



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

COUNCIL AGENDA
Regular Meeting
Thursday, February 6, 2020
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. Request to Use Activity Center After Hours – Boy Scouts
3. Approval of Bid – 2020 Fireworks Displays
4. Executive Session – Consultation with Attorney

Reports:




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

Proclamations

Other Items of Interest

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator 
THRU: Sarah Bodensteiner, City Clerk 
FROM: Shantel Scrogin, Assistant City Clerk 
DATE: January 29, 2020
SUBJECT: Approval of Minutes

The Special Meeting Minutes for January 13, 2020 and the Regular Meeting Minutes for January 16, 2020 are enclosed for your review.

Action: Staff recommends a motion to approve the Special Meeting Minutes for January 13, 2020 and the Regular Meeting Minutes for January 16, 2020 as presented.

AGENDA ITEM #

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CITY OF LANSING
CITY COUNCIL SPECIAL MEETING

SPECIAL MEETING MINUTES
January 13, 2020

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Mike Smith at 6:00 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Dave Trinkle and Gene Kirby

Ward 2: Don Studnicka and Marcus Majure

Ward 3:

Ward 4: Tony McNeill

Councilmembers Absent: Kerry Brungardt, Jesse Garvey and Gregg Buehler

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Oaths of Office: City Clerk Sarah Bodensteiner issued the Oath of Office to Councilmember Kirby and Councilmember Majure.

ADJOURNMENT: Councilmember Studnicka moved to adjourn. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 6:04 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING

CITY COUNCIL MEETING

REGULAR MEETING MINUTES
January 16, 2020

Call To Order:

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

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby and Dave Trinkle
Ward 2: Don Studnicka and Marcus Majure
Ward 3: Kerry Brungardt
Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Jesse Garvey

OLD BUSINESS:

Approval of Minutes: Councilmember Buehler moved to approve the regular meeting minutes of January 2, 2020, as presented. Councilmember McNeill seconded the motion. The motion was unanimously approved.

Audience Participation: Mayor Smith called for audience participation and no one came forward.

Presentations: Lansing Community Library Update: Library Director Terri Wojtalewicz presented the Council with 2019 accomplishments of the library such as an exterior facelift, adding Overdrive to digital services, eliminating fines, adding more activities and receiving a space utilization study grant. She continued with the Goals for 2020 which include maintaining current service levels, actively marketing library programs and closing for a week in February for the Space Study remodel.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Election of Council President: Councilmember Buehler moved to approve the nomination of Don Studnicka as Council President. Councilmember Kirby seconded the motion. The motion was approved with Councilmember Studnicka abstaining.

- Mayor Smith stated welcome Don.
 - Councilmember Brungardt stated congratulations.
 - Mayor Smith stated Don, Dave just said he wanted his spot back.
 - Councilmember Trinkle responded I want my parking space back.

Treasurer's Report for Quarter Ending December 31, 2019: Councilmember Brungardt moved to approve the Treasurer's Report for the quarter ending December 31, 2019. Councilmember Kirby seconded the motion.

- Councilmember McNeill stated I got one question.
 - Mayor Smith replied go ahead.
 - Councilmember McNeill asked under the police equipment reserve fund, I'm showing a balance of \$27,000 or whatever. Is that what I am seeing?
 - Finance Director Beth Sanford replied yes.
 - Councilmember McNeill asked ok, was that not what we took the police vehicle out of the previous years.
 - Finance Director Beth Sanford responded no; we took one out of special alcohol.
 - Councilmember McNeill asked so, what is this reserve fund for if we're not going to pay for cars out of it.
 - Finance Director Beth Sanford replied well, we took radios out of here, but we got that grant, so we were reimbursed for part of it.
 - Councilmember McNeill responded no, last month or last

meeting, we just approved a police vehicle out of the general fund but there is \$27,000 in this one. So, I am asking, why are we not using the reserve fund to pay for the police vehicles. I guess that is my question.

- Councilmember Buehler stated would the lights and everything going in that car.
- City Administrator Tim Vandall stated I thought last year, I'm sorry.
 - Councilmember Buehler asked would the lights and everything going in that squad car come from here.
 - Finance Director Beth Sanford replied it can, yeah.
- City Administrator Tim Vandall stated I thought last year or two years ago, we used this to purchase cars and I think we are building it up. So, I don't know if we do it more every other year.
 - Finance Director Beth Sanford responded it's not going to fund more than one police vehicle a time or even one police vehicle some years. So I think a couple of years ago we discussed instead of coming each year with a C&S request for a police vehicle or equipment replacement request for police vehicles, to build police vehicles into the base budget to purchase and then we would use these funds for a police vehicle, or we could use it for radio replacement, or other equipment that they needed as funds were available. That was the reasoning behind it at the time. Typically, if Council would prefer to take it out of here.
 - Councilmember McNeill asked once it's in this fund, can you move it around for something else then.
- City Administrator Tim Vandall replied it has to be law enforcement related.
 - Councilmember McNeill responded that's what I mean, the general fund you can pretty much use for anything. So, if you take \$27k out of this and only use \$5k out of the general fund then you have a lot more in the general fund to use for everything. So, if you pigeonhole money in here, then it's against equipment and it gets up to a certain point then we need to do something with it, buy a car or something. And \$27,000 is a lot. That was my only question. Thanks.

The motion was unanimously approved.

Change Order Request #2 – City Project 18-02: Councilmember Trinkle moved to approve the change order request from Linaweaver Construction in the amount of \$30,550 for rock encountered on City Project 18-02. Councilmember Kirby seconded the motion.

- Councilmember Studnicka asked how much did we approve the last time.
 - Councilmember McNeill responded \$69,000.
 - Wastewater Utility Director Tony Zell replied \$69,415.
 - Councilmember Studnicka asked \$69 what.
 - Wastewater Utility Director Tony Zell replied \$69,415.18.
 - Councilmember Studnicka stated and then another \$30,000.
 - Wastewater Utility Director Tony Zell responded correct.
 - Councilmember Studnicka replied so almost another \$100,000 for that project.
 - Mayor Smith asked anymore.
 - Wastewater Utility Director Tony Zell stated I hope not. I don't like it anymore than anyone else does.
 - Councilmember Majure asked this is that project you showed me.

- Wastewater Utility Director Tony Zell replied yes.
 - Councilmember Majure responded with the mass amount of additional rock that you found that you were having to, right.
 - Wastewater Utility Director Tony Zell replied yes, sir. The white pile behind La Mesa.
 - Councilmember Majure stated yeah, behind La Mesa. That is a great deal of rock.
- Councilmember Trinkle asked if you didn't have to go this direction, we probably wouldn't be talking right now, would we about this.
 - Wastewater Utility Director Tony Zell replied we would have followed the existing ditch line which wouldn't have required us to break ground.
 - Councilmember Trinkle responded circumstances lead us to completing the project, correct?
 - Wastewater Utility Director Tony Zell stated correct.
 - Councilmember Trinkle stated it's not the contractors. It's the way it came out.

The motion was unanimously approved.

Parks & Recreation Advisory Board Appointment: Councilmember Brungardt moved to appoint Dana Fontenot to the Parks & Recreation Advisory Board for a term ending December 31, 2021. Councilmember Kirby seconded the motion. The motion was unanimously approved.

Parks & Recreation Master Plan Presentation: Parks & Recreation Director Jason Crum introduced Shannon Gordon from Landworks Studio. Shannon Gordon updated the Council on the draft/final version of the Master Plan. He began with a description of all the parks located in Lansing that included class, acreage and amenities at each. Mr. Gordon went on to note comparable communities in Kansas such as Mission, Tonganoxie, De Soto, Eudora and Bonner Springs. These comparisons included city information, parks, aquatics, city employees and Master Plans status. National Benchmarking has Lansing at 1,961 residents per park and 17.23 acres per 1,000 residents. This states Lansing has high acres with a low number of parks. Through data analysis with each park, design charrettes were created. Charrette One included Kenneth W. Bernard Park which is a regional park as it would provide relief from the other parks. Charrette Two included all other City parks. Willow park, City Park and all the neighborhood parks are not intended to be destination style parks which is why we have traffic problems. The website, ActivateLansing, contained a survey for residents to fill out. A list of preliminary improvements from that survey were presented with each of those being prioritized. The Master Plan for Bernard Park includes renovated and improved soccer fields all along the west edge with additional parking. A space for Lansing Daze would be added in the middle of the expanded park. The space would include restrooms along with rentable shelters at each quadrant. Other activities can occupy this space such as pickle ball, climbing tower for teens and play areas too. To the east of that center would be five baseball/softball fields with t-ball on the sides. Restrooms, shelter, concessions and a small playground would be added as well. This space would include additional parking as well as more parking just north of the middle section. An additional exit point as been added to help alleviate traffic during high volume events. The north part of the park would include space for frisbee golf and a more long-term plan for a nature center, a new trail system, and an arboretum. The space near the current parking area and ponds allows for grass seating and temporary stage for different events. This location was selected due to sound being kept down in that valley in case other events such as Lansing Daze is occurring at the same time.

- Councilmember Majure asked I'm real interested in that second entrance. You said if you park up there in that based on the picture to the north that traffic could go out the second entrance. All the other traffic could go out that entrance as well, right.
 - Shannon Gordon replied well we would monitor it at this location and this location and make sure anyone that is leaving from this side would take the main entrance out. This would take the main entrance out. This would go out this direction and all of this would go out this direction. So, it would still take people time.

- Mayor Smith asked Shannon would that have to be built up on that second exit. Isn't it a creek or water.
 - Shannon Gordon responded there is one crossing here that would need a culvert.

Mr. Gordon continued, at City Park, the long-term recommendation is a shelter in the same location as the current shelter but with a full restroom, rentable sides on both sides along with a destination style splash park and play area. The field at the southeast corner would stay as it is since it is in the best shape and still easy to maintain. The long-term plan would be to close the access point starting on the east side of that field to only be used by the maintenance facility. With the other ball fields being moved to Bernard Park, it would free up that space for a large walking trail at almost a half mile. Exercise stations would be positioned around the trail. Small rentable shelters would be available. At the northwest corner of City Park would be a larger shelter along with basketball and sand volleyball with an expanded parking lot. Willow Park was intended to be a neighborhood park and with the soccer fields being moved to Bernard Park, this can finally happen. The current play structure would be removed, and a new structure would be installed in the center so that the sound is moved further away from homes. Just before the play area would be restrooms and space for events like birthday parties. Just north of the rest area would be a small splash pad along with bocce ball, pickle ball and a small play structure. Some of the space would be artificial turf so that other things like yoga in the park could occur. The south side of the park would include a walking trail with a shelter added along the path. There was some concern about swing sets so a new variety of swing sets will be added here that include parent/child version as well as a safer version than what is currently there. Bittersweet Park is down on the priority list, but the long-term plan is to have a trail throughout with stopping points. The trail would lead to the top of the hill for a lookout and shelter area. Kelly Grove Park is damp a lot so a wooden deck trail would be best for this park. The Boy Scout improvements will stay in place. The long-term plan would be to extend the trail further back into the park with a pedestrian bridge similar to Angel Falls.

- Councilmember Trinkle asked I understand the idea of all the trails and walking. Where is the plan for parking.
 - Shannon Gordon replied so what we're showing here is an addition of seven parking spaces here. We did discuss potentially doing it along Gilman. The challenge there is this is an industrial route that goes through here. Currently, a lot of folks' park in the church parking lot. Church isn't going on always, that's a lot of time its open. And what we done is include a pedestrian cross walk that works its way across.
 - Councilmember Trinkle stated because otherwise you'd have to park on the east end and walk down along across the bridge.
 - Shannon Gordon responded you park up here, yes on the north end here and walk down. Or we are recommending a sidewalk that runs from this location all the way down into here. That seven spaces is really about all you can manage up there.

Mr. Gordon continued; the previous Comprehensive Plan for Lansing has trails going through backyards which isn't ideal. Our plan doesn't recommend that. Landworks recommends strengthening your current existing trail system. The previous Comprehensive Plan has a trail along Ida and extends past DeSoto Road for several miles and doesn't connect to anything, so we don't have it on our plan.

- Councilmember Brungardt asked how far does it go on Ida.
 - Shannon Gordon replied this is miles.
 - Parks & Recreation Director Jason Crum responded that's from DeSoto out to 155th.
 - Shannon Gordon replied yeah, it's miles. It's a few miles and to go to what. Why would you want your residents to make that walk and then turn around and go back.

Mr. Gordon resumed, a lot of the maintenance recommendations are intended to help Jason and his staff reduce the amount of mowing and such. Phase 1 is the opportunity to start this project. We recommend a \$5 million bond that would be used to remove the ball fields from City Park and start them at Bernard Park. We would begin with the 5 wagon wheel fields. The t-ball fields would be left at City Park for now. The restrooms, additional parking and lighting for 3 of the fields would also be part of Phase 1. The other two fields would not be lit until Phase 2. Also, as part of Phase 1, the splash park at City Park would be installed along with the restroom and shelter facility. Parking would stay the same at City Park because we are

reducing the number of ball fields being utilized. The schedule recommendation would be design documents beginning Spring 2020, construction documents in Summer 2020, bidding happening in the Fall of 2020, construction would begin February 2021 weather dependent with a Ribbon Cutting in the Fall of 2021. That timeframe will help give us one grow in season for the sod. Phase 2 would be a \$20 million bond and would build out the rest of soccer, the Lansing Daze area, the additional parking for events, add the second entrance and incorporate the frisbee golf area. At City Park, Phase 2 would include building the destination style playground, the splash park, trail improvements while adding the workout stations, building the sand volleyball and basketball area. Phase 2 will include Willow Park. At this point soccer will have moved to Bernard Park so we are free to return this to a neighborhood park. The shelter, restrooms and splash park will be added at that time. Phase 3 there would be a \$5 million dollar bond issued. This would be the beginning of the Arboretum, the nature play, more parking and an extension of the trails from Phase 2. Phase 3 would be the time to look at Bittersweet Park and would mainly be trail alignment. Kelly Grove Park would also be included in Phase 3. We recommended some grants that may help with funding for design or funding for specific projects within each design. A timeline for the schedule looks for Phase 1 construction to begin February/March 2021 with different stages of construction going on between Bernard Park and City Park through Spring 2022. This is showing a ribbon cutting for the Splash Park in October. That time of year will be tricky, it can be fantastic or terrible. If we can get started in mid-July and aim for a 60-day finish time frame and it will depend on the contractor and weather. If we can meet that 60-day window, the ribbon cutting would be done in September. Winterizing is now as simple as discharging the sump pump. You no longer have to blow those out. These new splash pads allow for a longer window of usability due to the capability of actuated water features based on a computer. You will have the option to program it to be on from day to day and hour to hour. The parameters would be preloaded so if someone is there during the wrong time and push the button to activate the water, it's not going to come on. Given all that, the splash pad could be functioning at a ribbon cutting ceremony in October. Phase 2 would need to be looked at again but recommendation for beginning that in 2025 with Phase 3 happening in 2028.

- Councilmember Kirby asked did you bring a check.
 - Shannon Gordon replied no, sir, I did not. I wish I did.
- Councilmember Majure asked is there a concession stand with restrooms and all that kind of stuff, baseball, softball. That is part of that restroom area.
 - Shannon Gordon responded yes, there is also in that area in Phase 1 at Bernard Park, we're also including a garage. It will used to house the maintenance stuff that is necessary for the ballfields because currently you don't have that out there. Rather than have Jason and his crew loading up something and going from City Park all the way back over. And I know that is how they do that right now but when you get those fields, they're going to need a little more tender loving care to be successful. So, we wanted to locate a facility there for that.
- Mayor Smith asked Shannon does that have all the utilities and things we do not have out there now. Is that all included.
 - Shannon Gordon replied what we're doing on here is the water line right now has been located along the park as a lot of you know. We're extending that as part of Phase 1 up to where the center of the where the ballfields will be and then the long-term plan for Phase 2 would be to continue that loop to irrigate soccer. The long-term plan for soccer is artificial fields in that second Phase but we will still need to irrigate the surrounding spaces. So, it will be a loop and we've got that figured in. Phase 1 for the restrooms is a leach field. There really isn't any way around it. We did look into perc results locally and I think it's absolutely doable.
 - Councilmember Trinkle asked where does electricity fall into this.
 - Shannon Gordon responded is in there as well. For the lighting as I mentioned.
 - Councilmember McNeill replied he said two fields would be lighted and one wouldn't.
 - Shannon Gordon stated three fields are lit and two fields are not. We're not looking at, I'd love to say this thing is going to be musco lights and you know that would be, when we first looked at the Master Plan those original Master Plan numbers seemed massive. I think

it was something like \$46 million if we do all this. And the numbers we're showing you is nearly half of that and it's because of design decisions like we were originally thinking musco and now we're thinking about more affordable options. They'd still be LED's. You wouldn't be able to see them from down the road, but they wouldn't be as programmable; some of those kinds of things.

- Councilmember Majure asked in your cost configuration of these ballfields, the older kid's ballfields, is that the red shell and the lime and the drainage that drains off or is that just looking at dirt and mud.
 - Shannon Gordon replied no, no this is 100%, it'll have a profile that is gravel first and then the playing surface. The playing surface will be, the name is escaping me, it's the most economical but actually best performing. It's not ag line, it's a step above ag line but it's a step below something like hilltop which is what the pros play on. So, it's kind of in the middle of that. But playability, you can play in the rain. You're not going to have sloppy anything. It just pours right through.
 - Councilmember Majure asked but they require maintenance too don't they.
 - Shannon Gordon responded they do.
 - Councilmember Majure stated I mean you got to, it's yearly maintenance of resurfacing those areas. And that is when you guys get to have fun resurfacing those areas. Which goes into the cost of maintaining them.
 - Shannon Gordon responded absolutely, and I think that is why we wanted him to have the storage facility there as part of that first phase. So, they're not overwhelmed loading up things, you know we got to run this one over here and that kind of thing. Are there any other questions.
- Mayor Smith asked Jeanette did you have something.
 - Jeanette Labbee-Holdeman replied yeah, I do. I appreciate this very nice presentation. Councilman, I am here today because I have been doing a little research since I saw this presentation once before or something similar. Probably in November we had a briefing on how they were coming along. And since then I have looked at the survey. 470 people participated and I see we are thinking of maybe spending \$20-30 million and we are not meeting the needs of the people on the survey. Because we are not putting in a swimming pool. 73.4% of the people want a swimming pool in Lansing. I agree, I am a walker and trails person and 70% of them want trails but I do not see many of the features that have been presented to us this evening as the most desirable thing to have. So, I have lived here many years. I have been on four committees to get a swimming pool here in the City of Lansing. Unsuccessfully, as you can tell. So, I have to ask you to please reevaluate what you want to spend the taxpayer money on. At the moment, there are lots of beautiful bells and whistles and really nifty things, but you are not meeting the desire of the people that filled out the survey. So please reconsider this otherwise I will have to start having bake sales and things like that to come up with money so we can afford a swimming pool here in Lansing. A splash pad is not a swimming pool. It's for children probably under the age of 8 and maybe 16 years old's if they are sneaking in after dark. But otherwise it's for small children. The exterior benefit of being at a splash pad when it's 98 degrees is very, very advantageous for that age group but we want swimmers here in Lansing. We need high school swimmers. So, if we can get them swimming during the summer at 4-year old's then we will have the best team around. Right now, we don't have the opportunity to do this and I am highly frustrated with this. That we are ignoring the real and true outcome of the survey people participated in. So, I will sit down now before I get really rude. And thank you all for your attention.

- Councilmember Brungardt stated she brings up a good point. We are, I believe, the largest city in the state of Kansas without a swimming pool and that is frustrating. When people are moving to the district and talk to me, they will say things like 'where do you get your swimming pass'. I say we don't have a pool and they are pretty shocked. Lots of towns much smaller than this do have pools.
 - City Administrator Tim Vandall responded you guys bring up a lot of really good points and I agree, it would be great to have a pool. I know for Phase 1, it was challenging. \$5 million dollars is a stretch for the City of Lansing.
 - Councilmember Brungardt replied I do agree.
 - City Administrator Tim Vandall stated but \$5 million dollars gets us a plain jane pool and nothing else. So that was the thing that was kind of challenging. I think if we want to look at that at a later phase, I think that is something we can talk about. But for Phase 1, I just don't know how we would afford that.
 - Jeanette Labbee-Holdeman asked the plain jane, is that Olympic size or the size of the high school.
 - City Administrator Tim Vandall replied I guess to give you an example, maybe like the Tonganoxie pool or something like that. That's even, I could be way off on that. That could be \$7 million dollars. I could be way off on that but that's, from what we were told, that's a pretty basic pool for \$5 million dollars.
 - Jeanette Labbee-Holdeman responded it is, it is. I've been out there with my grandchildren.
 - Councilmember Trinkle stated and that's building the pool. Where you going to put it first of all for security purposes. And you have to have water to it. You have to have utilities to it. That adds to it. Plus, I understand that's all part of building a pool but that is all with that stuff there, wouldn't it be. What you're talking about.
 - City Administrator Tim Vandall replied yeah.
 - Councilmember Trinkle stated and it's not. Any of our parks doesn't have that already or have it yet.
 - City Administrator Tim Vandall stated the other thing too, I had a pool in my previous community. You know, not only is there an upfront cost but you'd be losing money every year. And then on top of that too, we struggled finding part time help paying people \$10 an hour. We couldn't find one person all last year, paying them \$10 an hour to mow grass.
 - Councilmember McNeill replied yeah but I'd be a lifeguard for \$10 an hour.
 - City Administrator Tim Vandall stated I guess I would feel pretty bad if we spent millions of dollars and then couldn't staff it with lifeguards.
 - Councilmember McNeill responded I think we would.
 - City Administrator Tim Vandall stated teenagers won't mow grass for us.

- Councilmember Brungardt responded Tim I agree with you on about 99% of what we talk about. I disagree with you here. I think we would have kids knocking down our door from the high school wanting to be a lifeguard. I think we would. I might be wrong, but I do. I don't think staffing would be a big deal.
 - Shannon Gordon stated from a professional perspective, we are currently under contract with the City of Wichita. We're taking, they currently have eleven swimming pools. We are taking seven of them away from swimming pools.
 - Councilmember McNeill asked can you bring one here then.
 - Shannon Gordon stated and into splash parks. They are losing so much money on those pools; they have an average attendance of eight people per day at each pool and they have to maintain four people to cover the water surface. I'm not saying that is what you're going to have here. I'm just saying this trend is nationwide unfortunately. I'm a proponent of swimming. But being realistic to get lifeguards is a small slice of it, to pay for and maintain it is a bigger thing. Wichita is losing between \$600,000 and a little over \$1 million annually funding guards and water loss. As well as electricity and those kinds of things. So, they are saying, we would rather, and a lot of their stuff is pay to play so those eight people might have annual membership, those kinds of things. And they do have a much larger community. I'm not trying to say this is apples to apples, but I am saying that the trend is away from these things because of lack of participation. It does go up in Olympic years but it's not substantial. They will lose less money annually splashing at each of these locations than they do trying to maintain one pool. So that is a trend. It's a real trend. I'm not happy with it but that is the trend. I didn't try to sway these guys one way or the other. I would hate to see you spend \$5 million dollars to build a pool and then have it not well attended.
 - Councilmember McNeill asked is it \$5 million dollars. Is that the estimate. I mean I've heard that a couple of times now. Is it \$5 million dollars?
 - Shannon Gordon replied that is approximately right. If you wanted to do something like, if you were to spend say between \$8-12 million, you could do an L shaped pool with zero depth walk in, maybe a slide. But that is a large number and then you've still got these congested things happening at each of your neighborhood parks.
 - Mayor Smith stated Shannon I tend to agree on some of these things, but you know a lot of things don't pay for themselves. It's a quality of life issue sometimes that comes into play.
 - Shannon Gordon responded oh sure.
 - Mayor Smith continued I'm seeing both sides of this and I've been a supporter for many years. We've put it up for vote and it's been voted down. I also see where we're getting the most bang out of buck too and it seems like, and Jeanette I agree with you, it seems like the best bang on the buck is what you're presenting now. Folks, \$5 million

dollars is still \$5 million dollars no matter what we're going to do with it. That's a lot higher than I thought it would come in at. With other things that we're wanting to do for this community. For what it's worth.

- Shannon Gordon asked any other questions.
 - Mayor Smith stated thank you Shannon.
 - Shannon Gordon replied thank you.
- Mayor Smith responded I'll expect a check before you leave. Jason, you have anything else.
 - Parks & Recreation Director Jason Crum stated the one thing I'd like to add to that is just like what I said in the agenda memo, for atleast two weeks at this point in time, I know it's a big document to get through as you read through it, if you have comments or questions, send them my way and we'll get it addressed.
 - Mayor Smith stated thank you Jason. Thank you, Shannon.
- Councilmember Brungardt asked can I ask a question. Jason, this trend really intrigues me that the gentleman spoke about. So is there any way to talk to communities our size that have pools, how well attended they are.
 - Parks & Recreation Director Jason Crum asked the trend you're speaking of is the decline in use of numbers or going to splash.
 - Councilmember Brungardt replied decline in use.
 - Parks & Recreation Director Jason Crum responded ok.
 - Councilmember Brungardt stated I've taken my niece and nephew to the pool in Tongie and it is jam packed. And Wollman is, it's been awhile since I've been there, it seems pretty packed also. So, I would just like to know.
 - Parks & Recreation Director Jason Crum responded I can reach out and see what I can find out for you.
 - Councilmember Brungardt replied I'd just like to make an informed vote.
 - Councilmember McNeill stated it'd be nice to know what Wollman is doing like are they breaking even, are they making money, what are they doing on their pool. It's a pretty nice pool, got lots of slides and stuff.
 - Mayor Smith asked anybody else. Thank you.

REPORTS:

Department Heads: Department Heads had nothing to report.

City Attorney: City Attorney Greg Robinson had nothing to report.

City Engineer: City Engineer Matt Harding had nothing to report.

City Administrator: City Administrator Tim Vandall stated the Chamber Banquet is still on for tomorrow, January 17th despite the incoming weather. Department Heads did orientation with new Councilmember Majure and it went very well. The invitation is extended to all existing Councilmembers who would like to go out and look at projects in progress or ride along with Police Chief Wayman. He also mentioned the City's Commercial Liability Insurance renewal is up for renewal and it only increased by 3.44%. The national trend in renewal rates went up by 20% so we are very pleased with a nominal increase.

Governing Body: Councilmember McNeill thanked Dana for volunteering.

Councilmember Brungardt let everyone know there is no school tomorrow.

Councilmember Studnicka thanked Terri for the great work at the library and asked her to thank the Friends of the Library too.

Councilmember Trinkle asked about the snow removal for upcoming storms.

- Public Works Director Mike Spickelmier stated we are great on supply and are ready.

Councilmember Kirby thanked Terri for her presentation and Dana for volunteer.
Councilmember Majure said it was very interesting to know the computer usage at the library. He thanked Dana for volunteering. Councilmember Majure let Parks and Recreation Director Jason Crum know he would have more questions since he is new to this and also stated he grew up in a community with a pool and it was pretty amazing.
Councilmember Buehler told Terri good job, congratulated Don on being the new Council President and thanked Dana for volunteering because staff can't do it alone. He also provided a fun fact, on this day in 1919, the United States ratified the 18th Amendment of the United States Constitution authorizing prohibition.

ADJOURNMENT:



Councilmember Buehler moved to adjourn. Councilmember Brungardt seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:30 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Jason Crum, Parks and Recreation Director 
DATE: January 30, 2020
SUBJECT: After hours use of the Activity Center

Matthew Blome with Lansing Boy Scout Troop 165 has requested to use the Lansing Activity Center after hours from early afternoon on February 15th until the morning of February 16th for the Boy Scout Anti Campout. Mr. Blome and I will be at the City Council meeting in order to answer any questions. The Special Event Application, Release of Liability and Agreement to Indemnify, facility request, fee waiver application, and the certificate of insurance are attached. A deposit of \$300.00 will be required if the request is approved.

Policy Consideration: N/A

Financial Consideration: N/A

Action:

A motion to approve or deny the request for Matthew Blome and Lansing Boy Scout Troop 165 to use the Lansing Activity Center from February 15th at 12:00 p.m. until February 16th at 11:00 a.m. for the Anti Campout event.



CITY OF LANSING PARKS SPECIAL EVENT PERMIT APPLICATION

Individual's Name Applying for License: Matthew Blome Date: 29 January 2020

Daytime Phone Number: 706 587 1390 Evening Phone Number: NA

Business/Organization Name (if applicable): Boy Scout Troop 165

Address: _____

Street Address City State Zip Code

Event Location: ☒ Lansing Activity Center(108 S. Second St.) ☐ Willow Park(127 W. Gilman Road) ☐ City Park(400 N. 2nd Street)

☐ Highland Park(217 Highland) ☐ Kelly Grove Park(320 E. Gilman Road) ☐ Kenneth W. Bernard Park(15650 Gilman Road)

☐ Woodland Gazebo(150 Woodland) ☐ Angel Falls Trail

Description of Event: Troop Anti-campout. Arrive Saturday afternoon for classes
games. stay overnight. Provide service project as available.
Depart Sunday morning.

Date(s) of Operation: 15-16 February Hours of Operation: 1200pm/100am

Anticipated Attendance: 15 State Tax Numbers: _____ Federal Tax Numbers: _____

Description of any structures to be used in conjunction with event: Two classrooms and gym area.

All requests for exceptions to the regulations set forth in the Code of the City of Lansing, Chapter 13: Parks and Public Property, Article 1. Park Regulations, shall be referred to the Governing Body for approval or disapproval. Such permit may be subject to such conditions and safeguards as the Government Body may deem necessary to protect the public health, safety and welfare. These conditions may include but shall not be limited to:

- A. Restrictions on the hours of operation, duration of the event, size of the activity or other operational characteristic.
- B. The posting of a performance bond to help ensure that the operation of the event and subsequent restoration of the site are conducted according to Government Body expectations.
- C. The provision of traffic control or security personnel to increase the public safety and convenience.
- D. Obtaining liability and personal injury insurance in such form and amount as the Government Body may find necessary to protect the safety and general welfare of the community.

An application shall be accompanied by the following items as applicable:

1. Proof of liability insurance in the amount of \$1,000,000.00 and Liability Release and Indemnification Clause.
2. A Certificate of Insurance with Endorsement naming the City of Lansing as additionally insured.
3. A sketch plan showing to scale the location of the proposed activities and structures in relation to existing buildings, parking areas, streets and property lines as shown on the approved site plan. In no event shall structures or display areas be located any closer than 25 feet to public right-of-ways adjacent to the property.
4. A separate application will need to be made to the Community Development Division for any signs to be displayed in conjunction with the special event. In no event shall signs be displayed on the public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

Signature of Applicant: [Signature]

Date: 29 January 2020

The following departments have reviewed this application for compliance with the Code of the City of Lansing, Chapter 13: Parks and Public Property, Article 1. Park Regulations.

Police Department Signature: _____ Date: _____

Community Development Signature: _____ Date: _____

Parks & Recreation Department Signature: _____ Date: _____

City Clerk's Office Signature: _____ Date: _____

RELEASE OF LIABILITY & AGREEMENT TO INDEMNIFY

The City of Lansing has authorized or granted permission to the "Sponsor" to conduct certain "Activities" at the "Location," all of which are identified as follows:

Sponsor:

Boyscout Troop 165

Activities, including all other conduct related thereto:

Anti-campout indoor campout and associated activities

Location:

Lansing Activity Center

For Sponsor, its staff, and any authorized participant attending and participating in the above-mentioned activity for the **Anti-campout indoor campout and associated activities** Sponsor acknowledges and accepts: (a) that participation in the listed Activity(ies) is voluntary; (b) that as Sponsor am aware, and am fully satisfied with the understanding, of the nature of the Activities, the abilities and limitations of any authorized participant with respect to the Activity(ies), and the nature of the involvement of participant in the Activity(ies), and (c) that there is an inherent risk that injuries, damages and even death may occur as a result of participation in the Activity(ies).

Nevertheless, in consideration for the City of Lansing's authorization and/or its grant of permission to utilize city-owned property or its facilities for the Sponsor's Activity(ies), I, as a duly-authorized agent for Sponsor, forever release, discharge and hold harmless the City of Lansing, its elected officials, any of its employees and agents (individually and collectively referred to herein as the "City of Lansing Released Parties") from any and all claims, demands, and causes of action, including without limitation those for personal or bodily injury or death, based on, arising out of, or related to participation in the Sponsor's Activity(ies).

In addition, Sponsor also agrees to supervise any minor child attending and participating in the above-mentioned activity(ies) for the **Anti-campout indoor campout and associated activities** and withdraw any Participant if he/she is unfit to safely participate in the Activity(ies) or if any actual or impending danger to his/her health or other well-being, and Sponsor agrees to indemnify and hold the City of Lansing Released Parties harmless from any and all liability, costs and damages, including attorney fees, if any participant, including Sponsor, of the sponsored activity(ies) asserts a claim, demand, and/or cause of action against the City of Lansing which is hereby released as set forth above.

I have read, fully understand, and voluntarily agree to the foregoing.


Sponsor & Authorized Agent

29 January 2020
Date

LANSING ACTIVITY CENTER
Facility Request Form

NAME OF PERSON REQUESTING FACILITY: Matthew Blane
(The person named here must pay for the rental fees, will be refunded the damage deposit, if applicable, and will be held responsible for the facility.)

Purpose of Function: Boy Scout Anti Campout

Address: _____ City: _____ State/Zip: _____

Telephone: (Home) NA (Work) NA

(Cell): 706 587 1390

Date(s) Requested <u>15-16 February</u>	Day of Week <u>Saturday - Sunday</u>	Time Requested <u>12:00 pm</u> To <u>11:00 am</u>
_____	_____	To _____

Please check the category that applies to this reservation request:

- | | |
|--|--|
| <input type="checkbox"/> Lansing Resident
<input checked="" type="checkbox"/> Lansing Civic Non-Profit or Senior Citizen Group
<input type="checkbox"/> City Function
<input type="checkbox"/> Non-Resident | <input type="checkbox"/> #101 Meeting Room (capacity up to 30)
<input type="checkbox"/> #106 Meeting Room (capacity up to 25)
<input checked="" type="checkbox"/> #201 Meeting Room (capacity up to 30)
<input checked="" type="checkbox"/> #205 Meeting Room (capacity up to 30)
<input checked="" type="checkbox"/> Gym (capacity up to 200) |
|--|--|

Number of people attending: 15 How many tables? _____ How many chairs? _____
(Tables & chairs available: 14 rectangle tables 6' length-seats six / 46 chairs)

Other information: Request small service project for scouts

1. Will food or refreshments be served? ☒ Yes ☐ No
2. Is this a private party? ☐ Yes ☒ No
a. (A private party is a gathering where invitations are sent or given. Tickets may not be sold at the door or prior to the event.)

STATEMENT OF RESPONSIBILITY:

As a condition precedent to the issuance of a permit for the use of facility at the Lansing Activity Center, I, the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all county, state, and federal laws, city ordinances, and rules and regulations governing the use of the rooms on this request. It is further understood that the City of Lansing, Kansas, its officials, officers, and employees, are not responsible for accidents, injuries, illness, disaster, or loss to group or individual property relating to the use of the Lansing Activity Center. Furthermore, I agree to pay any rental fees, cleaning/damage deposit, and setup fees at the time reservations are made and agree to comply with the rules and regulations as stated in the rental policy. Following is a partial list of rules and regulations that may result in loss of cleaning/damage deposit.

1. Application will serve as reservation and must be made in person (no telephone reservations will be accepted.)
2. Rental fees and cleaning/damage deposit must be paid at the time reservations are made.
3. No adhering decorations on walls or ceilings. No loose glitter sparkles or sequins may be used for decorations.
4. All trash, debris, decorations, etc. shall be removed at the conclusion of the room rental. All spills must be cleaned up. The City staff will remove tables and chairs and normal floor cleaning only. If, after an activity, additional custodial maintenance is required (other than the normal cleaning process) the applicant may be charged accordingly.
5. Smoking is not permitted anywhere inside the building. Failure to comply will result in forfeiture of the deposit.
6. Person named on facility request form shall be responsible for their guests and compliance with the rules and regulations.
7. Any cancellation less than two weeks prior to the contracted function will result in forfeiture of all fees.
8. Fee waivers are available upon request.
9. Additional charges may be assessed if damage or cleaning requirements exceed the deposit.
10. Reservations without an advanced notice of two (2) weeks will be considered based upon staff availability.

Applicant's Signature: Matthew Blane Date: 25 January 2020

(Attached are the Activity Center Diagram and Reservation Fees.)

**Activity Center
Fee Waiver Application**

Fee waiver applications must be received 10 working days
Prior to the date of Activity Center room reservation.
A cleaning / damage deposit is required for all reservations,
Including approved fee waivers.

Name of Organization / Individual: Boy Scout Troop 165

Address: _____

Phone Number: 706 587 1390

Date of Activity Center Reservation: 15-16 February 2020

Room(s) Rented: #201, #205, Gym

Beginning and Ending Time of function: 12:00 pm - 11:00 am

Briefly describe the purpose of this function: Anti campout activities

.....
For Office Use Only

Approved _____

Disapproved _____

By: _____ Date: _____

Applicant informed by: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MHBT, a Marsh & McLennan Agency, LLC company 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	CONTACT NAME: Jane Passino	
	PHONE (A/C, No, Ext): 972-770-1600	FAX (A/C, No): 972-770-1699
	E-MAIL ADDRESS: Jane_Passino@mhbt.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Evanston Insurance Company	35378
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED BSAFLCA
Boy Scouts of America, National Council and
All of its affiliates and subsidiaries
Heart of America Council
10210 Holmes Rd
Kansas City, MO 64131

COVERAGES**CERTIFICATE NUMBER:** 226048252**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		MKL V4PBC000310	3/1/2019	3/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only of the limits of liability specified in such contract for the event specified herein.

Use of Certificate Holder's property for all Heart of America Council, Boy Scouts of America Scout camping and activities throughout the policy period.



CERTIFICATE HOLDER**CANCELLATION**

City of Lansing, KS Department of Parks and Recreation
108 S 2nd St
Lansing, KS 66043

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Community & Economic Development Director 
DATE: February 6, 2020
SUBJECT: Approval of Contract for 2020 Fireworks Displays

Policy Consideration: The Department of Community & Economic Development solicited bids to perform displays for Lansing's Independence Days Celebration on Friday, June 26 and Saturday, June 27. Staff received one bid for the maximum allowable amounts of \$5,000 and \$17,000, respectively. The bid was received from Victory Pyrotechnics & FFX, LLC. If chosen, they will provide a combined laser/pyrotechnic show with a patriotic theme for Saturday night of the event. They will provide a smaller, rock and roll-themed event for Friday night.

Financial Consideration: \$5,000 for Friday night, June 26, and \$17,000 for Saturday, June 27, for a total of \$22,000. This will be budgeted from the Transient Guest Tax fund, 63-060-43501 and 63-060-43502.

Action: Staff recommends that council give approval for the City of Lansing to enter into a contract with Victory Pyrotechnics & FFX, LLC to perform both fireworks displays in 2020 for the total amount of \$22,000.



Victory Pyrotechnics & Special Effects, LLC

14921 W. Morning Dove
Clearwater, Kansas 67026

Cody Hanna, Account Manager & Senior Pyrotechnician

Cell Phone: (316) 631-5631

Email: Cody.Hanna@VictoryPyro.com

Proposal To: Tim Dossey
Event & Marketing Coordinator
City of Lansing
730 First Terrace, Suite 2
Lansing, KS 66043

Event: 4th of July Celebration
Date: Friday, June 26, 2020
Time: 10:00pm
Rain Date: To be determined.

Budget: Not to exceed \$5,000.

Location: Kenneth W. Bernard Community Park,
1560 Gilman Road, Lansing, Kansas, 66043

Display Type: A fully choreographed pyromusical (to music), including pyrotechnics choreographed in Finale Fireworks and electrically fired with Cobra.

Product Type: Three, four, and five-inch shells, as well as single shots, fan sweeps, and multi-shot cakes. An estimated 550 shells excluding the other pyrotechnic effects mentioned above.

Display Site: To be roped and flagged by sponsor, access by truck and trailer required.

Setup: State licensed pyrotechnician and support staff provided. Requesting to arrive on the display site a day early, Thursday, June 25, 2020.

Clean-up: Provided in compliance with sponsor's guidelines.

Insurance: \$3,000,000 General Aggregate is provided.

Permits: Victory Pyrotechnics & Special Effects, LLC will secure the necessary permitting from Leavenworth County Fire District #1.

Sales Tax: Tax not included.

Terms: A 30% down payment is due at the time of contract signature, with the remaining balance due within seven days after the show.



Victory Pyrotechnics & Special Effects, LLC

14921 W. Morning Dove
Clearwater, Kansas 67026

Cody Hanna, Account Manager & Senior Pyrotechnician

Cell Phone: (316) 631-5631

Email: Cody.Hanna@VictoryPyro.com

Proposal To: Tim Dossey
Event & Marketing Coordinator
City of Lansing
730 First Terrace, Suite 2
Lansing, KS 66043

Event: 4th of July Celebration
Date: Saturday, June 27, 2020
Time: 10:00pm
Rain Date: To be determined.

Budget: Not to exceed \$17,000.

Location: Kenneth W. Bernard Community Park,
1560 Gilman Road, Lansing, Kansas, 66043

Display Type: A fully choreographed multimedia pyromusical (to music), including a completely synced laser light show and pyrotechnics choreographed in Finale Fireworks and electrically fired with Cobra.

Product Type: Three, four, five, six, and eight-inch shells, as well as single shots, fan sweeps, and multi-shot cakes. An estimated 1,400 shells excluding the other pyrotechnic effects mentioned above.

Display Site: To be roped and flagged by sponsor, access by truck and trailer required.

Setup: State licensed pyrotechnician and support staff provided. Trained lighting professional also included. Requesting to arrive on the display site two days early, Thursday, June 25, 2020.

Clean-up: Provided in compliance with sponsor's guidelines.



Insurance: \$3,000,000 General Aggregate is provided.

Permits: Victory Pyrotechnics & Special Effects, LLC will secure the necessary permitting from Leavenworth County Fire District #1.

Sales Tax: Tax not included.

Terms: A 30% down payment is due at the time of contract signature, with the remaining balance due within seven days after the show.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: January 31, 2020
SUBJECT: Executive Session – Consultation with Attorney

Executive Session will be called for for consultation with Attorney.

AGENDA ITEM #

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