol. (See K.S.A. 21-5706(b)(3))

12-403 POSSESSION OF DRUG PARAPHERNALIA AND SIMULATED CONTROLLED SUBSTANCES

- A. Except as otherwise authorized by Kansas Law, it shall be unlawful for any person to use or possess with the intent to use:
 - 1. Any simulated controlled substance. (See K.S.A. 21-5713)
 - 2. Any drug paraphernalia to use, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. (See K.S.A. 21-5709)
- B. No person shall deliver, possess with intent to deliver or cause to be delivered any drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to use, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance.
- C. In determining whether an object is drug paraphernalia, the finder of fact shall consider, in addition to all other logically relevant factors, the following: Statements of the owner or person in control of an object concerning its use;
 - 1. Prior convictions, if any, of an owner or person in control of the object under any state or federal law relating to any controlled substance;

2. The proximity of the object, in time and space, to a direct violation of K.S.A.21-5701 through 21-5717 and amendments thereto;
3. The proximity of the object to controlled substances;
4. The existence of any residue of controlled substances on the object;
5. Direct or circumstantial evidence of the intent of an owner or person in control of an object, to deliver it to a person the owner or person in control of an object knows, or should reasonably know, intends to use the object to facilitate a violation of K.S.A.21-5701 through 21-5717, and amendments thereto. The innocence of an owner or person in control of the object as to a direct violation of K.S.A.21-5701 through 21-5717 shall not prevent a finding that the object is intended for use as drug paraphernalia;
6. Oral or written instructions provided with the object concerning its use;
7. Descriptive materials accompanying the object which explain or depict its use;
8. National and local advertising concerning the object's use;
9. The manner in which the object is displayed for sale;
10. Whether the owner or person in control of the object is a legitimate supplier of similar or related items to the community, such as a distributor or dealer of tobacco products;
11. Direct or circumstantial evidence of the ratio of sales of the object or objects to the total sales of the business enterprise;
12. The existence and scope of legitimate uses for the object in the community;
13. Expert testimony concerning the object's use;
14. Any evidence that alleged paraphernalia can or has been used to store a controlled substance or to introduce a

controlled substance into the human body as opposed to any legitimate use for the alleged paraphernalia; or

15. Advertising of the item in magazines or other means which specifically glorify, encourage or espouse the illegal use, manufacture, distribution or cultivation of controlled substances.

D. The fact that an item has not yet been used or did not contain a controlled substance at the time of the seizure is not a defense to a charge that the item was possessed with the intention for use as drug paraphernalia. (See K.S.A. 21-5711)

12-404

PENALTIES

A. Violation of 12 -402 is a class A nonperson misdemeanor. The sentence for which shall be a definite term of confinement in the city or county jail which shall be fixed by the court and shall not exceed one year, and/or a fine not to exceed \$2,500, unless the substance involved is marijuana, as designated in K.S.A. 65-4105(d), and amendments thereto, then it is a:

1. Class B nonperson misdemeanor, except as provided in section A(2), the sentence for which shall be a definite term of confinement in the city or county jail which shall be fixed by the court and shall not exceed six months, and/or a fine not to exceed \$1,000;
2. Class A nonperson misdemeanor if that person has one prior conviction under such subsection, under K.S.A. 65-4162, prior to its repeal, under a substantially similar offense from another jurisdiction, or under any city ordinance or county resolution or a substantially similar offense. The sentence for which shall be a definite term of confinement in the city or county jail which shall be fixed by the court and shall not exceed one year, and/or a fine not to exceed \$2,500.

It shall not be a defense to charges arising under this section that the defendant was acting in an agency relationship on behalf of any other party in a transaction involving a controlled substance or controlled substance analog. (see K.S.A. 21-5706)

- B. Violation of 12-403 is a Class A nonperson misdemeanor. The sentence for which shall be a definite term of confinement in the city or county jail which shall be fixed by the court and shall not exceed one year, and/or a fine not to exceed \$2,500.
- C. If the court finds substantial and compelling reasons to do so, the court may suspend all or part of the fine established by this section on such conditions as the court directs. In making the determination regarding whether suspension of all or part of the fine is within the interests of justice, the court shall consider, but is not limited to, the following factors.
 - 1. The financial status of the defendant.
 - 2. The amount of controlled substance or contraband possessed.
 - 3. The lack of criminal history of the defendant.
 - 4. Any drug treatment program voluntarily completed by the defendant before sentencing but subsequent to being charged under this article.
 - 5. The defendant's level of cooperation with law enforcement including the truthful identification of the source of the controlled substance or contraband possessed by the defendant.
- D. Any person under the age of 21 who is convicted of a charge alleging a violation of Section 12-402 or 12-403 of this Article shall be required by the Court to submit to and complete an alcohol and drug evaluation by a community-based alcohol and drug safety action program certified pursuant to K.S.A. 8-1008, and amendments thereto, and to pay a fee not to exceed the fee established by the statute for such evaluation. If the judge finds the person is indigent, the fee may be waived. Any person convicted of a violation of any other provision of this Article may be required by the Court submit to and complete an alcohol and drug evaluation by a community-based alcohol and drug safety action program certified pursuant to K.S.A. 8-1008, and amendments thereto, and to pay a fee not to exceed the fee established by the statute for such evaluation. If the judge finds the person is indigent, the fee may be waived. The Court may

require the offender to attend and successfully complete a drug abuse education, counseling or treatment program. Any drug abuse evaluation, counseling or treatment ordered under this section for a violation of Section 12-402 or 12-403 of this Article shall be substantially equivalent to the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration's Brief Counseling for Marijuana Dependence.

- E. Any person who is diverted on a charge alleging a violation of Section 12-402 or 12-403 of this Article shall be required by the prosecutor to submit to and complete an alcohol and drug evaluation by a community-based alcohol and drug safety action program certified pursuant to K.S.A. 8-1008, and amendments thereto, and to pay a fee not to exceed the fee established by the statute for such evaluation. Any person diverted on a charge alleging a violation of any other provision of this Article may be required by the prosecutor to submit to and complete an alcohol and drug evaluation by a community-based alcohol and drug safety action program certified pursuant to K.S.A. 8-1008, and amendments thereto, and to pay a fee not to exceed the fee established by the statute for such evaluation. Based upon the results of such evaluation, the offender may be required to attend a drug abuse education, counseling or treatment program as a condition of such diversion agreement. Any drug evaluation, counseling or treatment ordered under this section for a violation of Section 12-402 or 12-403 of this Article shall be substantially equivalent to the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration's Brief Counseling for Marijuana Dependence.
- F. The Municipal Judge shall order any person convicted of a charge alleging a violation of Section 12-402 or 12-403 of this Article to pay the laboratory analysis fees specified in K.S.A. 28-176, and amendments thereto, as additional costs in the case provided that forensic laboratory services are rendered or administered in conjunction with the case. Any diversion agreement for a charge alleging a violation of Section 12-402 or 12-403 shall also contain a provision requiring the defendant to pay such laboratory analysis fees provided that forensic laboratory services are rendered in conjunction with the case.

SECTION 2. AMEND. This ordinance shall amend Section 12-401 through 12-404 of the Lansing City Code, 2015 Edition as adopted by Ordinance No. 953.

SECTION 3. SEVERABILITY. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 4. This ordinance shall take effect from and after its passage, approval and publication in the official City newspaper.

PASSED AND APPROVED by the governing body of the City of Lansing this 1st day of September, 2016.

{SEAL}

Gene Kirby, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Catalina Thompson, City Prosecutor

Published: *Leavenworth Times*

Date Published:

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 971: An Ordinance Amending Chapter 12 Public Offenses, Article 4. Drugs and Drug Paraphernalia of the Code of the City of Lansing, Kansas as adopted by Ordinance No. 953.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 971 Summary:

On September 1, 2016, the City of Lansing, Kansas, adopted Ordinance No. 971, amending Chapter 12 Public Offenses, Article 4. Drugs and Drug Paraphernalia of the Code of the City of Lansing, Kansas adopted by Ordinance No. 953. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Catalina Thompson, City Prosecutor.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: September 1, 2016

Catalina Thompson, City Prosecutor

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Stefanie Leif, AICP, Community and Economic Development Director 
DATE: August 25, 2016
SUBJECT: Ordinance No. 972: Proposed Text Amendments to Subdivision Regulations

Background:

The Planning Commission held a public hearing on August 17, 2016, to give consideration to amendments to the Lansing Subdivision Regulations, Article 4, Sections 3 and 6 and Article 5. The Commission approved the changes 5-0 and a copy of the minutes from that meeting are attached for your review.

The proposed amendments are as follows (added language is underlined, deleted language is stricken):

1. Article 4, Submission of Plats:

(3) FINAL PLAT:

(A) Submission:

- (1) After approval of the preliminary plat, and no sooner than the following day after the preliminary plat is approved by the Planning Commission, the applicant the subdivider may submit a final plat for consideration at the next scheduled Planning Commission meeting.

~~(6) — CONCURRENT SUBMISSION OF PRELIMINARY AND FINAL PLATS:~~

~~Nothing in these regulations shall be construed to prohibit the concurrent submission of preliminary and final plats, so long as the two separate documents contain all the information that would be required by these regulations, if such preliminary and final plats were submitted separately.~~

2. Article 5, Park Land Acquisition and Dedication: *(please see attached document)*

Action: Adopt Ordinance No. 972: Text amendments to the Lansing Subdivision Regulations.

ORDINANCE NO. 972

AN ORDINANCE OF THE CITY OF LANSING, KANSAS, AMENDING THE SUBDIVISION REGULATIONS AS ADOPTED BY REFERENCE IN LANSING CITY CODE, SECTION 17-201; FURTHER AMENDING ARTICLES 4 AND 5.

WHEREAS, the Planning Commission of the city of Lansing has recommended to amend the adopted Subdivision Regulations, Article 4, Submission of Plats; and Article 5, Park Land Acquisition and Dedication. The official Subdivision Regulations are adopted by reference in Lansing City Code, Section 17-201; and,

WHEREAS, after proper legal publication and notice pursuant to the statutes of the State of Kansas, a public hearing was held by the Planning Commission on August 17, 2016, at 7:00 p.m. at the Lansing City Hall, Lansing, Kansas.

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

SECTION 1. Lansing Subdivision Regulations, Article 4, Submission of Plats, is hereby amended pursuant to Exhibit A of this ordinance.

SECTION 2. Lansing Subdivision Regulations, Article 5, Park Land Acquisition and Dedication, is hereby amended pursuant to Exhibit B of this ordinance.

SECTION 3. SEVERABILITY. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect from and after its passage, approval, and publication by summary in the official city newspaper.

PASSED AND APPROVED by the governing body of the city of Lansing, Kansas, this 1st day of September, 2016.

Louis E. Kirby, Mayor

{SEAL}

ATTEST

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

Published: *The Leavenworth Times*

Date Published : _____

Exhibit A – Ordinance No. 972

(3) FINAL PLAT:

(A) Submission:

(1) After approval of the preliminary plat, and no sooner than the following day after the preliminary plat is approved by the Planning Commission, the applicant -the subdivider may submit a final plat for consideration at the next scheduled Planning Commission meeting.-

(6) CONCURRENT SUBMISSION OF PRELIMINARY AND FINAL PLATS:

Nothing in these regulations shall be construed to prohibit the concurrent submission of preliminary and final plat, so long as the two separate documents contain all the information that would be required by these regulations, if such preliminary and final plats were submitted separately.

Subdivision Regulation Amendments – Article 5, Park Land

ARTICLE 5. PARK LAND ACQUISITION AND DEDICATION

1. **SCOPE:**
The provisions of this article shall apply to all new development within the city of Lansing.
2. **EXEMPTIONS:**
The provisions of these regulations shall not apply to the following:
 - (A) Residential, commercial, or industrial development for property to be located on a lot of record, or vested final plat, which was approved prior to the effective date of these regulations.
 - (B) Residential, commercial, or industrial development constructed or to be constructed in accordance with a building permit issued prior to the effective date of these regulations.
3. **DEFINITIONS:**
For purposes of these regulations, the following words, except where the context clearly indicates otherwise, shall be defined as follows:
 - (A) "Commission" shall mean the Planning Commission of the city of Lansing.
 - (B) "Community Park" shall mean a park of approximately 25 or more acres, serving an area 1-2 miles in radius, serving a population of approximately 5,000 persons and encompassing the service areas of 4 or more neighborhood parks.
Community parks may typically contain lighted athletic facilities for more active play purposes, such as ball fields for football, softball, baseball and soccer, and a recreation center or swimming pool located adjacent to existing or proposed greenbelt areas and proposed junior and senior high school sites.
 - (C) "Governing Body" shall mean the City Governing Body of the city of Lansing, Kansas.
 - (D) "Subdivider or Developer" shall mean an individual, firm, association, syndicate, copartnership, corporation, or other organization dividing or proposing to divide land, developing or making improvements to such land, so as to effect a subdivision of land hereunder for himself, or for itself, or for another.
 - (E) "Subdivision" shall mean the division of any lot, tract, or parcel of land into two (2) or more lots or sites for the purpose of sale or of building development, whether immediate or future. The term includes resubdivision or replatting of an existing subdivision, building upon, or other development of land, but does not include the division of land for agricultural purposes, i.e., ranching, farming

and dwelling pertaining to such uses, in tracts of ten (10) acres or more and not involving any new street, alley, or easement of access. When appropriate to context, the term subdivision shall relate to the process of subdividing or to the land subdivided. Subdivisions of mobile home spaces for sale, lease, or rent shall comply with all provisions of Ordinance No. 454 of the city of Lansing regulating mobile home parks, as it now exists or it may hereafter be amended.

- (F) "Dwelling Unit" shall mean any building, structure, or mobile home, or part thereof, which is designed, used, or intended to be used, for human occupancy as the living quarters of one housekeeping unit or family.
- (G) "Neighborhood Park" shall mean a park of approximately 5-25 acres, serving an area 1/4-1/2 mile in radius, and serving a population of approximately 1,000 persons. Neighborhood parks should be designed to service a specific neighborhood area and may include playground apparatus and other space for active recreational purposes along with some areas for passive use. Whenever possible, neighborhood parks may be located adjacent to existing or proposed greenbelt areas and proposed elementary school sites.
- (H) "Development" shall mean the actual or proposed use of land for one or more buildings, structures or mobile homes which are designed or intended to be used, in whole or in part, for one or more structures.

4. GENERAL REQUIREMENTS:

- (A) Conveyance or Payment of Money Required:
The owner of any property to which these regulations apply, which is to be developed for residential, commercial, or industrial purposes, shall convey for park purposes land, or make a payment of money in lieu of land, or a combination of both, to the city at the time of submitting the final plat to the Governing Body for approval of the dedication of rights-of-way, easements, or public use, to provide for the recreational needs created by new residential development, in accordance with the provisions of these regulations.
- (B) Proposed Number of Structures to Be Submitted:
All plats, lots of record, replats, site plans or proposed improvements of land for new development, required to be submitted to the Commission and Governing Body, shall indicate the number of proposed structures to be constructed or placed within the development on such plat, lot of record, replat, or site plan.
- (C) Determination of Requirements:
In reviewing any lot of record, plat, site plan, or proposed improvements of land for a new development, the Commission shall, make a recommendation of whether a conveyance of land, payment of money in lieu of land, or combination of both, shall be made to meet the requirements of these regulations.
- (D) Factors Considered:
In making a recommendation of whether a proposed conveyance of land, money

in lieu of land, or combination of both, shall be made to meet the requirements of this chapter, the Commission shall consider what would be in the best interest of the city based upon relevant factors, which may include, but not be limited to, the following:

- (1) Whether the proposed land to be conveyed for park purposes would be suitable as a neighborhood or community park.
- (2) The recommendation of the Parks and Recreation Advisory Board or the Division of Parks and Recreation Superintendent.
- (3) Whether the proposed land to be conveyed for park purposes is adjacent to an existing or proposed school site.
- (4) Whether there is sufficient existing public or private park land in the area of the proposed development.
- (5) Whether the park needs of the area where the proposed development is located would be best served by expanding or upgrading existing parks; or
- (6) Land located adjacent to a linear park or greenway.
- (7) The guidelines of the current Lansing Comprehensive Plan.

(E) Suitability of Proposed Conveyance of Land for Park Purposes:

The Planning Commission shall make a recommendation as to the suitability of land proposed for conveyance. A proposed conveyance of land to meet the requirements of this ordinance shall not generally be considered suitable for neighborhood or community park purposes if it has one or more of the following characteristics:

- (1) Generally if more than 80% of the proposed park site is located within the 1% flood boundary, as shown on the latest flood insurance rate map or floodplain ordinance adopted by the city of Lansing on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community. The city of Lansing may take more than the 80% floodplain land if it is determined in the best interest of the city of Lansing. (See paragraph 5c., Credit for Conveyance of Floodplains.)
- (2) The proposed park site dedication is of less than 5 acres for a neighborhood park, or 25 acres for a community park, unless the proposed dedication is located in such a manner in which it could be combined with other dedications to create a park of adequate size.
- (3) It has unusual topography or slope or any other conditions such as high pressure pipelines, overhead or underground utilities which render it unsuitable for organized recreational activities.

- (4) It does not or would not front an improved public street or would not be readily accessible, in whole or in part, to the public.
- (5) Parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants, and servants shall not be considered suitable to meet the requirements for conveyance of land for park purposes (except PUD).

(F) Combination of Land and Payment of Money:

The Commission may, when the best interest of the city would be served, make a recommendation to accept a combination of the dedication or conveyance of land and the payment of money in lieu of land to meet the requirements of these regulations.

(G) Payment of Money in Lieu of Land Dedication:

The Governing Body may, when the best interest of the city would be served, decline to accept the public dedication of park land and require a payment of money as set forth in the Schedule of Fees, Article 12, Section 6, in lieu of land dedication to meet the requirements of these regulations. Further, they may decline to accept the public dedications if they determine that the dedications are insufficient.

5. CONVEYANCE OF LAND REQUIREMENTS:

Where the Commission determines that a conveyance of land shall be recommended, in whole or in part, to meet the requirements of these regulations, the following provisions shall apply.

(A) Amount:

Any required conveyance of land shall be in an amount equal to 10% of the proposed development, exclusive of streets, alleys, easements, or other public ways.

(B) Manner and Method:

Plats of subdivisions required to be submitted for approval by the city in accordance with the Subdivision Regulations shall show thereon a fee simple conveyance to the city of the land required by this ordinance for park purposes as a condition to approval of such plat by the Commission, and the city may further require the conveyance of the park property by General Warranty Deed. As a condition to acceptance of the plat or deed by the city, the subdivider shall provide the city with an Owner's Title Policy of Insurance in an amount equal to the value of the land conveyed, which amount shall be determined by the city.

If any zoning change results in a change from residential to commercial or industrial zoning, and money in lieu of land was received to satisfy the provisions of these regulations, the difference in the fee required as a result of the zoning change or use (in accordance with Article 12, Section 6) shall be made up by the developer as a fee in lieu of land dedicated to be paid prior to issuance of a building permit.

(C) Credit for Conveyance of Floodplains:

In cases where floodplain land or property is proposed to be conveyed to satisfy the park land requirement, a credit will be given based upon the following formula or ratio:

2 acres of floodplain shall equal one (1) acre of non-floodplain land.

(D) Location:

The land required to be conveyed may be located inside or outside the boundaries of the development so long as the land is so located and in such proximity to the development so as to serve or benefit persons residing therein, as approved by the Governing Body.

(E) Improvements to be Made:

The person required to convey land shall be responsible for, and pay the costs of, providing convenient access by improved streets, sidewalks, adequate drainage improvements so that the site is suitable for the purpose intended, and water, sewer, and electrical utilities to the property required to be dedicated or conveyed in accordance with the procedures applicable to other public improvements as specified in the Subdivision Regulations of the city of Lansing; provided, however, that the Governing Body may waive, in whole or part, such required improvements where an amount of land in excess of the requirements of this ordinance is conveyed, the value of which is equal to, or greater than, the cost of the improvements being waived. Such waivers shall be specified, on a case by case basis, in a facilities agreement between the developer and the city for the given subdivision.

66. MONEY IN LIEU OF LAND OR AMENITIES:

Where the Governing Body determines that a payment of money in lieu of land shall be made, the following provisions shall apply.

(A) Schedule of Filing Fees:

Fees shall be as set forth in Park Land (Money in Lieu of Land), Article 12, Section 6, of these regulations.

(B) Time of Payment:

Any payment of money required herein shall be paid as a condition to approval of any final plat or replat. Payment shall be made prior to the signing of the plat unless otherwise stated in a facilities agreement approved by the Governing Body.

(C) Park Development Fund:

All cash payments paid to the city in accordance with these regulations shall be deposited in the Capital Improvement Fund as a restricted reserve for park land development. The city shall account for all such payment with reference to each development for which the payment is made.

- (D) Use of Funds:
Any payments made may be used for any lawful purpose approved by the Governing Body, to include the acquisition, development, expansion or upgrading of neighborhood or community parks.

7. AMENITIES IN LIEU OF LAND OR PARKLAND FEES

(A) The Parks and Recreation Director will review proposed amenities designed to offset land or parkland fees subject to this section, and said recommendation will be considered by the Planning Commission for recommendation to the City Council for final approval:

(B) Amenity offset will equate to 150% or more of the calculated parkland fees.

(C) The developer must provide an estimate for the value of the offset.

(D) The City will consider the amenity offset subject to the following criteria:

(1) The amenity or benefit must be recreation related and desirable to the city of Lansing, and;

(2) The amenity or benefit may not restrict or prohibit access of any group of citizens or non-residents, but must be accessible to the public at-large, and;

(3) The amenity or benefit must have an approved mechanism for the continued and future maintenance and improvements of such amenity or benefit, and;

(4) The amenity or benefit must be equal to 150% of the parkland fee assessment. The City shall have sole discretion as to the determination value. *For illustration purposes only as to the 150% criterion, a parkland fee rate of \$10,000 could be offset for any amenity or benefit valued at \$15,000 or more, and;*

(5) If an approved amenity or benefit initially meets or exceeds the requirements of this section but is modified or changed over time and would no longer meet the requirements for the offset, the City may retroactively charge and/or assess parkland fees to the developer, Home Owners Association (HOA), or current real property owners of the lots subject to the requirements of this section.

87. PENALTIES, SANCTIONS, AND REDETERMINATIONS:

- (A) Requirements to be Satisfied Prior to Development:
It shall be unlawful for any person who is required to convey land, or pay money, in lieu of land, as required by these regulations, to begin, or allow any other person or contractor to begin, any construction or improvements on any land within any development to which these regulations apply, until the required conveyance of land, or payment of money in lieu of land, is made to the city in accordance with these regulations.

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(B) Permits and Services to be Withheld:

No building permits shall be issued for, and no permanent utility services shall be provided to, any land within any development to which these regulations apply until the required conveyance of land, or payment of money in lieu of land, is made to the city in accordance with these regulations.

(C) Redetermination of Requirements for Proposed Additional Dwelling Units:

After the Governing Body has accepted the public dedications, or after the requirements of these regulations have been met, based upon the proposed number of residential dwelling units for any land to which these regulations apply, any person who desires to construct a number of dwelling units in excess of the number of dwelling units on an approved plat for which the requirements of these regulations were determined or met, must submit to the Commission a revised plat for additional dwelling units for the development. Once the Commission has approved a plat increasing the number of dwelling units allowed on a platted lot, block, tract, or subdivision, the developer shall pay a fee in lieu of land for the additional dwelling units at the time the Commission approves the new final plat or replat.

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 972: An Ordinance Amending the Lansing Subdivision Regulations, as adopted by reference in Lansing City Code, Section 17-201; further amending Articles 4 and 5.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 972 Summary:

On September 1, 2016, the City of Lansing, Kansas, adopted Ordinance No. 972, amending the Lansing Subdivision Regulations, as adopted by reference in Lansing City Code, Section 17-201; further amending Articles 4 and 5. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: September 1, 2016

Gregory C. Robinson, City Attorney



DRAFT - NOT APPROVED

City of Lansing
800 First Terrace
Lansing, Kansas 66043

City of Lansing
Parkland Fee Offset Policy

Request to Offset Parkland Fees

Currently, the City of Lansing charges parkland fees in the amount of \$400.00 per residential lot, or \$0.10 per square foot of lot area for commercial or industrial properties. The parkland fees calculation is and will be subject to modification by the governing body. A developer may request to offset parkland fees by substituting a publically accessible code compliant amenity or benefit for use by all Lansing residents as set forth below. The City will not waive parkland fees, but may consider offsetting costs provided certain criteria are met:

- The amenity or benefit must be recreation related and desirable to the City of Lansing, and;
- The amenity or benefit may not restrict or prohibit access of any group of citizens or non-residents, but must be accessible to the public at-large, and;
- The amenity or benefit must have an approved mechanism for the continued and future maintenance and improvements of such amenity or benefit, and;
- The amenity or benefit must be equal to not less than 150% of the parkland fee assessment. The City shall have sole discretion as to the determination value.

If these criteria are not met, a developer will not receive any benefit under this policy and the parkland fees shall be paid to the City.

If an approved amenity or benefit initially meets or exceeds the requirements of this policy but are modified or changed over time and would no longer meet the requirements for the offset, the City may retroactively charge and/or assess parkland fees in hindsight to the developer, Home Owners Association (HOA), or current real property owners of the lots subject to this policy.

For illustration purposes only as to the 150% criterion, a parkland fee rate of \$10,000 could be offset for an amenity or benefit valued at \$15,000 or more.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Processes to Offset Parkland Fees

A developer may request parkland fees to be offset at any point prior to the execution and subsequent adoption of a Facilities Use Agreement (FUA) by the City. Staff will review offset requests to ensure they meet the three main criteria to offset parkland fees. The Recreation Director will review potential value of the offset and, in his best judgment, will provide the City Administrator data as to whether the proposed offset will equate to 150% or more of the calculated parkland fees. The developer must provide an estimate for the value of the potential offset, which will help expedite the review process.

Once the Recreation Director has verified that the offset equates to or exceeds 150% of the parkland fee value, the City Administrator will place the request on the next regularly scheduled City Council agenda, with a formal recommendation. Final approval will come from and be at the sole discretion of the governing body which has the full discretion to either approve, deny, or suggest modifications to the request.

**Lansing Planning Commission
Regular Meeting
August 17, 2016**

These minutes have not
yet been approved.

Call to Order – The monthly meeting of the Lansing Planning Commission was called to order at 7:00 p.m. by Chairman Brian Schwanz. Other members present were Vice-Chairman Ron Barry and Commissioners Chuck Holland and Chad Neidig. Commissioners Mike Suozzo and Frank Reyes were unable to attend. Chairman Schwanz noted there was a quorum present and Commissioner Kirsten Moreland arrived shortly thereafter.

Approval of Minutes, July 20, 2016, Regular Meeting – Commissioner Neidig made a motion to approve the minutes of the July 20, 2016, regular meeting, seconded by Commissioner Holland. The motion passed unanimously.

Old Business – none

New Business – Public Hearing – Chairman Schwanz stated a public hearing is being held to give consideration to amendments to the Lansing Subdivision Regulations, Article 4, Submission of Plats; Article 5, Park land acquisition and dedication; Article 9, Amendments; and Article 12, Administration. He stated the proposed amendments would define timing of plat submittals and revise requirements for park land acquisition, dedication, and in-lieu payments for park land.

Chairman Schwanz opened the public hearing at 7:03 p.m. Since there was no one in the audience who wished to comment, Chairman Schwanz closed the public hearing at 7:04 p.m. He then stated the closing of the public hearing begins the 14-day protest period. Vice-Chairman Barry asked if that was 14 business days or calendar days and Chairman Schwanz and City Attorney Greg Robinson stated that it was calendar days.

Chairman Schwanz then opened the floor for discussion by staff and Commission members. Chairman Schwanz noted that in the packet was included a letter from Mike Reilly, addressing the concern or suggestion he had. Community and Economic Development Director Stefanie Leif stated she had spoken with Jeremy Greenamyre, who was in agreement as far as being able to hold special meetings, but otherwise, did not have any concerns.

Commissioner Moreland asked what kind of time frame we were talking about as far as holding special meetings and Chairman Schwanz said he believes they are suggesting, if the preliminary plat is approved at a regular meeting, the final plat could then be considered within so many days instead of waiting a month until the next regularly scheduled meeting. Chairman Schwanz stated the time frame would have to be set to where the engineer would have plenty of time to look over the plans and where there would be time for any changes that might need to be made.

Vice-Chairman Barry stated his only comment on the suggestion of Jeremy and Mike is that he thought anything out of the 30-day waiting period would be an exception rather than the norm, and it would need extraordinary circumstances to warrant the change in our standard operating procedure. He stated it's as important for developers to bring plats before the Commission earlier as it is for the Commission to make an exception, and that message should be communicated to the builders. Commissioner Neidig agreed, stating Mr. Reilly's note

**Lansing Planning Commission
Regular Meeting
August 17, 2016
Page 2**

presupposes that the Commission is going to approve the preliminary plat, and if it doesn't, those target dates would be missed anyway. He said he believes there needs to be more rigor in the language as far as specificity of time.

Vice-Chairman Barry also stated he believed this should be done this way so City Engineer Matt Harding would have plenty of time to look over the plans so he could explain it to the Commissioners in language they could understand. Commissioner Moreland also asked how they build that into their timeline. Mr. Harding stated he's seen many instances where he's received a request for a proposal in November, they've turned the work loose in April, and want it done by May. He stated he questions why some of it wasn't turned in in December, so there would be three or four months to get everything done and meet all the deadlines.

Chairman Schwanz stated he likes the language as it's been presented as it doesn't tie the Commission's hands. He asked if there was any other discussion as far as the plat submission language, and since there was none, he asked members to consider the parkland acquisition changes.

Ms. Leif stated that both Parks and Recreation Director Jason Crum and City Administrator Tim Vandall are present and were both very involved in the draft policy from the City Council. She stated she looked at what that policy language was and just put it in code form. She reminded Commissioners that this was talked about in May and the draft policy was looked at by the City Council in a work session. She stated there are three options: payment in lieu of park land; amenities, like a park land structure or some kind of amenity; or dedication of land. Ms. Leif stated she and Mr. Crum had talked about this last option, as it can be a challenge by putting a lot of maintenance on the city staff, but that there may be times when the land would be desired, such as when it was next to an existing park that the city may want to expand.

Chairman Schwanz stated in previous dedications of land, part of it was in the floodplain, and asked is that really the value it needs to be. He also asked if Jason would be the one to determine the equation of 150%. Mr. Crum stated that as far as the land the developer would be trying to convey, there will be some instances they may be trying to give the city something we don't want or don't need. Chairman Schwanz asked if he can then say "no" to that and Mr. Crum said he believes he can. Chairman Schwanz stated he just wanted to make sure the language gives him the option to do that. Mr. Crum said he believes it would come as a staff recommendation and then the Commission and Council would have the final say.

Mr. Crum stated he can think of some instances where the city may want floodplain, where the city has something it wants to protect or access it wants to gain. Mr. Crum then addressed the 150% valuation and said it will be a joint staff effort in doing that and will depend on what's proposed. He said if there's a lot of engineering involved, he would look to Matt for guidance, and if something like a playground is proposed, they would contact companies they've worked with in the past to get values that way.

**Lansing Planning Commission
Regular Meeting
August 17, 2016
Page 3**

Chairman Schwanz stated many years ago, park land was dedicated, the park was built, but then the HOA wanted to say it was only for their homeowners. Mr. Crum stated if that was what was proposed upfront, it would not be acceptable, and if that became the case down the road, they would then have to come back and pay those parkland fees. Mr. Vandall stated the Council was very vocal about this, stating it's not a benefit if it's just for that subdivision. City Attorney Greg Robinson stated it can be approved and they can build it and make it private, but they would have to pay the fees.

Commissioner Holland asked when the fees are due in this process and Ms. Leif stated it is pursuant to a facilities use agreement and in the most recent subdivision she believes it's prior to the first building permit being issued. Commissioner Holland stated that his concern is that a current developer has the voting rights in the Homeowners' Association until he has his plat developed, so he can say what happens. He continued that if the developer wants to offer land in lieu of the park land fees, one of the stipulations is that there has to be a mechanism for continued and future maintenance and improvements of the amenity or benefit, which means upkeep, mowing, etc. Commissioner Holland stated after the development is finished, the builder will be out of it and everything is then left on the Homeowners' Association to fulfill the requirements. Mr. Robinson stated he is correct and that generally the builder holds on to the Homeowners' Association until it's built out and ready to be handed over, but if a park is built, he still has to do that, even if he's the singular entity. Mr. Robinson further stated that there is a mechanism in place that if they are going to have a Homeowners' Association, there has to be a provision in there that if it goes defunct, the city has the right to assume the Homeowners' Association role and then assess it back to those same people that were in it.

Commissioner Moreland asked then if that's something the Commission needs to think about happening and Commissioner Holland stated he doesn't know what would prevent anyone from doing this and it's kind of a loophole hoisted on the Homeowners' Association for maintaining it. Mr. Robinson stated the people know when they buy into it that the HOA is there as that has to be disclosed when they buy the property. Vice-Chairman Barry said he hears Mr. Robinson saying that it has to be disclosed, but he is on several Homeowners' Association boards, but when people buy and sell, unless it's written in the by-laws, which nobody reads and nobody passes on when a house is sold, very few people know of that. Mr. Robinson stated in all his years as an attorney, he's never heard anyone say he or she was caught off guard by being part of a Homeowners' Association. Vice-Chairman Barry stated he had heard people say they didn't know they had to pay a fee or that there was a Homeowners' Association, as they've had to take people to court for that. Mr. Robinson asked if he's sure they're not just trying to play the game and Vice-Chairman Barry stated that's true, as one would never really know.

Commissioner Neidig asked where the language was that stated we retain choice because it was stated earlier that we're giving the developer three choices, which really isn't true, as we retain choice as to what we will accept. Mr. Robinson stated it's always up to the legislative body as to what it's willing to accept. Ms. Leif said it's really specified in the whole preliminary plat process as to who has approval of what. Mr. Vandall stated that if the developer offers a piece of land, no matter what the value, and we don't want it, he and Jason would not recommend that option be considered. Mr. Crum stated that in regard to the three options, if a

**Lansing Planning Commission
Regular Meeting
August 17, 2016
Page 4**

developer comes in up front and is going to pay the fees, then that's a done deal, so there really are only two options: the amenities or the land.

Since there was no further discussion, Chairman Schwanz stated the Commission can recommend approval, disapproval, or approval with conditions the proposed text amendments to the Lansing Subdivision Regulations. Vice-Chairman Barry made a motion to recommend to the City Council for approval the changes/amendments to the Lansing Subdivision Regulations as outlined in Articles, 4, 5, 9, and 12. Commissioner Moreland seconded the motion and it passed unanimously.

Chairman Schwanz asked when this would go to the City Council and it was stated it would be the first meeting in September, September 1.

Notices and Communications – none

Reports – Commission and Staff Members – none

Adjournment – Commissioner Holland made a motion to adjourn. It was seconded by Commissioner Neidig and passed by acclamation. The meeting adjourned at 7:25 p.m.

It was decided that the work session over the Comprehensive Plan would be tabled until the next meeting as several members needed to attend a school function. City Inspector Rebecca Savidge did have a short presentation and handed out a table comparing conditional use permit timelines from other cities, as had previously been requested by the Commission.

Respectfully submitted,

Cynthia Tripp, secretary

Reviewed by,

Stefanie Leif, Community and Economic Development Director

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Stefanie Leif, AICP, Community and Economic Development Director 
DATE: August 25, 2016
SUBJECT: Structure Removal Cost Share Policy

Background: This item was continued from the August 18, 2016, meeting in order for staff to revise the draft policy. The City Council has adopted the FY17 budget, which includes \$40,000 in line item 10-01-41405, the Community and Economic Development Department's structure removal fund. This amount was increased significantly over prior years to illustrate that revitalizing neighborhoods by removing blighted, abandoned, and unsafe buildings is a high priority of the City Council. As part of this increase in funds, the city intends to offer property owners a matching grant program where the city would pay a portion (proposed policy states \$4,000 or less) of the demolition costs and the property owner would pay the remaining costs. This program is voluntary and designed to incentivize property owners to remove dilapidated structures in a timely manner.

The attached Structure Removal Cost Share Policy outlines criteria for this program, and the revisions from the August 18 draft are as follows:

- Reimbursement payments may be made to a contractor or an owner as long as staff can verify that the owner has paid his/her share of the costs. *This change is pursuant to the direction of the City Council at the Aug. 18 meeting.*
- The applications would be approved by the City Council. *The Aug. 18 draft listed staff as the final decision maker.*
- The program will operate as a trial during the remainder of 2016 and fiscal year 2017. The program will end by Dec. 31, 2017, unless renewed by the City Council. *The Aug. 18 draft did not have an end date.*

City staff has begun a list of properties whose owners will be contacted about this program if the policy is adopted by the City Council. The first round of properties are 1009 N. 4th Street, 120 W. Kansas, 1011 N. 7th Street, 1102 N. Main Street, and 1104 S. Main Street (photos included in this packet). Some of the structures on this list could be rehabilitated, but at this time no plans to do so have been submitted to the department. Thus, based on the current condition and neighborhood, these structures are considered priorities by staff.

Financial Considerations: If five property owners take advantage of the program to its full authorization of \$4,000 per structure, the city will spend \$20,000 on structure removal. That will leave an additional \$20,000 for non-voluntary demolition costs that would be paid in full by the city (\$8,000-\$10,000 per structure) and then billed and later assessed to the property.

Additionally, the proposed policy states that demolition permit fees (currently \$150) will be waived for property owners in the Cost Share program.

Action: Adopt the Structure Removal Cost Share Policy.



Lansing, KANSAS

Policy

Purpose: Structure Removal Cost Share Policy

Removal of unsafe and dilapidated structures in Lansing is a part of the process to maintain the vitality of Lansing' business district and residential neighborhoods. The city of Lansing is participating in a property owner cost share program of eligible structures for 50% of qualified expenses up to \$4,000.00 per structure. The cost share program will end on December 31, 2017, unless extended by the City Council.

For property owners to qualify for reimbursement, the following conditions must be met:

1. **Previously identified by the city of Lansing.** Structures must have been previously identified by city staff as unsafe and dilapidated and a property owner notified in writing in order for the structural removal costs to be reimbursed to the property owner; and
2. **Owner completed application.** An application for reimbursement must be completed by the authorized agent for the property owner or the property owner to include:
 - a. Application for reimbursement under the cost share program. Application must indicate if payment from the city should be made to the owner or the contractor after completion of the project; and
 - b. a completed demolition permit application (fee will be waived) from the Lansing Building Inspector; and
 - c. Two (2) written estimates from contractors for qualifying demolition expenses including: 1) demolition permit; 2) the costs of demolition: foundations, wood framing, brick or block walls, asphalt or metal roofing, dry wall, insulation, plumbing, electrical or mechanical equipment; 3) costs of environmental mitigation (e.g. asbestos or lead abatement); 4) costs of capping sewer; and 5) costs of earth fill, re-grading and seeding of the site.
3. **Application and amount approved by City Council.**
 - a. Community & Economic Development staff will review the application and make a recommendation to the City Council. The application will be placed on the next available Council agenda for consideration.
 - b. Following the City Council's decision, the property owner shall receive written approval of eligible structure and amount of qualifying expenses to be reimbursed from the city of Lansing.



Lansing, KANSAS

Policy

4. **Reimbursement.** Structure removal must occur within 90 days of the approved application. If weather conditions impede the ability to meet this deadline, the Community and Economic Development Director may approve a 30-day extension. After completion of the structure removal, owner shall submit:
- a. If payment is due to contractor: Proof that the owner's share of the payment has been made; or
 - b. If payment is due to the owner: Proof that the owner has paid the contractor in full; and,
 - c. Approval of the Building Inspector that the site has been cleared, graded, and re-seeded.

The city will reimburse the property owner within 30 days from receipt of the proof of structural removal, site remediation, and supporting documents as indicated in this policy.

Adopted by the City Council this 1st day of September, 2016.

Louis E. Kirby, Mayor

ATTEST:

Sarah Bodensteiner, City Clerk

END OF POLICY STATEMENT



120 West Kansas

No utilities, roof damages as well



1009 North 4th Street

Property owner has applied for permit voluntarily and just finished paying shut off charges for utility companies. Has contractor lined up to do the demolition once shutoff notification is received.



1011 North 7th Street

Current property owner on fixed income property does need some new siding and paint.

1102 North Main Street



- Property is in trust and property owner on fixed income. Son of property owner has been trying to keep maintained while on market and has complied will all requests of City: minor repairs, painting chipped paint



1104 South Main Street

Main Street Overlay – abandoned use cannot be used as residential in future. Commercial business on same property may rehab and use for storage for business.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Steven L. Wayman, Chief of Police 
DATE: August 26, 2016
SUBJECT: Request for Special Use Permit (110 N. Ethel Lane)

Melonie Thompson is requesting a special use permit for rescue animals at 110 N. Ethel Lane. This will be to house rescue dogs and will exceed the 4 animal ordinance of the City.

Action: Approve or deny a Special Use Permit for 110 N. Ethel Lane to exceed the 4 animal limit.



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: Melanie Kaye Thompson

Address: 110 North Ethel Ln Lansing KS 66043

Proposed Location (if different): _____

Mailing Address (if different): _____

Telephone (Day): 675-7038 Telephone (Evening): 702-5746 Email: _____

Property Owner Name: Leslie & Melanie Thompson Property Owner Telephone: _____

Property Owner Address: _____

Number of Each Type of Animal: two walking Coon hound - Kake Shepard Boxer, lab

General Description of Each Animal: Foster Animals From Unleashed pet rescues

Noises or Odors Anticipated: None, we clean yard daily

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: Kennel w/ gate, fenced yard. lead walked.

Interest in Such Animal(s): I'm a animal foster for Unleashed

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: None

Safety Precautions to be Taken: proper introduction after 10 days, kennel/crate
proper meeting of Dogs.

Prior Incidents Involving Public Health or Safety: _____

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

LICENSE INFORMATION

☐ 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: Melanie Thompson Date: 8-4-16

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.

Application Received By: [Signature] 8-4-16

Cost: 25 License Period: annual

Amount Received: 25 ☐ Cash ☐ Check ☒ Credit

FOR OFFICIAL USE ONLY:

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

Inspection Scheduled: _____

Police Signature: _____

Council Meeting Date: _____ ☐ Approved ☐ Denied



Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

Type of Permit:	☐ More Than 4 Animals	☐ Dangerous Animal(s)
	☐ Kennel	☒ Other <u>Rescue License</u>

Applicant's Name (LAST, First MI.) Thompson, Melonie	Report Date (MM/DD/YYYY): 08/04/2016
Applicant's Address (Street, City, Zip): 110 N. Ethel Lansing, KS 66043	

Permit Application Initiated By:	☒ Voluntary Compliance	☐ Observed Violation	☐ Citizen Complaint
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Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #: 1	08/10/2016	1400	☒ Yes ☐ No	3

Contact's Comments/Concerns:
Contacted neighbor at 112 N. Ethel. There were no complaints or issues with allowing the permit.

Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #: 2	08/16/2016	1000	☒ Yes ☐ No	1

Contact's Comments/Concerns:
Mr. Nelson at 108 N. Ethel believes they should not be allowed to get a rescue permit. He states that they abuse the dogs and have no control of the dogs. He also complains about the smell coming from the back yard.

Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #:			☐ Yes ☐ No	

Contact's Comments/Concerns:

Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #:			☐ Yes ☐ No	

Contact's Comments/Concerns:

In Current Ordinance Compliance:	Areas Of Non-Compliance:	Additional Comments:
☒ Yes ☐ No	☐ Animal Tags	☐ Fencing
Photos Taken & Retained:	☐ Insurance	☐ Permit
☒ Yes ☐ No	☐ Vaccinations	☐ Other: _____
	☐ Signage	☐ Other: _____

Results of Applicant Interview & Property Inspection / Officer's Narrative:
I did an inspection of 110 N. Ethel on 08/10/2016. The permit request is for a rescue permit. The rescue company they want to house dogs through is Unleashed Pet Rescue. The house is a one story single family residence with a finished basement. The backyard has a privacy fence on three sides and a chain link fence on the front side facing the street. There are currently four dogs in the house at this time and all of them are currently registered with the

Submitted By: <i>Dave Asmus</i>	Date: <i>8-16-16</i>	Reviewed By:	Date:
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Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

city. The house was well maintained and clean throughout. I did not observe any odors inside the residence. All the current dogs were friendly and well behaved. The backyard was clean with no obvious odors. The home owners state that the backyard is picked up almost daily. I did not note any violations that would prohibit the issue of this permit.

Dave Asmus,
Animal Control

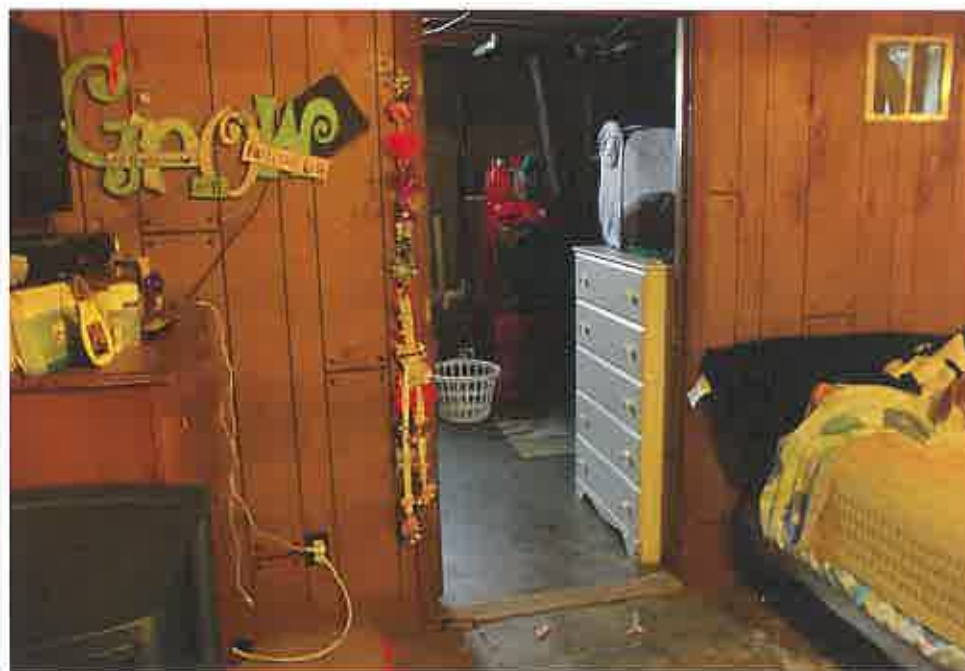
Council Presentation (MM/DD/YYYY & HHMM):

Applicant Notified (of Council Presentation) On (MM/DD/YYYY & HHMM):

Submitted By: <i>Dave Asmus</i>	Date: <i>8-14-14</i>	Reviewed By:	Date:
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to do list...

8/23/16

Dear Members

I want to apologize for not making the 16 June 2016 meeting. I was on vacation in Myrtle Beach with my children.

I was not aware I needed a Special permit for my chickens or my coop. As soon as it was brought to my attention I addressed it that day. I'm aware that ignorance is no excuse for breaking the law, but this truly was not my intention.

I talked with the Animal Control office and was under the impression that since I was in compliance my Special permit would be approved.

And it was sadly not. I am allergic to store eggs due to all the chemicals that are fed to the chickens. My chickens are pets to me. I suffer from PTSD and I enjoy the calm they bring to me.

The completely ridiculous complaint about us not cleaning up after our coop is a complete lie. I clean my yard daily and we never walk the coop without a bag in our pocket.

to do list

Mr. Nelson Said that My dogs are running free. Molly was a dog we moved to the farm & yes she did jump the fence. we do Control the pets.

Mr. Nelson States that My dogs are a problem but his dogs bark all the time, they chew on my privacy fence, they run the fence with my dogs and they dig. I've had to put up a double sided fence so they will stop poking their heads on my side.

The moses at 109 Ethel have dogs that get out weekly, the mail lady lets her dogs run with no leash, the home at 112 Ethel Ln dogs get out weekly & I just try to be a good neighbor and put the dogs up for them.

This man put dog pooh in a bag and threw it at my car, puts cameras on his home and in his yard that face my home. He is picking at me and I don't know why. I welcomed him when he moved in, gave him eggs and he is rude to everyone on both sides.

to do list...

With my best intention I did try to welcome Mr. Nelson when he moved in to the Community, we all try to help each other out, he has no desire to be a good neighbor, he complains about Mr. Jackson who mowed his grass telling him to stay off his property, he says my dogs are out of control but his dogs run the fence line constantly. Hes is a unhappy person and I have the pleasure of living next door to him I do thank you for your time in this matter.

Best Regards

Melvin Oll

8/23/16

Dear Lansing City Council,

Hello, my name is Taylor Thompson. I am currently in 8th grade at Lansing Middle School. I am the "girl" Lonnie Nelson, our neighbor, speaks of. The first thing I want to bring up is that I do carry a bag with me everywhere, but I always place it in my pockets. The reason for that is I don't want to look silly with a bag waving in the wind. You can even ask some of my neighbors who have witnessed me picking up waste. I weigh 65 pounds and there is no way I could whip those dogs so hard they go potty. Also, why would I whip my dog to go potty when I could let them go out back and do their own business? I am in Gifted and I believe I have enough sense to just let them out back to go potty. I walk my dogs because I enjoy it, not to take them to the bathroom.

Mr. Nelson also claims that

we abuse our dogs. When our dogs bark in the back yard, we simply call for them to come in. We spend more than 200 dollars a month on dog food, and that doesn't include the treats, toys, and the vet bills. Just this month, we took our dogs to a professional to be groomed and clip their nails. Sometimes, they even ride with us in the car. We reuse our grocery bags to pick up after them. There is a stash of dog waste bags in our pantry.

Molly, a red kerr, use to jump the fence in our backyard. She was a young puppy and had much energy in her. We no longer have her, she is now on a farm with a friend of ours. She is running as much as her heart desires. She was really the only one who ever escaped. I walk my big dogs with a thick, black leash, and I walk my smaller dogs with a thin, pink

leash. So we do not simply "allow our dogs to be off the leash". All our neighbors dogs have escaped every now and then. House 111 allows their dachshund to do it's business in the front yard without a leash.

I also wanted to say I don't allow the dogs to "relieve" on flower beds. I don't allow them to do that on the flag we recieved on 4th of July, decorations, or other plants besides grass and tree. I am a respectful young lady, ask anyone. I have a 4.0 and straight A's.

My mother was forced to place a double sided fence for privacy, for he takes pictures of our dogs. He even placed a camera pointing in our back yard! Also, we now have the legal amount of animals, 4. We put down Buddy and Sadie, for they refused to even eat. We also got rid of our chickens. Leaving us with 4 animals.

Thank you for your time
and patience.

Taylor Thompson



Volunteer and Foster Parent Manual

Updated April 2016

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UNLEASHED HISTORY

In July of 2011, Danielle Reno started Unleashed in her garage, and with the help of a few foster homes, Unleashed Pet Rescue and Adoption (UPR) was born. Our first Board was formed in November 2011. We moved into our facility in January 2012. At that time, we could hold about 50-60 dogs comfortably in our facility. After we were awarded a grant, we built dog bedrooms in what we called the Obedience Room, hence the current name, the OB Side of the building. Today, we can hold about 100 dogs and a 10-15 cats in our facility.

VOLUNTEERING AT UNLEASHED

Volunteering hours are 8:00 a.m. – 7:00 p.m. 7 days a week. No need to schedule your time to volunteer, just show up and ask a staff member or volunteer what needs to be done! We ask that volunteers wear an Unleashed shirt while working with the public, they are available for purchase at Unleashed.

Community Service Volunteers: Unleashed does not allow service hours to be completed for charges of violent, sexual, or theft in nature. Your hours do not need to be scheduled. However you are responsible for making sure a staff member signs your hours sheet. After you have completed volunteer training, you may begin serving your hours.

Unleashed relies on our volunteers to function on a daily basis. Whether it's washing dishes, doing laundry, greeting potential adopters, cleaning dog rooms, cleaning the cat room, or just hanging out with the cats or dogs in their rooms, we need your help!

Events: We have on-site and off-site events. Events are updated as they are planned in the volunteer group. Megan [Brower] Gilges and other staff members will add details for volunteers as they receive them.

Dog walking tips: Ask kennel staff who needs to be walked and they will leash up a dog for you. Do not leash a dog on your own as staff must know if a dog is out on a walk. Keep the dog short-leashed. Be aware of your surroundings when walking a dog. When you return, make sure staff knows you are back before walking in the dog area. We are set up like a doggy daycare so sometimes there are loose dogs running to the play yards.

Paw Pals: Staff will assign a dog that lives at the shelter to you. You will spend time with your paw pal, taking pictures, going on walks, car rides, visits to Sonic for ice cream, etc. This will help socialize your Paw Pal, which will help them get adopted! You can make a Facebook page for them, share pictures, videos, and write a bio (instructions to help you write a good bio is in the file section of the volunteer group). You can also take your Paw Pal to obedience class, which is free for UPR's adoptables. You can RSVP at: RSVP.GroupClass.BarkBLVD@Gmail.Com. Our trainers are from Bark Boulevard KC. Look them up on Facebook! Class is held every Wednesday at 7:00 and Saturday at 5:30.

FOSTER PARENT POLICIES AND PROCEDURES

Welcome to Unleashed Pet Rescue and Adoption's Foster Care program. The program was established to provide adoptable animals with temporary homes until they're ready to be placed up for adoption. This program has great success increasing the adoption rate of animals that were in jeopardy of euthanasia prior to being in Unleashed's care.

Caring for foster animals is a very positive and rewarding experience. However, the role of a foster parent isn't always easy. Occasionally, unforeseen medical or behavior problems arise. A foster parent must be responsible, observant, compassionate, and above all, patient.

Foster Position Description

Major Objective: To provide a temporary "home" until the animals are adopted.

Duties / Responsibilities:

- During its stay in a foster home, the animal is fed, socialized, groomed, trained, and medicated as directed.
- Provide positive reinforcement techniques.
- Give animals positive human interaction – petting, brushing, LOVE.
- Observe their health and behavior. Attend to their needs and report on animals' condition to * Danielle Reno (913) 426-1351 or Megan Gilges 913-485-8153 if required (TEXT ONLY, PLEASE).
- Able to provide a safe, loving, and stable environment for the foster animal.
- Experience with specific issues such as behavior problems, medical problems.
- Willing to nurse injuries/illnesses – use good judgment and most of all patience.
- Able to transport the foster animal to and from the shelter for things like vaccinations, spay/neuter surgery, injuries, etc. .
- Possess physical ability to handle animals in your care.
- Self-motivated and have the ability to make appropriate judgment calls and **ask questions when needed.**

Training Requirements:

- Foster Parent training class-offered every Tuesday night at 6pm.

Time Commitment:

- 1 hour for foster training
- Varies per animal/foster

Foster/Volunteer Benefits:

- Increase the "adoptability" of the dogs
- Keeping the dogs happy and healthy, both physically and mentally
- Licks and adoration from the dogs in our care

General Procedures

In order to provide maximum service to our foster parents and to ensure the health of the animals, we request your cooperation with the following procedures:

- Please make arrangements for picking up and returning your foster animal(s) with the foster coordinator and/or staff.
- Vaccinations are done during normal business hours of M-F 10-7 and weekends 10-5. Foster sheets will indicate the date a foster needs to stop by for vaccinations.
- Cats and kittens are to be kept **indoors** at all times except when transporting them.
- Immediately inform the Foster Coordinator of changes in address or phone number(s).
- If leaving town for any reason, please make arrangements to either have another foster temporarily foster or make arrangements with staff for your foster to temporarily stay at the shelter (based on available space). It is acceptable for your spouse or roommate to care for your animal(s), but **not** acceptable for a friend, relative or hired person to care for them in your absence.
- All veterinary care is provided by our vets.
- To report problems and / or to ask questions, please call Unleashed Pet Rescue and Adoption at (913) 831-PETS during the shelter's normal business hours.
- Please make sure your personal pets are up to date on vaccinations, including Bordetella (Kennel Cough).
- For an emergency or after hours, please TEXT:
 - * Danielle Reno (913) 426-1351
 - * Megan Gilges (913) 485-8153
 - * Jodie Monroe (913) 205-0780

Picking Up a New Foster Animal

Unleashed staff will post on the Unleashed Pet Rescue Foster/Volunteer Page when fosters are needed. The first foster to respond will get to foster the animal. Unleashed rescues animals from several different situations and locations. Feel free to ask questions about the animals you are interested in fostering (kid, cat, dog friendly, etc.). We will do our best to get you the best answer we can.

- Like* Kansas City Kansas Animal Control is high priority. You can visit the **Friends of KCK Animals** Facebook page to look at the current dogs needing foster. Comment on their picture that you would like to foster for Unleashed and we will respond as soon as we can. You may also email us at unleashedfostercare@gmail.com or private message Megan Brower Gilges.
- There are times when our Unleashed Outreach Team receives urgent notifications about animals needing rescue. These animals will be posted on the private Foster/Volunteer Facebook page. Comment under the picture of the one you would like to foster and we will respond as soon as we can.
 - UPR also receives communication from other shelters that need our help. These transports will also be posted on the private Foster/Volunteer Facebook page. Comment under the picture of the one you would like to foster and we will respond as soon as we can.
 - Another fostering option is to foster a dog that already resides at Unleashed.

Once you agree to foster an animal, you are responsible for arranging a pick-up time with the Foster Coordinator and/or staff.

You will receive a foster sheet which will indicate any dates that a foster needs to come back for things like vaccinations, spay/neuter date, medications, etc.

Adult Foster dogs need to have collars on at all times with Unleashed foster tags. Please keep all foster cats STRICTLY indoors at all times!

PET PROOFING YOUR HOME

It is important to ensure that your home and foster room are safe. Unleashed will not be responsible for damage to a home or furnishings by a fostered animal.

1. All cleaning supplies and medications should be kept out of the reach of jumping and climbing cats and dogs; locking cabinets is preferred.
2. Place all small chewable items out of reach.
3. Put all socks, shoes, etc. away – they are tempting to chew.
4. Block off all small areas and hiding places (ex: behind the couch, behind washer/dryer if using laundry room).
5. Trash can(s) should be kept covered.
6. Wires and mini blind cords should be placed out of reach.
7. Drapery and shower curtains should be placed out of reach.
8. Count your foster animals when opening and closing doors.
9. Many house and garden plants are poisonous. Keep household plants out of reach and supervise your animals outside.
10. Unleashed does not recommend leaving your foster dog unattended in the yard, even if fenced. Some dogs will dig or jump fences.
11. Toys **MUST** be safe! Avoid any toys that have small rubber parts attached to them (i.e., eyes, ribbons, yarn, feathers, etc). Also avoid soft rubber toys that can be chewed apart and squeaky toys.
12. Protect your home from being damaged by using sheets, tarps, and newspaper to protect carpet and floors. ANY unprotected surface can potentially be damaged.

Bringing Your New Foster Animal Home

1. Ideally, set up the new area where your foster animal will be staying **BEFORE** you bring your foster home.
2. **New foster animals should be kept separate from your existing animals for a period time to allow the animals to get better acclimated to the new living arrangement.**
3. Cats and kittens do very well in a kitty condo, crate, bathroom, or spare bedroom. Cats and kittens need a cozy, secure place with a bed to snuggle up in. The bed can simply be a low box with a blanket in it. Show each cat and kitten where the litter box is located.
4. Dogs and puppies should have a crate. The crate should allow the dog to turn around, stand, sit and lie down comfortably, but should NOT be so large as to provide potty area in the back portion. The crate may be partially covered and should have a water bowl inside. A larger crate IS appropriate for a nursing litter, however, best would be in a small room.
6. Allow your new foster quiet time to adjust to the new environment.
7. **ALL foster dogs MUST be bathed with diluted Dawn dish detergent on the first day in your home and upon returning them to the shelter. The Dawn washes off any existing diseases still living in their coat.**

Introductions with Your Personal Animals

CATS

1. Use your discretion in deciding whether to introduce your adult cats to your foster cats and kittens. Some resident cats have difficulty adjusting to foster and may exhibit inappropriate behaviors such as urine marking.
2. If you choose to introduce your adult cat to a foster cat or kitten, the introductions should be done gradually.

DOGS

1. Introduce your dogs on neutral territory, like on a short walk through your neighborhood or in a friend's yard. **~DO NOT EVER TAKE A FOSTER DOG TO A DOG PARK~** Have two people, one to handle each dog, while keeping the dogs on leashes.
2. To minimize tension, try to keep the dogs' leashes loose so that they're not choking or feeling pressure on their throats.
3. Don't force any interaction between the dogs. If the dogs ignore each other at first, or if one dog seems reluctant to interact with the other, that's okay. Give both dogs time to get comfortable. They'll interact when they're ready. Do not pet either dog.
4. Make the introduction positive and light-hearted. As the dogs sniff and get acquainted, encourage them in a happy tone of voice. At first, allow just a few seconds of sniffing. Then gently pull the dogs away from each other and let them walk around with their handlers. After a minute or two, you can lead the dogs back together and allow another several seconds of sniffing. These brief greetings help keep the dogs' interactions calm and prevent escalation to threats or aggression. You can also interrupt their interactions with simple obedience. After a brief sniff, lead the dogs apart, ask them to sit or lie down, and then reward them with treats.
5. Closely observe the dogs' body language. Their postures can help you understand what they're feeling and whether things are going well or not. Loose body movements and muscles, relaxed open mouths, and play bows (when a dog puts his elbows on the ground and his hind end in the air) are all good signs that the two dogs feel comfortable. Stiff, slow body movements, tensed mouths or teeth-baring, growls and prolonged staring are all signs that a dog feels threatened or aggressive. If you see this type of body language, quickly lead the dogs apart to give them more distance from each other. Again, practice simple obedience with them individually for treats, and then let them interact again—but this time more briefly.
6. Once the dogs' greeting behaviors have tapered off and they appear to be tolerating each other without fearful or threatening behavior, you're ready to take them home. Before you take them inside, walk them together around your house or apartment building.
7. Be patient. Bringing a new dog home requires that everyone make some adjustments, especially your current pets. And it will take time for your dogs to build a comfortable relationship.

Common Signs of Illness

It's important that foster parents be able to interpret changes in an animal's appearance, bodily functions, and behavior in order to quickly note signs of illness.

Please note that some issues that arise may not be due to illness. Nerves and a change of environment can have a large impact on their body and behavior. You may notice issues such as diarrhea, not eating, and crying/whining/growling. Because we do vet the animal before they go to foster, you may notice worms in their stool (long spaghetti worms are eliminated when they are dead), and a slight coughing could be the result of the vaccination they've receive.

The following is a list of symptoms that may indicate that a dog or cat is sick:

- **Loss of Appetite:** Fever, nasal blockage, intestinal parasites, gastric upset, poor diet, tooth problems, gum infection (if gums are bright red; pale gums could be a sign of anemia).
- **Uncontrolled Eating/Increased Physical Activity:** Intestinal parasites, insufficient diet, diabetes, poor absorption of food nutrients, hyperthyroidism.
- **Crying/Whining/Growling:** Possible injury or illness – has dog been in a fight with another dog or been hit by a car?
- **Scratching:** Skin disorder, external parasites (look for signs of infection such as pus, inflammation or redness of skin).
- **Head-Shaking:** Ear mites, other external parasites, tooth or mouth infection.
- **Difficult, Frequent or Uncontrollable Urination/Discolored or Odorous Urine:** Kidney or bladder disorder, injury, urinary-tract infection, or other abnormality such as a blockage.
- **Discoloration or Changes in Stool:** Poor diet, intestinal parasites or damage to the digestive tract. Gastro-intestinal bleeding will show up in the stool, which will be colored either black or a

shade of red. If the stool is greasy and pale, the animal may not be absorbing digested food properly.

- **Eyes Red, Blinking and Running/Discharge and Excessive Tearing/Avoids looking at light:** Eye irritation, injury or conjunctivitis.
- **Vomiting Food:** Stomach upset, intestinal infection, poisoning or blocked digestive tract.
- **Dry Coat:** If the coat is dry and lackluster, it's usually due to illness or maternal neglect.
- **PUPPIES: Lethargic, Limpness, Lack of Appetite:** Contact Danielle Reno IMMEDIATELY! Puppies do not have a large "window of opportunity" to be attended to for a positive outcome!
- **Sneezing, Green or Yellow Nasal Discharge and Open Mouth Breathing in Cats:** These symptoms usually indicate the animal is suffering from an upper respiratory infection.
- **Coughing, Green or Yellow Nasal Discharge, Ocular Discharge:** These symptoms usually indicate the animal is suffering from an upper respiratory infection (aka kennel cough).

Serious Illness

Like people, animals sometimes have symptoms so severe in nature that it's obvious they require quick professional treatment. If you're not sure how to proceed and it is after hours, text (preferred) or call Danielle Reno (913) 426-1351, Megan Gilges (913) 485-8153 immediately and describe the animal's condition over the phone. If it is during Unleashed business hours, please call the shelter and ask for Danielle (913) 831-PETS. Home care instructions can then be given, and an appointment made to have the animal seen by a veterinarian or instructions for emergency treatment (if necessary).

The following symptoms require immediate attention:

- **Labored breathing, excessive panting or incessant coughing** (could be blocked nasal or breathing passages, circulatory or heart disorder, heat prostration, internal parasites or infection).
- **Vomiting blood or bile** (could be poisoning, intestinal parasites, infection, stomach inflammation or internal injury).
- **Pronounced limping or paralysis** (possible foreign object embedded in foot, fracture, dislocation or sprain of leg or foot).
- **Unconsciousness, seizures or fainting.**
- **Marked behavioral changes.**
- **Dehydration** – can be determined by pinch test, lethargy and gum color.
- **Severe diarrhea, especially when accompanied by vomiting.**

COMMON DISEASES SEEN IN FOSTERED ANIMALS:

Unleashed Pet Rescue and Adoption places animals that have not been fully vaccinated into Foster Care, in order to keep them separated from the shelter in case they break with an illness. Many of the animals have an unknown or limited history prior to coming to UPR, so we must make the assumption that they could become ill. Foster Care helps protect other animals that are currently in the UPR shelter from also becoming sick.

COMMON DISEASES SEEN IN DOGS and PUPPIES:

Upper Respiratory Infections (URI): Usually presents as a "snotty" nasal discharge. The dog may or may not act ill (lethargic, poor appetite). Clear discharges are normal, but cloudy discharges should be reported. Is very contagious between dogs, even vaccinated ones.

✖ **"Kennel Cough":** Usually presents as a harsh productive cough, often followed with a gag (sometimes bringing up froth). This gagging is often mistaken for vomiting. Sometimes coughing dogs can also develop a nasal discharge. The dogs may or may not act ill. Is highly contagious between dogs, and vaccinated ones can still become infected.

"Dog Flu" (Canine Influenza): Similar signs to Kennel Cough and URI, but the dogs are usually much sicker. The cough is very harsh and "seal like". The dogs often run a fever and are very lethargic. Highly contagious, and there are no preventative vaccines at this time

Lower Respiratory Infections (LRI): Often presents with a non-productive cough. The dogs are sick, often with a fever, as well as an increased respiratory effort and rate. LRI can develop into pneumonia.

Intestinal Parasites: All the animals at UPR have been given worming medicine prior to going into Foster Homes. As the medicines take effect, the dead and dying worms may be seen in the feces. The most common worm seen is spaghetti-like, and called a Roundworm. The second most common worm is Tapeworms, which comes from fleas. These are diagnosed by visualizing the small rice-like pieces in the stools or around the anus. Since worming medicine for tapeworms is not routinely given, please contact UPR about receiving medicine for them.

Ringworm: This is not a worm, but a fungal infection of the skin. It usually presents as an area of hair loss (often circular) with red on the outside and a white-grey scale on the inside. It can be itchy. Ringworm is not as common in dogs and puppies as it is in kittens, but any abnormal hair loss or skin lesion should be reported. Ringworm is highly contagious, and can infect all mammals, including humans.

COMMON DISEASES SEEN IN PUPPIES:

Canine Parvovirus ("Parvo"): This is a very serious and highly contagious intestinal virus. The first signs noticed are usually lethargy and decreased appetite. This is followed by vomiting and diarrhea (often bloody). Quick and aggressive treatment will greatly increase the puppy's chance for survival. Please report ANY lack of appetite in puppies, as they normally eat voraciously, or if they become lethargic. Fully vaccinated dogs are protected from infection.

Coccidiosis: Coccidia is an intestinal protozoa. Infection can cause diarrhea (often with blood and mucus) and sometimes vomiting.

Canine Distemper: This virus causes a severe respiratory and neurological disease. The puppies have a thick yellow/green discharge from their nose and eyes. They may also have seizures. Fortunately, distemper is not very common anymore. Fully vaccinated dogs are protected from the disease.

COMMON DISEASES SEEN IN CATS and KITTENS:

Upper Respiratory Infections (URI): These are caused by numerous viruses. These are highly contagious and vaccines are only partially protective. Once infected, a cat can re-break with the symptoms. URI can present as a "snotty" nasal discharge, swollen and infected eyes (conjunctivitis), and sores on the tongues. Sneezing is common, as is decreased appetite. URI is much more severe in kittens.

Conjunctivitis: Part of URI, but can occur without other signs. The eyes become very red and inflamed, also sometimes very swollen. There is usually a thick discharge and squinting. Severe infections can cause blindness.

Lower Respiratory Infections (LRI): Often presents with a non-productive cough. The cats are sick, often with a fever, as well as an increased respiratory effort and rate. LRI can develop into pneumonia.

Intestinal Parasites: All the animals at UPRA have been given worming medicine prior to going into Foster Homes. As the medicines take effect, the dead and dying worms may be seen in the feces. The most common worm seen is spaghetti-like, and called a Roundworm. The second most common worm is Tapeworms, which comes from fleas. These are diagnosed by visualizing the small rice-like pieces in the stools or around the anus. Since worming medicine for tapeworms is not routinely given, please call HSC for medicine.

Ringworm: This is not a worm, but a fungal infection of the skin. It usually presents as an area of hair loss (often circular) with red on the outside and a white-grey scale on the inside. It can be itchy. Ringworm can present in many ways in cats and kittens, so any abnormal hair loss or skin scabs should be reported. It is commonly seen on the face, ears, legs and tail. Ringworm is highly contagious, and can infect all mammals, including humans.

COMMON DISEASES SEEN IN KITTENS:

Feline Distemper (Panleukopenia): This is a very severe intestinal disease in young kittens. The kittens first stop eating, and then can have severe vomiting and diarrhea. It is similar to Parvovirus in puppies. Since kittens can quickly succumb to dehydration it is important to report any suspicious signs to HSC.

Coccidiosis: Coccidia is an intestinal protozoa. Infection can cause diarrhea (often with blood and mucus) and sometimes vomiting. Coccidia is more common in kittens than in puppies, and can be

more severe. Since kittens can quickly succumb to dehydration it is important to report any suspicious signs to HSC.

Giardiasis: Giardia is an intestinal protozoa. Infection can cause severe diarrhea (often with blood and mucus) and often vomiting. Giardia is more common in kittens than in puppies, and can be more severe. Since kittens can quickly succumb to dehydration it is important to report any suspicious signs to HSC. Giardia is contagious, and is spread in the fecal matter.

This list is not all-inclusive, and there may be other conditions that you see in your foster animals. Please do not hesitate to contact UPR staff/Foster Coordinator if you have ANY questions or concerns about your foster animal.

Administering Medication

Administering medication to your foster pet is often a necessary evil. Medications come in many different forms. Pills, capsules, pastes and liquids are administered by mouth. Ointments, creams and drops may be administered to eyes, ears or skin. Proper administration of these medications is essential for the animal to receive maximum benefit from the prescribed treatment.

Medications should always be given for the full amount of time prescribed, even if the pet starts to look and act better.

- **Administering Pills:** When giving pills, tilt the animal's head back, gently open its mouth and drop the pill to the back of its throat. Gently hold the animal's mouth closed, with its head pointed straight up, and blow on its nose to make it swallow. As an alternative, pills may be given in a small piece of cheese, hotdog, Pill Pocket, or canned food (this doesn't always work with cats).
- **Administering Pastes:** For dogs, the easiest way to administer a paste is to place the appropriate amount as a ribbon on your finger, open the dog's mouth and smear the paste on the roof of its mouth. If the paste is pre-measured into a syringe, you can place it on the dog's tongue where it will adhere and be swallowed. For cats, you may try the same method as for dogs, or an alternative method is to place the paste on the cat's front leg so they will lick it off. Since the dosage isn't always accurate this way, only use this method for medications that don't have to be measured exactly.
- **Administering Liquids:** For cats, tilt the head back, open the mouth and slowly dribble the liquid from a syringe or dropper onto the back of the cat's tongue. If the cat coughs or sputters, decrease the amount of the head tilt. If the medication is bitter tasting, the cat may foam at the mouth. Consult the Customer Service team for instructions on how to adjust the dosage if this occurs. For dogs, liquids may be administered in one of two ways. You can tilt the dog's head back, open its mouth and dribble the liquid onto the back of its tongue with a dropper or syringe. If the dog coughs or sputters, decrease the degree of the head tilt. Or, you can tilt the dog's head back slightly; hook the side of its cheek out to form a pouch and slowly dribble the liquid into the pouch with a syringe or dropper, allowing the dog time to swallow.
- **Administering Eye Drops & Ointment:** To administer drops, tilt the animal's head back slightly, bring the bottle of drops over the eye and drop in the prescribed amount. To administer ointment, tilt the animal's head back slightly, squeeze a small amount of ointment inside the lower eyelid and close the eye to distribute the ointment evenly over the surface of the eye. When administering drops or ointment to a cat, it may be necessary to have someone assist you by holding the cat, or you may want to wrap the cat securely in a towel or pillowcase.
- **Administering Ear Drops & Ointment:** Grasp the tip of the ear with one hand and hold the ear flap perpendicular. With the other hand, drop in the prescribed number of drops or amount of ointment. Continue to hold the ear firmly to prevent the head from shaking and massage the base of the ear to work the medication down inside the ear canal. Again, when administering drops or ointment to a cat, you may need assistance or may want to wrap the cat securely in a towel or pillowcase.
- **Heartworm and Flea Preventative** – only given / dispensed at Unleashed Pet Rescue and Adoption.

ADOPTION PROCESS:

Once you take home your foster, their information will be put into our system called PetPoint and linked to you as their foster parent. The animal's information will be uploaded onto multiple websites and animal advertising sites. Unleashed Pet Rescue's contact information will be provided for potential adopters. If someone is interested in your foster, we will provide their information to you via the private Fosters/Volunteers Facebook page. We do require an approved application on puppies before we pass on the information to you. If you do not have a puppy, we will let you know if they are an approved adopter. Please contact the potential adopter in a timely manner.

ALL ANIMALS ARE FIRST COME FIRST APPROVED APPLICATION. THE ADOPTER WITH THE FIRST APPROVED APPLICATION WILL GET TO ADOPT YOUR FOSTER. WE DO NOT HOLD PETS FOR ANYONE.

What additional policies and procedures must be followed?

- All decisions regarding medical treatment will be made by Unleashed and/or our vet. Should your foster animal become ill, injured, or lost, contact Unleashed immediately. After-hours emergency numbers will be provided to you. Names of Unleashed animals cannot be changed when they are in foster.
- All decisions regarding adoption of foster animals will be made by the staff of Unleashed.
- All adoptions must be finalized during business hours at Unleashed.
- If you can no longer care for your foster animal, he/she must be returned to Unleashed. Foster families cannot re-home their foster animals.
- Unleashed does not allow "trial run" adoptions.
- **Please clear fostering arrangements with your landlord if you do not own your home.**
- All local and state ordinances pertaining to fostering animals must be observed.
- Send a bio and updated pictures of your foster animal to unleashedfostercare@gmail.com to be updated on Facebook, Twitter, Petfinder, Petango, and several other websites.
- Please know and understand your foster's surgery/vet schedule. Let us know ahead of time if that date does not work, for you, but please try to make it on the scheduled day and time.

If I fall in love, can I adopt my foster animal?

Yes. Foster parents adopt many of our animals.

Can I try to find a home for my foster animal on my own?

We love when you advertise your foster in order to find a home for your foster animal! The first step is adopters getting an approved application.

Scheduling vet appointments:

Please let Unleashed know if you feel your foster needs to see the vet. We work with the Humane Society of Greater Kansas City (5445 Parallel Pkwy Kansas City, KS 66104) Please allow time to fill out paperwork. Let them know you are an Unleashed foster so they can bill our account. Clinic hours are 9am to 4pm M-F & Sat 9am – 1pm.

CONTACTS

Megan [Brower] Gilges (913) 485-8153; unleashedfostercare@gmail.com,
<https://www.facebook.com/megan.gilges>

~~X~~ **Jodie Monroe**: (913) 205-0780
https://www.facebook.com/jodie.monroe.3?fref=ts&ref=br_tf

Danielle Reno: 913-426-1351 (TEXT ONLY)

SpringHill



Foster Information

Name of dog: _____ Breed: _____ Color: _____

Markings: _____ DOB: _____ Sex: _____ ID #: _____

Date of pick up: _____ Date of return: _____

Person Name: _____ Email: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Alt. Phone: _____

Vaccinations received/due: Rabies vaccination received on: _____ Tag # _____

DA2PPV: (Dog) Bordetella: (Dog) FCRVP: (Cat)

Due: _____ Received: _____ Due: _____ Received: _____ Due: _____ Received: _____

Surgery Date and Location: _____

Microchip # _____

HW Test Results: Negative/Positive - Date: _____

HW Prevention:

Type: _____ Due: _____ Received: _____

Type: _____ Due: _____ Received: _____

Flea Prevention:

Type: _____ Due: _____ Received: _____

Type: _____ Due: _____ Received: _____

Dewormer:

Type: _____ Due: _____ Received: _____

Type: _____ Due: _____ Received: _____

Type: _____ Due: _____ Received: _____

Type: _____ Due: _____ Received: _____

Veterinarian: The Humane Society of Greater Kansas City - 5445 Parallel Pkwy, Kansas City, KS 66104, (913) 596-1000

If you have any questions or concerns please contact us via email, fb messenger or text message.

unleashedrescue@gmail.com or unleashedfostercare@gmail.com

Unleashed: (913) 831-7387, Danielle Reno: (913) 426-1351, Kristen Saluto: (913) 742-1670, Melissa McMillin: (816) 682-8788,

Megan Gilges: (913) 485-8153



Proclamation

WHEREAS, residents of assisted living communities are active members of the larger community, offering their wisdom, life experiences and skills; their past contributions continue to be a vital part of Lansing's rich history; and their future contributions deepen our identity;

WHEREAS, assisted living is a critical long term care service for the elderly and individuals with disabilities that fosters choice, dignity, and independence; assisted living communities are committed to excellence, innovation and the advancement of person-centered care;

WHEREAS, the National Center for Assisted Living created National Assisted Living Week® to demonstrate our nation's appreciation of the unique individuals who reside in assisted living communities and the staff members and volunteers who deliver care every day;

WHEREAS, the theme of National Assisted Living Week® 2016 is "Keep Connected," which encourages assisted living communities to support opportunities for residents to take advantage of the latest communication tools to engage with the world around them;

WHEREAS, according to the Pew Research Center, social media usage among those aged 65 and older has more than tripled since 2010. Therefore, this year's National Assisted Living Week theme aims to help overcome the myth that older adults lack the ability to learn and/or interest in using new technologies;

WHEREAS, "Keep Connected" acknowledges the myriad ways assisted living staff and supporting business partners are revolutionizing person-centered care by implementing innovative technologies in these communities;

WHEREAS, assisted living communities are an integral part of the larger community and local economy. Staff cultivate connections with local families, business owners, government organizations, community organizers and others to ensure that residents remain an active part of where they call home;

Now, Therefore, I, Louis E. Kirby, Mayor of the City of Lansing, State of Kansas, do hereby proclaim the week of September 11th - 17th, 2016 as:

National Assisted Living Week

in the City of Lansing. I urge all citizens to visit friends and loved ones who reside at these communities and also to learn more about how assisted living services benefit our communities.

In witness thereof, I have hereunto set my hand and caused the great seal of the City of Lansing to be affixed this 1st day of September, in the Year of Two Thousand and Sixteen.

City of Lansing

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

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August 188, 2016

Timothy Vandall
City Administrator
City of Lansing
800 First Terrace
Lansing, KS 66043



Dear Mr. Vandall,

It is my pleasure to inform you that your employee, **Sunshine Petrone, Human Resources Director**, has achieved the prestigious international designation of **IPMA-HR Senior Certified Professional (IPMA-SCP)** from the International Public Management Association for Human Resources (IPMA-HR).

Individuals who earn the IPMA-SCP designation have met the rigorous professional and managerial standards set forth by IPMA-HR, which are designed to recognize excellence in public sector human resources senior-level management. Sunshine has demonstrated to a panel of experts her commitment to advancing the role of public sector human resources by undergoing a thorough review of her experience with an understanding of the importance of behavioral competencies to the role of HR professionals.

We hope you will join us in congratulating Sunshine on her outstanding achievement.

Sincerely,

A handwritten signature in cursive script that reads "Neil E. Reichenberg".

Neil E. Reichenberg
Executive Director

The Lansing Educational Foundation
Invites you to attend the

Denim
Diamonds
Ball

For a Night of Community
To Benefit the Students and Teachers of
Lansing School District

October 15, 2016
Linaweaver Riding Arena
24583 147th Street, Leavenworth, KS 66048

6:00 PM * Social Hour, Two Step Lessons, & Silent Auction
7:00 PM * Dinner & Performance by American Country Dance
National Champions, Mark & Mary Harris
8:00 PM * Garry Lincoln Band & Line Dancing
8:45 PM * Live Auction
9:15 PM * Band
11:00 PM * Gala Ends

Wild West Host: Reservations for 8, \$600
Individual Reservations, \$65

Individual Reservations can be purchased at the special price of
\$60 if purchased before September 26th.

Attire: Boots & Denim
Please RSVP by October 5, 2016

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