



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

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, August 18, 2016**  
**7:00 P.M.**

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**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.

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***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. Appointment to the Lansing Library Board
3. Special Use Permit Request – 709 Englewood – Heavy Truck Parking in Residential Neighborhood
4. Structure Removal Cost Share Policy
5. Campaign Sign Guidelines

***Reports:***

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

***Proclamations***

***Other Items of Interest:***

6. Department Vehicle and Equipment Mileage Reports

***Adjournment***

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# AGENDA SUMMARY

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TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk

DATE: August 11, 2016

SUBJECT: Agenda Summary

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Call To Order

Pledge of Allegiance

Roll Call

## OLD BUSINESS:

### 1. Approval of Minutes

The regular meeting minutes of August 4th, 2016, are attached.

- **MOTION:** To approve the regular meeting minutes of August 4th, 2016, as presented.

## NEW BUSINESS:

Audience Participation

Presentations

### Items for Council Consideration:

### 2. Appointment to the Lansing Library Board

- There is currently one (1) vacancy on the Library Board with a term that will expire on September 30, 2017.
- This position was advertised and two (2) applicants have applied.
- The City Council interviewed the applicants at the Special Meeting on August 18<sup>th</sup>, 2016 at 6:15 p.m.
- **MOTION:** To appoint one (1) applicant to the Lansing Library Board for a term that will expire on September 30, 2017

### 3. Special Use Permit Request – 709 Englewood – Heavy Truck Parking in Residential Neighborhood

- A request has been received to allow parking of a semi-tractor on a residential driveway.
- The requestor is asking for permission to park the tractor for five (5) consecutive days during his driving time off, every five (5) weeks until January 1, 2017.
- **MOTION:** To approve the special use permit to Mr. Robert Quasa of 709 Englewood Street for the parking of a semi-tractor on his residential driveway for five (5) consecutive days, every five (5) weeks, until January 1, 2017.

### 4. Structure Removal Cost Share Policy

- The City intends to offer property owners a matching grant program where the City would pay a portion of the demolition costs of blighted, abandoned, and unsafe buildings, and the property owner would pay the remaining costs.
- The structure removal cost share policy outlines criteria for property eligibility, total costs covered, and a timeline for structure removal.
- **MOTION:** To adopt the Structure Removal Cost Share Policy.

### 5. Campaign Signage Guidelines

- The State passed a new statute allowing private signs in the public right of way. The statute does allow cities to enforce certain guidelines for safety issues and traffic safety concerns.
- The policy was developed with the guidance of the City Council at the July Work Session.
- **MOTION:** To adopt the Political Campaign Signage Guidelines Policy.

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

**Proclamations**

**Other Items of Interest:**

### 6. Department Vehicle and Equipment Mileage Reports

**Adjournment**

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk

DATE: August 11, 2016

SUBJECT: Approval of Minutes

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The regular meeting minutes for August 4, 2016, are enclosed for your review.

Action: Staff recommends a motion to approve the regular meeting minutes for August 4, 2016, as presented.

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**AGENDA ITEM #**

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**Call To Order:**

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

**Roll Call:**

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

**Councilmembers Present:**

**Ward 1:** Kevin Gardner and Dave Trinkle  
**Ward 2:** Andi Pawlowski and Don Studnicka  
**Ward 3:** Jesse Garvey and Kerry Brungardt  
**Ward 4:** Tony McNeill and Gregg Buehler

**Councilmembers Absent:**

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Buehler moved to approve the regular meeting minutes of July 21, 2016, as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

**NEW BUSINESS:**

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

**Presentation:**

**Life Saving Award:** Police Chief Steve Wayman presented Officer Robin Mock with a Life Saving Award for his actions during an incident on May 24, 2016.

**Wastewater Department Capital Projects Update:** Wastewater Utility Director Tony Zell provided an update to the Council about the status of the 7 Mile Creek and 9 Mile Creek wastewater projects.

**Culvert and Stormwater Drainage Review:** City Engineer Matt Harding, provided a review of the culvert and stormwater drainage inspections that have taken place over the last several months within the City.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Public Hearing on and Consideration of the Proposed 2017 Budget:** Councilmember Buehler moved to open the public hearing for the 2017 Budget. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

- There were no comments.

Councilmember Buehler moved to close the public hearing for the 2017 Budget. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Buehler moved to approve the 2017 Budget. Councilmember Pawlowski seconded the motion.

- Councilmember Pawlowski asked the additions that we've added on here, the HVAC, the Police vehicles, all that stuff, all that has to come back to the Council.
  - Finance Director Beth Sanford replied all of it has to come back because it is over the \$15,000.00 budget authority, so that will all come back, each item as its bid, we'll have a timeline for when we're going to do replacements, those will come back before the Council for approval.
    - Councilmember Pawlowski replied so they are not automatic.
  - Finance Director Beth Sanford responded correct.

The motion was unanimously approved.

**Resolution No. B-4-16 – Expressing the Property Taxation Police for the 2017 Budget:** Councilmember Studnicka moved to adopt Resolution No. B-4-16 as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

**Ordinance No. 967 – Weed Removal Assessments:** Councilmember Brungardt moved to adopt Ordinance No. 967 for assessment of delinquent fees for weed removal. Councilmember Studnicka seconded the motion.

- Councilmember Pawlowski asked so this goes against the property owner not against a renter.
  - Finance Director Beth Sanford replied correct.
    - Councilmember Pawlowski asked have we ever had this happen where we pass this and the house is sold in the meantime.
      - Finance Director Beth Sanford replied I don't think for weeds we've had that happen.
        - Councilmember Pawlowski asked but we have had that happen for sewer, and then what happens.
          - Finance Director Beth Sanford responded we have, it just depends on the situation, a lot of times we'll catch it before we send it to be assessed, in other cases we have refunded the new property owner and then gone after the old property owner through collections.



The motion was unanimously approved.

**Ordinance No. 968 – Sewer and Trash Disposal Assessments:** Councilmember Buehler moved to adopt Ordinance No. 968 for assessment of delinquent fees for sewer and trash bills. Councilmember Pawlowski seconded the motion.

- Councilmember Trinkle asked some of these are over \$1,000.00 or whatever, we do that lien every year or does that show last year's too.
  - Finance Director Beth Sanford replied that is just this years, we've collected last years.
    - Councilmember Trinkle stated but you're saying that it's a lien, so when does the lien stop, if you're up to two or three years you can get up to two or three thousand dollars.
      - Finance Director Beth Sanford responded it's added to their property tax and then it's paid when they pay their property tax. So if they were assessed in 2014, in 2015 we would have received the assessment, if they kept their bill current after that, because what we do is remove it from their account and move it to our receivables and if they kept their bill current then we would not re-assess them so they would not have any additional amount added to their property tax.
        - Councilmember Trinkle stated so if they have a \$1,000.00 in property tax and \$2,000.00 trash bill, they are looking at \$3,000.00 that they'll have to pay that year.
- Councilmember Pawlowski stated so we did this last year and a lot of these people are people that we did this too last year.
- Councilmember Brungardt asked how effective was it Beth.
  - Finance Director Beth Sanford replied we collect about 99% of it through assessments, so this is the most effective way to get delinquencies back.
    - Councilmember Pawlowski asked so they effectively started over and this is where they are now a year later.
- Councilmember Garvey asked do you add the lien fees into this right, interest, lien release fees, all that stuff is added into this right.
  - Finance Director Beth Sanford replied yes.

The motion was unanimously approved.

**Conditional Use Permit – 1205 North Main Street (Rear Building):** Councilmember Buehler moved to approve the conditional use permit as presented. Councilmember Trinkle seconded the motion.

- Councilmember Studnicka asked wasn't that building, when we did the ribbon cutting on it, wasn't that building for dog grooming and kenneling.
  - City Inspector Rebecca Savidge replied not kenneling, but it was for dog grooming, they had some kennels that they held during the day while grooming, but there was no overnight kenneling.
- Councilmember Pawlowski asked at the time that was put in was a pet grooming business approved in I-1.
  - City Inspector Rebecca Savidge replied no it wasn't
    - Community and Economic Development Director Stefanie Leif replied we changed it recently.
      - Councilmember Pawlowski stated so it was just there with no permission. There was a question asked by one of the Planning Commission members about the sewer, it's not on Leavenworth's sewer is it on Lansing's sewer?
        - City Inspector Rebecca Savidge replied it's on Leavenworth's sewer, I went back and double checked and there is a letter in the file from Leavenworth granting them access.

The motion was unanimously approved.

**Executive Session – Consultation with Attorney:** Councilmember Pawlowski moved to recess into executive session for consultation with an attorney on matters that would be privileged in Attorney-Client relationship for 25 minutes beginning at 7:47 p.m. and returning at 8:12 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 8:12 p.m. Councilmember Gardner seconded the motion. The motion was unanimously approved.

**REPORTS:**

**Department Heads:** Public Works Director Jeff Rupp updated the council on the McIntyre Road project. The County is still working on cost savings for the project, but the County has advised that the road would have asphalt and not chip and seal as previously discussed. Project meetings are still being held on the project and all the entities are working together to ensure a cost effective and satisfactory project is the end result. A Memorandum of Understanding has been submitted to the City Administrator and will be presented to the Council at a later date. Jeff also reminded the Council that Leavenworth County will be holding an informational meeting on Wednesday, August 10<sup>th</sup> about the project in the Lansing Community Center.

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

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

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

**Governing Body:** Councilmember Studnicka asked the status of the slope failure fix on West Mary Street.

- Public Works Director Jeff Rupp advised that the slope failure has been fixed and the project is complete except for the seeding of the area which will take place in the fall.

Councilmember Gardner congratulated Officer Mock and thanked Tony Zell, Matt Harding, and Jeff Rupp for their reports.

Councilmember Buehler provided a fun fact, on this day in 1693, French Benedictine monk Dom Perignon invented Champagne.

Councilmember McNeill thanked Tony Zell, Jeff Rupp, and Matt Harding for their reports and congratulated Officer Mock.

Councilmember Brungardt thanked those who provided reports and congratulated Officer Mock on his award and reminded everyone that the Ribbon Cutting for the Middle School is Tuesday, August 9<sup>th</sup> at 6:00 p.m.

**ADJOURNMENT:** Councilmember Brungardt moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:24 p.m.

**ATTEST:**



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Louis E. Kirby, Mayor

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Sarah Bodensteiner, City Clerk

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk   
DATE: August 11, 2016  
SUBJECT: Appointment to the Lansing Library Board

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The Lansing Library Board currently has one (1) vacancy position with a term that will expire on September 30, 2017. This position was advertised and two (2) applications were received. As there were more applicants per open positions, the Council interviewed both applicants at the Special Meeting prior to the August 18<sup>th</sup> Council Meeting.

Action: A motion to appoint one (1) applicant of the Lansing Library Board for a term that will expire on September 30, 2017.



## CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

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

www.lansing.ks.us

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### APPLICATION FOR LIBRARY BOARD MEMBER

Name: ANNE E. EHRSAM-HOLLAND  
Lansing Address: 883 Clearview Drive  
Home Phone: 913 250 0544  
Secondary Phone: 913 705 0942  
E-mail: anne.ehrsamholland@gmail.com

Please attach a written statement expressing your interest in being appointed to the Lansing Community Library Board. Your written statement should address the following three topics:

1. Qualifications for the position.
2. Desired accomplishments as a Board Member.
3. Willingness to attend board meetings and trustee training.

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

This appointment is to fulfill a Library Board term expiring September 30, 2017. Applicants must be a resident of Lansing in the USD 469 school district, 18 years of age, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk".



## **Attachment to Application for Library Board Member- Anne E. Ehrsam-Holland**

### **Qualifications for the position**

I recently completed the City of Lansing Citizens Academy, so I feel I have a pretty good understanding of the Library Board from the excellent presentations we received during our Academy classes.

I was probably my local library's best customer growing up in Bern, KS (back then I had to go to the Seneca or Sabetha Library, now Bern has one). I am one of those readers who finds themselves staying up all night to finish a good book (often despite a need to be conscious the next day). My time at the library was the primary driver that caused me to succeed in school, pick a challenging career, and try to see the world. I had a long period in grade school and junior high when I soaked up dozens and dozens of biographies and they gave me great ideas of potential careers and life choices.

I recently retired and have been very busy with my son completing his final year of high school, with trying to help a relative with significant health concerns, and with trying to clean up and sell my parents' farmhouse home of over 50 years. I have been so busy, I've been afraid to start reading much more than short stories and articles, so my long To Do list doesn't get ignored. Although, I did draw heavily upon the "books on CD" in the library (when we returned to Lansing in 2012) for my commute to work. My son has now graduated, my relative is well on the way to recovery, and we have only the closing to complete on the house. I manage to fill my free time pretty quickly, so now is a good time to fill these gaps that are approaching.

### **Desired accomplishments as a Board Member**

I hope to help the board with whatever goals have been set. I recently retired after 32 years of working fulltime with 21 years of schooling (usually while also working part-time). Don't worry that my years of various experiences and responsibilities might indicate I might be pushy and want to takeover: at this point, I am happy to help and *more than happy* not to be in charge☺.

### **Willingness to attend board meetings and trustee training**

I understand that attendance is important. I don't think I missed any of the Citizens Academy meetings (unless I was out of town during one...the memory is the first thing to go). I am looking forward to meeting with a group of people who care about their community services, esp. the library and its educational and entertainment potential.

Because we still have a daughter in high school and my husband is the Job Coach at Lansing HS, I am not outside of the area that often, due to HS activities that are almost as frequent during the summer as they are during the year.

The only thing that might cause me to miss a meeting is an important activity of one of my children (daughter Annelise will be a Sophomore at Lansing HS in the fall and son Andrew will be a Freshman at KState in the fall).

### **Name and Address of three Personal References:**

Kerry Brungardt, 614 South Hickory Trail, Lansing, KS 66043 (913) 727 5635

Kate Varney, 716 Canyon View Drive, Lansing, KS 66043 (913) 250-0367

Jenny Rathjen, 4513 Park Ten Ct., Leavenworth, KS 66048 (913) 306-1832



## CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

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

www.lansing.ks.us

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### APPLICATION FOR LIBRARY BOARD MEMBER

Name: DENISE JACOBSON

Lansing Address: 14830 PRAIRIE CROSSING LEAVENWORTH

Home Phone: 913-210-6352

Secondary Phone: 913-704-8171

E-mail: Denise.Jacobson@va.gov

Please attach a written statement expressing your interest in being appointed to the Lansing Community Library Board. Your written statement should address the following three topics:

1. Qualifications for the position.
2. Desired accomplishments as a Board Member.
3. Willingness to attend board meetings and trustee training.

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

This appointment is to fulfill a Library Board term expiring September 30, 2017. Applicants must be a resident of Lansing in the USD 469 school district, 18 years of age, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk".

July 16, 2016

City of Lansing  
800 First Terrace  
Lansing, KS 66043

Dear City of Lansing:

Please accept my application for the Lansing Community Library Board. I am over 18 years of age and a United States registered voter. I understand that if I were selected I must remain a Lansing resident, perform my duties without compensation, attend all board meetings, and complete the library trustee training. My family and I have been USD 469 residents and Lansing Library patrons for 14 years. I have watched it grow from the Lansing Community Center (old Lansing High School) to its current location. I believe that libraries serve a diverse population providing a friendly and leisurely atmosphere in which knowledge, learning, and an assortment of programs serve the community.

My desired accomplishments as the Library Board member include outreach programs which would include Lansing public schools and to continue to provide up-to-date purchases of books, pamphlets, magazines, periodicals, journals within budgetary limits set by the Board.

My qualifications range from experience through education.

1. Master's in Public Administration in Public Affairs awarded May 6, 2016  
I am responsive to public needs and understand the processes involved with community improvements and action.
2. Classical Ballet Instructor at a local ballet school.  
I am a working member of the community with a relationship that extends to all ages. This involved developing a lesson plan, various teaching styles and friendly and courteous customer service.
3. Full time employment with the Department of Veterans Affairs in Kansas City, MO for seven years.
4. Worked part time at the Mid Continent Public Library as a Page during college, 1993 – 1995.

References:

1. Joan Bay, RN  
KCVA Q11 Program Manager  
4801 Linwood Blvd  
KC, MO 64128  
816-861-4700
2. Shawndell Filbert  
CMOP Accountant  
22214 W Sycamore St  
Tonganoxie, KS 66086  
803-446-0624
3. Robin Goebel  
14730 Prairie Crossings  
Leavenworth, KS 66048  
913-727-6900
4. Katie Holmes  
717 Maple Lane  
Lansing, KS 66043  
913-240-3905

I am extremely thrilled to have this opportunity and I would serve the Library Board with honor and pride. I have a love for reading and enjoy the library's community events. Please consider my application. Thank you.

Warmest wishes,




Denise Jacobson  
14830 Prairie Crossings  
Leavenworth, KS 66048  
(home) 913-210-6352  
(cell) 913-704-8171



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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
THRU: Jeff A. Rupp, Director of Public Works   
FROM: Rebecca Savidge, Building Inspector II   
DATE: August 10, 2016  
SUBJECT: Special Use Permit – 709 Englewood - Heavy Truck Parking in Residential Neighborhood

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Lansing City Code, Chapter 15, Article 3, Section 15-306 C.(2), allows the Council to issue special parking permits. Mr. Robert Quasa has requested that the Lansing City Council consider a special parking permit for his semi-tractor. Without a special permit, Mr. Quasa is in violation of the parking regulation of the city if he parks his truck at his residence when he has time off from driving over the road.

The City Code prohibits parking in residential neighborhoods of vehicles in excess of 9,200 lbs. Gross Vehicle Weight (GVW) without a permit from the City Council. Mr. Quasa's semi-tractor has an approximate weight of 16,990 GVW. Mr. Quasa is only asking for permission by special permit to park his tractor for five (5) consecutive days during his driving time off, every five (5) weeks, until January 1, 2017. Mr. Quasa is aware the City Code also prohibits allowing the vehicle to run while parked overnight.

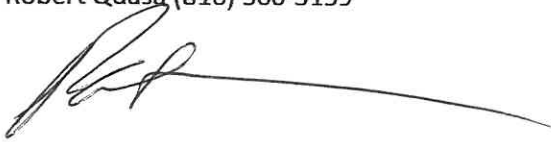
The City Inspector has checked the site, and parking would be on a hard surfaced driveway with plenty of room for the tractor. The parking area complies with the ordinance, which requires all parking areas to be surfaced with a "hard surface" such as asphalt or concrete. The driveway surface is concrete.

Action: Staff recommends a motion to issue a special use permit to Mr. Robert Quasa of 709 Englewood Street for the parking of a semi-tractor on his residential driveway for five (5) consecutive days, every five (5) weeks, until January 1, 2017.

We would like permission to park our 2015 Freightliner Cascadia (purple with neon green lettering) in our driveway at 709 Englewood street. It would be for 5 consecutive days every 5 weeks. The truck will not be idling or the APU running. We shut it completely down. We ask permission for parking till January 1, 2017. Tag 99AR4J

Thank you,

Robert Quasa (816) 500-3159

A handwritten signature in black ink, appearing to read 'R. Quasa', followed by a long horizontal line extending to the right.

Lela Wiley (913)680-5379

A handwritten signature in black ink, appearing to read 'Lela Wiley', written in a cursive style.



# Missouri IRP Apportioned Cab Card

Missouri Department of Transportation

830 MoDOT Drive, P.O. Box 270

Jefferson City, MO 65102-0270

(866) 831-6277 or (573) 751-7100

0000006487

Enforcement may validate this credential by contacting (866) 831-6277

Effective: 01/01/2016

Expires: 12/31/2016

The vehicle described herein has been proportionally registered  
Between the State of Missouri and other jurisdictions shown below:

Plate Nbr: **99AR4J** Operation Type: **FOR HIRE**  
Account Nbr: **0002576**  
Fleet Nbr: **001**  
Reg Year: **2016** Supp Nbr: **0000**  
Registrant: **NEW PRIME INC**  
**PRIME INC**  
Street Address: **2740 N MAYFAIR**  
City: **SPRINGFIELD**  
State: **MO** ZIP Code: **65803**  
Lessee/Lessor: **SUCCESS LEASING INC**  
Unit Nbr: **651164** Type: **TR** Fuel: **D**  
Model Year: **2015** Make: **FRHT**  
VIN: **3AKJGLD5XFSFN3432**  
Axles: **3** Seats:  
Combined Weight: **80000** Unladen Weight: **16990**

AL	80000	MA	80000	OK	80000	MB	36287	**	*****
AR	80000	MD	80000	OR	80000	NB	36287	**	*****
AZ	80000	ME	80000	PA	80000	NL	36287	**	*****
CA	80000	MI	80000	RI	80000	NS	36287	**	*****
CO	80000	MN	80000	SC	80000	ON	36287	**	*****
CT	80000	MO	80000	SD	80000	PE	36287	**	*****
DC	80000	MS	80000	TN	80000	QC	6 AXL	**	*****
DE	80000	MT	80000	TX	80000	SK	36287	**	*****
FL	80000	NC	80000	UT	80000	**	*****	**	*****
GA	80000	ND	80000	VA	80000	**	*****	**	*****
IA	80000	NE	80000	VT	80000	**	*****	**	*****
ID	80000	NH	80000	WA	80000	**	*****	**	*****
IL	80000	NJ	80000	WI	80000	**	*****	**	*****
IN	80000	NM	80000	WV	80000	**	*****	**	*****
KS	80000	NV	80000	WY	80000	**	*****	**	*****
KY	80000	NY	80000	AB	36287	**	*****	**	*****
LA	80000	OH	80000	BC	36287	**	*****	**	*****

**NEW PRIME INC**  
**PRIME INC**  
**2740 N MAYFAIR**  
**SPRINGFIELD, MO 65803**



Motor Carrier Responsible for Safety



USDOT Number: **0003706**

**NEW PRIME INC**  
**PO BOX 4208**  
**SPRINGFIELD, MO 65808**

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Stefanie Leif, AICP, Community and Economic Development Director   
DATE: August 11, 2016  
SUBJECT: Structure Removal Cost Share Policy

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**Background:** 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.

City staff has developed the attached Structure Removal Cost Share Policy to outline criteria for property eligibility, total costs covered, and a timeline for structure removal. Staff plans to provide updates throughout the year to the City Council regarding the utilization of the cost share program and progress of structure removal within the community.

**Financial Considerations:** City staff is developing a list of properties whose owners will be contacted about this program if it receives approval from the City Council. Approximately ten structures are on this list. 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.

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;
  - 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 staff.** Application must be reviewed and signed off on by the Building Inspector and Community and Economic Development Director.
  - a. Property owner shall receive written approval of eligible structure and amount of qualifying expenses to be reimbursed from the city of Lansing.
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. Proof of Payment; and
  - b. Approval of the Building Inspector that the site has been cleared, graded, and re-seeded.



# *Lansing KANSAS*

## *Policy*

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 18th day of August, 2016.

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Louis E. Kirby, Mayor

ATTEST:

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Sarah Bodensteiner, City Clerk

**END OF POLICY STATEMENT**

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator *TV*  
THRU: Stefanie Leif, AICP, Community and Economic Development Director *RLS for SL*  
FROM: Rebecca Savidge, Building Inspector II *RLS*  
DATE: August 11, 2016  
SUBJECT: Campaign Signage Guidelines

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In 2015 the State of Kansas passed new state statute allowing private signs in the public right of way. The state statute is K.S.A. 25-2711. The statute allows cities to enforce certain guidelines for safety issues and traffic safety concerns. Attached is the policy developed with the guidance of the City Council at the July work study session.

The Kansas State Statute reads as follows:

K.S.A. 25-2711: Placement of political signs during election period. No city or county shall regulate or prohibit the placement of or the number of political signs on private property or the unpaved right-of-way for city streets or county roads on private property during the 45 day period prior to any election and the two-day period following any such election. Cities and counties may regulate the size and setback distance for the placement of signs so as not to impede sight lines or sight distance for safety reasons.

Action: Staff recommends adoption of the Political Campaign Signage Guidelines Policy.





# *Lansing, KANSAS*

## *Policy*

### **Purpose: Political Campaign Signage Guidelines**

Guidelines for the placement and enforcement of political and non-political signs in the city's right of way for compliance to both current federal and state law during a campaign season are as follows:

**Campaign Timeframe:** Is defined as **45 days prior to** and **2 days** after an election

All signs placed within the right of ways in the city of Lansing during the campaign timeframe (described above) must meet the following conditions to remain in the right of way.

### **Guidelines:**

1. Sign face total shall be no greater than 8 square feet (Residential Zoning) and 16 square feet (Commercial and Industrial Zoning) for all signs, whether single or double sided.
2. Signs larger than the permissible size must obtain a sign permit (no fee) in order for city staff to track locations of larger signs.
3. Top of sign cannot be greater than 36 inches above the height of grade at placement.
4. Signs and mounting system must weigh less than 10 pounds.
5. Signs placed in the right of way must be placed at least 5 feet from backside of street curb or edge of pavement if no curb exists, for safety reasons.
6. Signs must be placed no less than 300 feet from intersections to prevent sight triangle issues, which can impact traffic safety.
7. Political signs may be displayed on a vehicle provided they do not interfere with the ability to lawfully operate the vehicle.

### **Enforcement:**

1. Outside the defined election period all signs may be removed and disposed of by city staff without notice to the owner.
2. During an election period, signage placed outside of the designated area may be removed and disposed of by city staff without notice to the owner.
3. During an election period, private (political or nonpolitical) signs meeting the requirements of this policy will be left in place to the extent practicable.
4. During an election period, Public Works, Community Development





# *Lansing, KANSAS*

## *Policy*

staff, utility companies, franchises and their contractors may temporarily remove, replace, or relocate private signs within the right of way to perform work in the right of way.

Adopted by the City Council this 18<sup>th</sup> day of August, 2016.

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Louis E. Kirby, Mayor

ATTEST:

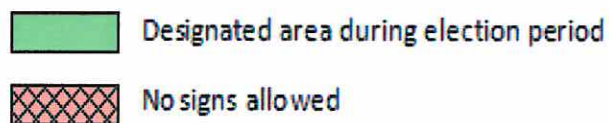
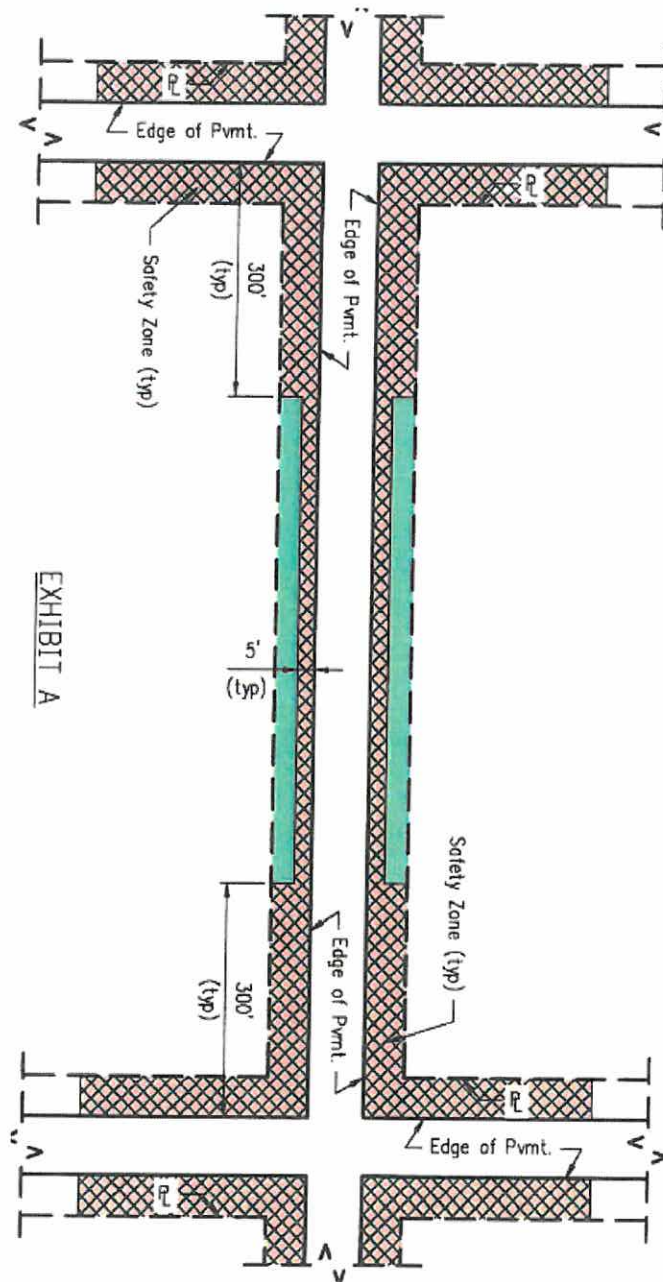
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Sarah Bodensteiner, City Clerk

**END OF POLICY STATEMENT**

## RESOURCES:

[www.lansing.ks.us](http://www.lansing.ks.us) (Webpage)  
City of Lansing Election Sign Policy  
K.S.A. 25-2711 State Statute  
City of Lansing Zoning Ordinance



## City of Lansing

### Guidelines for Placement of Private Signs in the Public Right of Way



### Guidelines for implementation

Under K.S.A. 25-2711

City of Lansing  
Community and Economic Development  
730 First Terrace, Ste 3  
Lansing, Kansas 66043  
913-727-2400

## WHY THE CITY ESTABLISHED A SIGN POLICY?

- State law prohibits private signs and other obstructions in road right of way.
- In 2015, Kansas Legislature passed K.S.A. 25-2711 to specifically allow placement of political signs in city rights of way during a period of 45 days prior to and 2 days after an election.
- K.S.A. 25-2711 allows local government to regulate signage for safety reasons.
- The Lansing City Council established a policy to balance the safety of the travelling public with constitutional rights of free speech:

K.S.A. 25-2711 Placement of political signs during election period. No city or county shall regulate or prohibit the placement of or the number of political signs on private property or the unpaved right-of-way for city streets or county roads on private property during the 45 day period prior to any election and the two-day period following any such election. Cities and counties may regulate the size and a set back distance for the placement of signs so as not to impede sight lines or sight distance for safety reasons.

## WHAT ARE THE REGULATIONS?

- **Definition of election period:** 45 days before and 2 days after any election scheduled by Leavenworth County Election Commissioner.
- No private signage allowed in City of Lansing right of way outside of any election period.
- During an election period, signs meeting the following standards may be placed in the designated area within the City right of way
  - Sign face no greater than 8 square feet (Residential) and 16 square feet (Commercial and Industrial) **total of both sides**
  - Signs larger than allowable size would need to obtain a sign permit (no fee) in order for city staff to track locations
  - Sign and mounting system must weigh less than 10 pounds
  - Top of sign less than 36 inches above the ground

### Designated Area During Election Period:

During an election period, signs meeting the size, weight, and height standards may be placed in the unpaved portion of the city right of way as long as they are 300 feet from a street intersection and at least 5 feet from the edge of the paved surface.

## WHAT WILL THE CITY OF LANSING DO WITH SIGN POLICY VIOLATIONS?

- Outside of an election period all signs may be removed and disposed of without notice to the owner.
- During an election period, signage placed outside of the designated area may be removed and disposed of without notice to the owner.
- During an election period, private signs meeting the requirements of the policy will be left in place to the extent practicable.
- During an election period, Public Works employees may temporarily remove and replace or relocate private signs farther back in the right of way in order to perform work in the right of way.

Picture diagram of

Right of Ways

located on opposite side of this brochure

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QUESTIONS? CONTACT:

Community and Economic

Development Department

(913)-727-2400



Lansing Police Department  
Vehicle Fleet End of Month Report

Aug-2016

Unit	Year	Make/Model	Mileage as of 07/01	Mileage as of 08/01	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	49977	51497	1520	Patrol	Patrol	Fit for patrol duty
2	2012	Dodge Charger	22961	24117	1156	Sergeants	Sergeants	Limited Use - Sergeants
3	2015	Ford Explorer	12101	13064	963	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	8157	9098	941	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	18488	18800	312	Captain	Captain	Limited Use - Captain
6	2013	Ford Explorer	34256	35375	1119	Patrol	Patrol	Fit for patrol duty
7	2002	Ford Explorer	123603	124037	434	Detective	Detective	Limited Use - Detective
8	2011	Dodge Charger	61226	62102	876	Patrol	Patrol	Fit for patrol duty
9	2012	Chevy Tahoe	71513	72460	947	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	30839	31280	441	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	73829	73978	149	Animal Control	Animal Control	Fit for Animal Control duties
13	2010	Dodge Charger	86284	87185	901	Patrol	Patrol	Fit for patrol duty
14	1995	Ford EOC Vehicle	162138	162138	0	EOC	EOC	Limited Use - EOC
15	2016	Dodge Charger	528	1760	1232	Patrol	Patrol	Fit for patrol duty
17	2016	Dodge Charger	597	1606	1009	Patrol	Patrol	Fit for patrol duty
					0			
				<b>Mileage Total:</b>	12000			

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**Lansing Public Works Department****Monthly Fleet Report**Month July Year 2016**Vehicles**

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	LT	LT. Pick-up Ext	49,760	49,956	196	
2007	Ford	LT	LT. Pick-up Ext	31,917	32,502	585	
1998	Ford	1/2 ton	Pick-up	58,564	58,631	67	
2001	Ford	Ranger	LT. Pick-up Ext	114,402	114,465	63	
2005	Ford	Ranger	LT. Pick-up Ext	38,039	38,188	149	
2000	Ford	Explorer	SUV	181,645	181,915	270	
2005	Sterling	LT 8500	Dump Truck	46,010	46,010	0	
2007	Elgin	Crosswind J+	Street Sweeper	4,936	4,946	10	
1992	Ford	700	Dump Truck	62,580	62,580	0	
2000	Ford	F350 4x4	Pick-up Utility	93,435	93,904	469	
2002	Ford	F350 4x4	Dump Truck	69,192	69,334	142	
2011	International	7400	Dump Truck	10,432	10,454	22	
2016	Ford	F350 4x4	One-ton Dump Truck	354	464	110	
2006	Dodge	Charger	Sedan	120,100	120,107	7	



## Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	4,962	4,967	5	
2004	IR	DD-24	Asphalt Roller	245	245	0	
2006	IR	185	Air Compressor	166	166	0	
1993	Ford	5030	Tractor	390	407	17	
1997	Bobcat	763	Skid Steer	1,984	1,984	0	
2014	Case	580 SNWT	Backhoe	399	411	12	
2002	Crafco	110	Crack Sealer	748	748	0	
2003	Kubota	L3710	Tractor	1,407	1,431	24	
2009	Case	465	Skid Steer	500	501	1	
2004	Case	621D	Front Loader	2,013	2,013	0	at wastewater plant

Jul-16

City Influent	34.72	City Avg Daily	1.12
LCF Influent	16.57	LCF Daily Avg	.535 MG
Total Biosolids	1.08 MG	Precip	5.12"

#### Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1995	Dodge	3500	Flatbed Truck	87331	87334	3	Collection System	
1999	Sterling	Vactor	Jet Truck	8012	8018	6	Collection System	
2002	Ford	350	Pick Up Truck	88092	88435	343	Ops/Maint.	
2006	Ford	Cr Vic	Sedan	145221	145448	227	Ops/Maint.	
2005	Ford	550	Flatbed Truck	41188	41352	164	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	17519	17605	86	Biosolids Disposal	
Total						829		

Year	Make	Model	Description			Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	936	936	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2207	2211	4	Collection System	
1999	Aries	Saturn III	Camera Trailer	335	339	4	Collection System	
2004	John Deere	7920	Tractor	1091	1095	4	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1030	1054	24	Operations	
2004	Case	621D	Loader	2144	2145	1	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	989	994	5	Maintenance	
2006	JCB	531-70	Telehandler	489	492	3	Plant Activities	