



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

COUNCIL AGENDA
Regular Meeting
Thursday, December 19, 2019
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. Leavenworth County Fire District No. 1 Joint Board
3. Approval of Bid – Audit Services
4. Resolution No. B-8-19 – Kansas PRIDE Program Support
5. Ordinance No. 1038 – City Code Amendment Chapter 1, Article 2, Section 1-204
6. Ordinance No. 1039 – Codification of Ordinances
7. Executive Session – Consultation with Attorney

Reports:

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




Proclamations

Other Items of Interest:

- Monthly Department Vehicle and Equipment Mileage Reports
- Community & Economic Development Permit/Licenses and Code Enforcement Report

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator 
THRU: Sarah Bodensteiner, City Clerk 
FROM: Shantel Scrogin, Assistant City Clerk 
DATE: December 11, 2019
SUBJECT: Approval of Minutes

The Regular Meeting Minutes for December 5, 2019 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for December 5, 2019 as presented.

AGENDA ITEM #

CITY OF LANSING

CITY COUNCIL MEETING

REGULAR MEETING MINUTES
December 5, 2019

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

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Kerry Brungardt and Jesse Garvey

Ward 4: Tony McNeill

Councilmembers Absent: Dave Trinkle and Gregg Buehler

OLD BUSINESS:

Approval of Minutes: Councilmember Brungardt moved to approve the regular meeting minutes of November 21, 2019, as presented. Councilmember Kirby seconded the motion. The motion was unanimously approved.

Audience Participation: Mayor Smith called for audience participation and Maralee Thompson at Willow Drive came forward. She thanked the Council for adding the dead end sign on Willow Drive. Maralee Thompson stated she is back to discuss the need for a stoplight at K-7 and Gilman. Mayor Smith clarified that studies had been done in the past and KDOT said the City would have to pay for it. At that time about 10 years ago, it was estimated around \$400,000. Ms. Thompson asked what the process would be. Staff explained we would need to get with KDOT to see what requirements they would need to have met along with work sessions among the Council to see what needs to be done in regard to electricity, surveys, grading and to budget for it. City Administrator Tim Vandall stated it would be a process that would take a couple of years. Staff let Ms. Thompson know it can be added to the January Work Session for discussion and we would go from there.

Representative Jeff Pittman encouraged the Council to align themselves with Leavenworth and the County on strategic items taken to KDOT and the State level, more specifically regarding the Centennial Bridge and new bridge idea over to Missouri. The more aligned the area cities are then more likely we are to receive some of the KDOT money to fund improvements for the area. He also let the Council know January 13th is the start of the new legislative session and there are issues around taxes. One is the Ad Valorem Tax and the other is the Internet Retail Sales Tax that will make our local businesses more competitive.

Presentations

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Lansing Tree Board Appointments: Councilmember Kirby moved to appoint Dale Eikmeier and Kevin Gardner to the Lansing Tree Board for a term that will expire December 31, 2022. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Lansing Parks & Recreation Advisory Board Appointments: Councilmember Brungardt moved to appoint Tricia Howell, Bob Lamborn, Mike Williams and Casey Worrell to the Lansing Parks & Recreation Advisory Board for a term ending December 31, 2021. Councilmember Kirby seconded the motion. The motion was unanimously approved.

- Councilmember Garvey asked does that mean we just keep an open position now.
 - Parks & Recreation Director Jason Crum responded that is correct. We do have one open position, but we also already received another application.
 - Mayor Smith replied that is good Jason.

Change Order Request – City Project 18-02: Councilmember Kirby moved to approve the change order request from Linaweaver Construction in the amount of \$69,415.18 for rock encountered on City Project 18-02. Councilmember Pawlowski seconded the motion.

- Councilmember Pawlowski stated waiting for Tony to tell us something.
- Councilmember McNeill stated I've got a question. Did you see my question I emailed you.

- Wastewater Utility Director Tony Zell replied I did not.
 - Councilmember McNeill asked I wanted to know about the timing, so this is 18-02, the Northwest Project.
 - Wastewater Utility Director Tony Zell responded correct.
 - Councilmember McNeill asked so when did we let the contract and then when did we actually get the easements.
 - Wastewater Utility Director Tony Zell responded this has been going on for almost a year. If you'll recall the original contract and bid was in December of last year. December 14th it was awarded by the Council of '18. We had a few faux pas and a few hiccups to work through during that time, during the contract administration, while still trying to acquire easements. The intent because of the restriction of the golf course was to begin the project at the Southwest corner of the golf course and then move west through there through the wintertime and be done by the spring. Which time, we thought was ample given the timeline from condemnation that we would have acquired the easements in the spring of this year to be able to start at the beginning. It was during the course of those discussions with those property owners that they requested through their attorney that we modify the alignment to make the property more developable, more buildable, etc., etc. And in working up an ultimate alignment, we also asked Linaweaver if they would provide us with a change order to facilitate that alignment which they gave us. At that time, we still did not have easements for that property that was in April of this year. April 29th the Council approved that change order to modify the alignment, yet we still had no subservice exploration. It wasn't until August 27th of this year that we actually had the easements and the go ahead from the property owner and we had already issued a notice to proceed to the contractor to begin work. So, no one really had the opportunity to get on the property ahead of time nor would they give us the opportunity to get on there and do it to allow anybody to try and find rock.
 - City Administrator Tim Vandall stated I guess the other thing I would add to that having a project go right through the middle of the golf course really was challenging from a timing perspective. Had the bid letting been delayed a month or two that could have thrown off the golf courses schedule and pushed the whole project back 10-11 months. So that was a big component of it. If we were going through an existing easement or something like that it wouldn't have been quite as challenging but going through a golf course in the middle of prime construction season is hard.
 - Councilmember Garvey asked we had a deadline with that too, right. There was a penalty if we didn't make the deadline right.
 - Wastewater Utility Director Tony Zell responded right. There was a deadline in place. We actually

- extended that; they were able to extend it.
 - Councilmember McNeill replied I know its part of winter and getting that piece done. I didn't know if it was in phases or whatever but to me, when I read it, it doesn't make sense that we're contracting for something when we don't own the property yet. So, we don't even know what the property looks like so then again, we don't do core sampling because we don't own the property yet.
 - Wastewater Utility Director Tony Zell stated but we don't always do core sampling either. There are some properties that you just can't get samples on due to terrain or water or creeks or whatever, so we don't always have every manhole core location.
 - Councilmember McNeill asked wasn't this one a re-dig.
 - Wastewater Utility Director Tony Zell asked I'm sorry.
 - Councilmember McNeill asked wasn't that part of it a re-dig, we had to go around. We would have been in an area where we're re-digging, replacing.
 - Wastewater Utility Director Tony Zell responded the original alignment, yes, but we shifted.
 - Councilmember McNeill replied but because we had to go around that. Now we're in a new area, right.
 - Wastewater Utility Director Tony Zell stated that's correct.
 - Councilmember Studnicka asked were there any borings done on this project.
 - Wastewater Utility Director Tony Zell replied oh yes. There's a significant number of bores done, every manhole location we can get. It was this property and the adjacent property owner that would not allow us, the two that we got hung up on. They just wouldn't allow us to do it. I guess I feel more comfortable knowing the contractor now, they're the ones that dug the test holes. They're the ones that quantify the amount of rock. They're the ones that provided us with the profiles, so this is what we believe is there. Our resident inspector who is making sure those quantities are correct. I'll tell you and Matt can attest to it, there is significantly hard, white limestone that they are in. The unit cost per yard is actually cheaper than what I would anticipate spending.
 - Councilmember Kirby asked is that where they are going under the road there.
 - Wastewater Utility Director Tony Zell responded no, it's actually just to the East of La Mesa. If you pull around to the back parking lot, you'll see a huge, giant, white pile of rock. I mean, it's 518 ft, I think.
 - City Attorney Greg Robinson stated Mr. McNeill to your point though, even though there wasn't those bores that Tony was talking about that couldn't be done at the time. From my perspective, it's still a wash. I know it's hard to quantify in this sense, if we would have had to litigate its end to keep the original route based on the potential loss and value of that property on that alignment, we would have spent a considerable amount.
 - Councilmember McNeill stated the cost, I don't care. I mean, I do care because it's cost, right but I was more thinking about the process and the why.

- City Attorney Greg Robinson responded ok I'm just making sure.
 - Wastewater Utility Director Tony Zell responded I think the timeline was somewhat convoluted in that we had a couple of developments waiting in the wings.
- Councilmember McNeill stated I remember the timeline. I just want to make sure that it was this project. I remember the project and I remember a couple of executive sessions.
 - Wastewater Utility Director Tony Zell stated yes, absolutely.
- Mayor Smith asked any other questions.

The motion was unanimously approved.

Renewal of Cereal Malt Beverage License – Petro Deli #2 Inc: Councilmember Kirby moved to approve the renewal of the Cereal Malt Beverage License for Petro Deli #2 at 601 S. Main St. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Renewal of Cereal Malt Beverage License – Truman Town LLC, dba Woody's Gas Express: Councilmember Kirby moved to approve the renewal of the Cereal Malt Beverage License for Truman Town LLC, dba Woody's Gas Express at 109 4-H Road. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Renewal of Cereal Malt Beverage License – Shree Nivas Inc., dba Finish Line: Councilmember Brungardt moved to approve the Cereal Malt Beverage License for Shree Nivas Inc., dba Finish Line at 506 N. Main Street. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Renewal of Cereal Malt Beverage License – Aldi Inc: Councilmember McNeill moved to approve the renewal of the Cereal Malt Beverage License for Aldi Inc. at 1217 N. Main Street. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Request for Cereal Malt Beverage License – GMRG ACQ 1 LLC dba Pizza Hut:

Councilmember Brungardt moved to approve the Cereal Malt Beverage License for GMRG ACQ 1 LLC, dba Pizza Hut at 407 N. Main Street. Councilmember McNeill seconded the motion.

- Councilmember Pawlowski asked did they not have a Cereal Malt Beverage License before.
 - City Clerk Sarah Bodensteiner responded they had previously but they changed ownership and during that time frame, it doesn't transfer so they decided to stop selling. They are wanting to start back up.
 - Councilmember McNeill stated which is why it was inspected.
 - City Clerk Sarah Bodensteiner replied yes.

The motion was unanimously approved.

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 he had read in the Kansas City Star that Governor Kelly's Tax Council is looking at bringing back LAVTR. It's a tax rebate that goes to all the cities and it's still on the books. It stopped being dispersed to cities and counties in 2004-2005. At one point, Lansing was getting \$29,000 a year from that. That's pretty significant amount coming back to the city. He

encouraged the Council to speak to Representatives about the benefit this would be to the city again. Discussions have continued with KDOT with them agreeing to do the right turn lane in 2021 at the time of the grant.

- Councilmember Pawlowski asked if that alters QuikTrip's design.
 - City Administrator Tim Vandall stated QuikTrip is still allocating 12 feet of right of way to the City. We won't need to purchase anything and they will push back their sidewalk a bit. They are still designing as if it's there but it won't be done until 2021.

Governing Body: Mayor Smith thanked the Councilmembers who attended the Mayor's Tree Lighting Ceremony as well as volunteers and staff. He stated it's a great program to help those in a tough time. Councilmember Garvey stated he attended the Mayor's Tree Lighting Ceremony and the performers were great. He also provided a fun fact, on this day in 1877 Thomas Edison made the first sound recording when he recited Mary had a little lamb to his phonograph machine.

Councilmember McNeill thanked the PRAB volunteers and the Tree Board stating we appreciate you volunteering for those boards.

Councilmember Brungardt thanked Representative Jeff Pittman for coming to the meeting.

Councilmember Studnicka thanked all the volunteers stating we can't do it without them.

ADJOURNMENT:



Councilmember Studnicka moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:36 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM


TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: December 13, 2019
SUBJECT: Leavenworth County Fire District No. 1 Joint Board

The Inter-local cooperation agreement for the Fire District requires a Joint Board to name Fire District Board of Trustee members. The Joint Board consists of the Mayor of the City of Lansing, two members of the Lansing City Council, the Delaware Township Board Trustee, and the High Prairie Township Board Trustee. The Joint Board will meet on January 8, 2020, at 7:00 p.m. to name the Fire District Board of Trustee members.

Our previous Joint Board members were Mayor Smith, Councilmember Kirby, and Councilmember Pawlowski.

Action: A motion to appoint Mayor Mike Smith and two (2) Councilmembers to the Leavenworth County Fire District No. 1 Joint Fire Board.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director
DATE: December 13, 2019
SUBJECT: Auditing Services

Staff was notified by the City's current auditing firm, Wendling, Noe, Nelson, & Johnson, that they would be eliminating their governmental auditing department.

In October, the City sent Request for Proposals (RFP) for Audit Services to six audit firms and advertised the RFP on the City's website. The City received proposals from the following firms:

- Adams, Brown, Beran & Ball
- Allen, Gould, & Houlik
- BKD CPA's & Advisors
- Gordon CPA
- Kramer & Associates

The Finance Director and City Administrator reviewed the proposals based on experience with comparable municipal audits, qualifications of personnel assigned to the audit, audit approach and timeline, and proposed staffing for the audit. After reviewing and speaking with references and other professionals, Adams, Brown, Beran & Ball was determined to best fit the needs of the city. ABBB provides auditing services for over 20 Kansas cities and counties, including the cities of Great Bend, Hays, and Lindsborg. Their main office is in Great Bend, KS, but they have offices located in 13 locations across the state of Kansas, including Overland Park. ABBB also has staff who sit on the Kansas Municipal Audit and Accounting Board of Editors.

The cost for the 2019, 2020, and 2021 audits is \$23,000, \$23,690, and \$24,400 respectively. The 2020 budgeted expense for auditing services is \$24,000.

The City would engage Adams, Brown, Beran, & Ball for three years, with an option to extend the contract an additional two years.

Action:

Staff recommends that the Council approve the engagement of Adams, Brown, Beran & Ball to perform the 2019, 2020, and 2021 audits.

**PROPOSAL TO PERFORM
PROFESSIONAL AUDIT SERVICES FOR**

City of Lansing, Kansas

November 7, 2019

Adams, Brown, Beran & Ball, Chtd.

2006 Broadway, Suite 2A

Great Bend, KS 67530

Danielle Hollingshead, CPA

dhollingshead@abbb.com

Phone: (620) 792-2428



Certified Public Accountants

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Transmittal Letter

November 7, 2019

City of Lansing, Kansas
Beth Sanford, Finance Director
800 1st Terrace
Lansing, KS 66043

Re: Proposal for Audit Services

City of Lansing, Kansas (the City) is seeking audit services from a firm with experience in the governmental industry with an emphasis *Kansas Municipal Audit and Accounting Guide* who will also provide timely services to meet the needs of its management team.

At Adams, Brown, Beran & Ball, Chtd. ("ABBB"), working with organizations to provide timely audit services is our top priority. ABBB currently has over 280 clients that it performs audit or other attest services for.

ABBB traces its origin back to 1945 and is a local firm of accountants, auditors and consultants with offices located in Colby, Hays, LaCrosse, Great Bend, St. John, McPherson, Hutchinson, Hillsboro, Ness City, Atwood, WaKeeney, Overland Park and Wichita, Kansas. We are licensed to practice in Kansas and are a member of the American Institute of Certified Public Accountants Private Company Practice Section, which requires our firm to have a peer review of our policies and procedures. The peer review ensures that our quality control meets the standards established by our profession. This monitoring by our profession ensures that our staff maintains expertise in all areas of auditing and accounting and provides clients with quality service. In addition, the firm belongs to the American Institute of Certified Public Accountants Governmental Audit Quality Center that specializes in governmental accounting and auditing standards. This Center ensures that ABBB has met the criteria to perform governmental audits.

As noted above, ABBB is currently located in 13 locations across the state of Kansas. We have 16 partners and 8 principals included in our management team. ABBB currently employees approximately 150 professional and technical staff.

ABBB currently serves 21 cities several other municipalities in Kansas, with more than 50 combined years of experience in providing governmental services. In addition to the traditional services provided, ABBB also has experience in the following areas:

- Internal Control and Workflow Analysis
- Operation of Efficiency Audits
- Cost Controls
- Budgets and Forecasts
- Strategic Planning
- Consulting

Transmittal Letter



All professional staff are required to acquire annually a minimum of 40 hours of continuing professional education, and all CPAs hold memberships in both the American Institute of Certified Public Accountants and the Kansas Society of Certified Public Accountants.

Danielle M. Hollingshead, Senior Audit Manager, actively sits on the Kansas Municipal Audit and Accounting Board of Editors and assists with the Kansas Society of Certified Public Accountants' annual conference for governmental audits.

This audit proposal is a firm and irrevocable offer for a period of three (3) months after the date of the proposal.

In closing, we are confident our team will meet your needs efficiently, cost-effectively and with great enthusiasm. City of Lansing, Kansas would be an important client to Adams, Brown, Beran & Ball, Chtd. and we are genuinely eager to serve you.

Adams, Brown, Beran & Ball, Chartered

ADAMS, BROWN, BERAN & BALL, CHTD.
Certified Public Accountants

Independence and License

INDEPENDENCE

Adams, Brown, Beran & Ball, Chtd. is independent with respect to City of Lansing, Kansas in accordance with professional standards promulgated by the American Institute of Certified Public Accountants, Government Auditing Standards issued by the Comptroller General of the United States, the State of Kansas Board of Accountancy, the State of Kansas CPA Society, state statutes, and other regulatory agencies where applicable.

It is the policy of our firm that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, *Government Auditing Standards* issued by the Comptroller General of the United States, the State of Kansas Board of Accountancy, the State of Kansas CPA Society, state statutes, and other regulatory agencies where applicable. The procedures listed below are followed to ensure compliance with this policy:

1. An Independence, Integrity and Objectivity Representation is completed by all professional personnel when hired (and annually thereafter). The Audit and Attestation Service Line Leader is responsible for obtaining the representation letters.
2. Additions to our client list are communicated to all personnel on a timely basis by a memorandum from the office manager.
3. For clients of whom the firm is not independent, only compilation services are performed, and our lack of independence is noted in the report.
4. Current copies of all applicable independence, integrity, and objectivity requirements are maintained by the Audit and Attestation Service Line Leader.
5. The work programs and standard forms in the accounting and auditing manuals used by the firm include steps that require:
 - a. A determination of independence and objectivity on each new and recurring client.
 - b. A consideration of unpaid fees.
 - c. An annual confirmation of the independence of another accountant performing work on a segment of an audit, review, or attestation (including forecast and projection) engagement.
 - d. Appropriate reporting on compilations in which the firm is not independent.
6. All independence, integrity, and objectivity questions are resolved by the Audit and Attestation Service Line Leader.

LICENSING

Adams, Brown, Beran & Ball, Chtd., Certified Public Accountants, is licensed to practice in Kansas. The anticipated key professional staff on this engagement are Certified Public Accountants and licensed to practice in Kansas.

Firm Profile

BACKGROUND AND QUALIFICATIONS

Adams, Brown, Beran & Ball, Chtd., Certified Public Accountants, traces its origin back to 1945 and is a local firm of accountants, auditors and consultants with offices located in Hays, LaCrosse, Great Bend, St. John, McPherson, Hutchinson, Hillsboro, Colby, Ness City, Atwood, WaKeeney, Overland Park and Wichita, Kansas. The firm presently employs a full-time staff of approximately 150 qualified and experienced professional, technical and support personnel. We are licensed to practice in Kansas and we are a member of the American Institute of Certified Public Accountants Private Company Practice Section, which requires our firm to have a peer review of our policies and procedures. The peer review ensures that our quality control meets the standards established by our profession. This monitoring by our profession ensures that our staff maintains expertise in all areas of auditing and provides clients with quality service. A copy of Adams, Brown, Beran & Ball, Chtd.'s most recent peer review report is attached.

All anticipated employees assigned to perform services for City of Lansing, Kansas are independent in accordance with professional standards promulgated by the American Institute of Certified Public Accountants, *Government Auditing Standards* issued by the Comptroller General of the United States, the State of Kansas Board of Accountancy, the State of Kansas CPA Society, state statutes and other regulatory agencies where applicable. All professional staff are required to acquire annually a minimum of 40 hours of continuing professional education, and all CPAs hold memberships in both the American Institute of Certified Public Accountants and the Kansas Society of CPAs. In addition, professional staff are required to complete 24 hours of governmental continuing education every two years. The firm is also a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants.

Adams, Brown, Beran & Ball, Chtd. currently has over 280 clients that it performs audit and other attest services for. 21 cities are currently served by Adams, Brown, Beran & Ball, Chtd., as are 44 other municipalities in Kansas. Single audits are performed on at least eight entities annually. The average retention of ABBB's municipal clients is approximately 20 years.

There are approximately 7 professional staff who dedicate over 100% of their time and approximately 20 additional professional staff who dedicate 50% of their time to municipal audits at ABBB. The audit work for all ABBB engagements is completed by a dedicated audit team rather than a specific office, but the audit reports will be printed on letterhead for the Great Bend office.

In addition to the traditional audit services provided, ABBB also has experience in the following areas:

- Internal Control and Workflow Analysis
- Operation of Efficiency Audits
- Cost Controls
- Budgets and Forecasts
- Strategic Planning
- Consulting

For a complete list of services and personnel, visit our website at www.abbb.com.

Staff Qualifications

Meagan M. Wellbrock, CPA

mwellbrock@abbb.com

Position - Partner, Audit and Assurance Service Line Leader

Meagan joined ABBB as a full-time staff member in 2007. Since that time, she has primarily focused on providing audit and assurance services, being promoted to audit and assurance service line leader for ABBB in 2016. Meagan is responsible for managing audit and assurance engagements in a variety of industries, including governmental entities and Uniform Guidance audits.

Danielle M. Hollingshead, CPA

dhollingshead@abbb.com

Position - Senior Audit Manager

Danielle joined the firm in 2009. She currently devotes 100% of her time to audit work, with her primary focus on municipal entities. Danielle was recently nominated to sit on the Kansas Municipal Audit and Accounting Board of Editors and has also served on the Kansas Society of Certified Public Accountants' conference committee for the annual governmental conference for the past several years. She is also a current member of the Governmental Finance Officers Association (GFOA).

Jami I. Benyshek, CPA

jbenyshek@abbb.com

Position - Manager

Jami began her career with ABBB in 2012. Jami dedicates 100% of her time to audit work, focusing on governmental and nonprofit entities.

Alex Johnson

ajohnson@abbb.com

Position - Staff Accountant

Alex began his career with ABBB in 2018. Alex currently devotes 100% of his time to audit work, with his primary focus on governmental and nonprofit entities.

Alexis Crispin-Orth

acrispin@abbb.com

Position - Staff Accountant

Alexis began her career with ABBB in 2019. Alexis currently devotes 100% of her time to audit work, with her primary focus on governmental, nonprofit entities and Uniform Guidance audits.

Prior Audit Experience

Name of Entity	Contact Person
Barton County	Donna Zimmerman, 620-793-1835
Stafford County	Nita Keenan, 620-549-3509
Barber County	Debbie Wesley, 620-886-3961
Ellis County	Donna Maskus, 785-628-9465
Kingman County	Linda Langley, 620-532-2521
Reno County	Gary Meagher, 620-694-2929
City of Hays	Kim Rupp, 785-628-7300
City of Great Bend	Shawna Schafer, 620-792-4111
City of Colby	Debbie Zerr, 785-460-4400
City of Lincoln Center	Heather Simms, 785-524-4280
City of Anthony	Amber Kummer, 620-842-5434
City of Little River	Sue Peter, 620-897-6260
City of Lindsborg	Greg DuMars, 785-227-3355
City of Lyons	Chad Buckley, 620-257-2320
City of Ellinwood	Kim Schartz, 620-564-3161
City of Hillsboro	Jan Meisinger, 620-947-3162
City of Holyrood	Stephanie Petermann, 785-252-3652
City of Lacrosse	Duane Moeder, 785-222-2511

Additional audit experience can be provided if requested.

Audit Approach

Our audit approach will be designed to achieve compliance with all applicable auditing and financial reporting standards in the most efficient manner possible. A comprehensive approach to complete the audit will be established through collaboration between our leaders and the City of Lansing, Kansas team.

Work will be scheduled to minimize disruption of the day-to-day responsibilities of your personnel and in an effort to meet your deadlines to allow for adequate time for submission to your appropriate recipients.

Auditing standards generally accepted in the United States of America require evaluation of internal accounting controls. This evaluation will assist in designing the nature, timing and extent of further audit procedures to allow for us as auditors to express an opinion on the financial statements based on the work performed. During the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Approximately three to four auditors will complete final fieldwork at the City of Lansing, Kansas office, if needed. ABBB utilizes a risk-based approach to conducting audits which allows for us to focus on the most significant risks of the City. In general, testing for these areas noted is substantive in nature using sampling techniques. Third-party confirmations may also be utilized.

As part of the audit, we will assist with the preparation of your financial statements, related notes and supplemental schedules in compliance with accounting principles generally accepted in the United States of America. You are responsible for making all management decisions and performing all management functions relating to the financial statements, related notes and supplemental schedules and for accepting full responsibility for such decisions for the City.

The City can reach out to ABBB at any time during the year, including for assistance with correspondence received from federal and/or state departments and agencies.

U.S. generally accepted auditing standards, the *Kansas Municipal Audit and Accounting Guide*, issued by the State of Kansas, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, will be applied to the audit of the City, as applicable.

Management letters are critical pieces of an audit. It is Adams, Brown, Beran & Ball, Chtd.'s philosophy to ensure that controls, policies, and procedures are developed and executed in ways that protect the City, as well as the people it employs. It is firm policy to work with the City during this process, highlighting areas that are working well and recommending solutions that will benefit the City and employees alike.

Time Schedule

Communication throughout the engagement is critical to a successful outcome. Work for the City's audit begins well in advance of final fieldwork at the City office and is expected to begin as soon as information is available from City personnel. Final fieldwork will be scheduled at a time convenient for the City of Lansing, Kansas' team, sometime between March and May, dependent on final reports being provided at least two weeks prior to fieldwork. During a wrap-up meeting during final fieldwork, ABBB will discuss with City personnel the remaining timeline for the wrap up of the audit. A draft copy of the audit report and applicable letters will be available for City management review no later than June 1st each year. Final copies will be delivered to the City no later than June 25th each year.

Audit Quality Control



In addition to review by the engagement partner, City of Lansing, Kansas' audit report and work papers will include a second review by a qualified audit reviewer at Adams, Brown, Beran & Ball, Chtd. prior to issuance. Additional activities performed by ABBB's Audit and Attestation Service Line Leader are outlined in the Independence and License section on page 3.

ABBB is a member of the American Institute of Certified Public Accountants Private Company Practice Section, which requires our firm to have a peer review of our policies and procedures. The peer review ensures that our quality control meets the standards established by our profession. This monitoring by our profession ensures that our staff maintain expertise in all areas of auditing and provide clients with quality service. A copy of Adams, Brown, Beran & Ball, Chtd.'s most recent peer review report is attached.

References

Name and Address of Entity	Contact Person
City of Great Bend 1209 Williams Great Bend, KS 67530	Shawna Schafer, 620-793-4111
City of Hays 1507 Main Street Hays, KS 67601	Kim Rupp, 785-628-7300
City of Lindsborg 101 S. Main Lindsborg, KS 67456	Greg DuMars, 785-227-3355
City of Ellinwood 104 E 2 nd Ellinwood, KS 67526	Kim Scharz, 620-786-1395
City of Hillsboro 118 East Grand Hillsboro, KS 67063	Jan Meisinger, 620-947-3162
City of LaCrosse 1119 Main LaCrosse, KS 67548	Duane Moeder, 785-222-2511

Fees

The philosophy of Adams, Brown, Beran & Ball, Chtd. is to provide the highest quality service for a fair and competitive fee. We firmly believe that for you to be a satisfied consumer of our services, we must bring you value in excess of your investment. Below is an estimate of our professional fees for audit services to be provided for the years indicated. We expect that our audits of the financial statements of City of Lansing, Kansas will not exceed the following:

<u>YEAR ENDED</u>	<u>AUDIT FEE</u>	<u>SINGLE AUDIT PER MAJOR PROGRAM IF NEEDED</u>
December 31, 2019	\$23,000	\$4,000
December 31, 2020	\$23,690	\$4,000
December 31, 2021	\$24,400	\$4,000

Fees for these engagements are based on our hourly rates and estimate of the number of professional hours required. Work performed will be assigned to various staff levels in an effort to keep your costs to a minimum. Fees for the above services assume full and timely cooperation and assistance by your management teams. Fees noted above are inclusive of our expenses. ABBB does not bill for overruns unless the work being completed is outside the scope of the items listed in the initial Request For Proposal.

During the fiscal year, City of Lansing, Kansas may have technical questions that arise. At such times, the City should contact ABBB to ensure that all technical issues are handled correctly throughout the year. The costs for these questions are included in the fees noted above. Should items come up during the year that are not within the scope of the items listed out in the initial Request For Proposal and outlined in this proposal, the City and ABBB will work together to arrive at an agreed-upon price for these new items prior to any time being incurred on the additional project.

Our fees are well accepted by our clients. While we are cognizant of our fees, our goal is not to be the firm with the lowest fee, but rather to be the firm that provides the best service at a fee commensurate with the value of the services provided. Considering that many of our clients have been clients for 20 to 30 years and that fees are seldom an issue for any of our clients, we are confident that you will find our fees reasonable based on the services received. In establishing our fees for recurring services and in charging for our services for special engagements, our goal is to establish and maintain a long-term relationship. We believe the fees we have quoted are within a range that will enable us to provide you with the quality services that you desire and expect.

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: December 9, 2019
SUBJECT: Resolution for Kansas PRIDE Program

Lansing PRIDE is asking that the City Council adopt Resolution B-8-19 pledging their support to the Kansas PRIDE Program. Having an annual resolution in support of PRIDE is very worthwhile and confirms the City's on-going commitment to the organization.

Action: Staff recommends a motion to adopt Resolution B-8-19 supporting the Kansas PRIDE Program.

AGENDA ITEM #

4

**KANSAS PRIDE PROGRAM
ENTRY GOVERNMENT RESOLUTION
YEAR 2020**

Resolution No. B-8-19

WHEREAS, local municipal government has a responsibility to develop the capacity to undertake a viable community development effort; and

WHEREAS, community development needs and problems can best be determined and solved through a cooperative effort between elected officials and those citizens they represent; and

WHEREAS, the Kansas PRIDE Program, co-administered by the Kansas Department of Commerce & Housing and K-State Research and Extension, has been reviewed and found to be a means to improve our community, and

WHEREAS, the Mayor and Council do herewith pledge their full support, endorsement, and cooperation in carrying out the requirements of the Kansas PRIDE Program.

NOW THEREFORE BE IT RESOLVED, that the community of the City of Lansing urges its citizens to join this effort and hereby declares this city to be an official entrant in the PRIDE Program for the year of 2020.

PASSED AND APPROVED THIS 19th DAY OF DECEMBER IN THE YEAR OF 2019.

{SEAL}

Attest:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: December 9, 2019
SUBJECT: Ordinance No. 1038 – City Code Changes Chapter 1, Article 2, Section 1-204

Prior to the State changing the election season, the Council President was chosen in May after the newly elected members took office. This Ordinance would change when the Council President is selected from the 1st meeting in May to the 2nd meeting in January. Due to the change in election season from April to November and when candidates take office in January, this change will better align with the election process and the selection of the Council President.

Policy Consideration: With approval of this ordinance, the selection of the Council President will be moved from the 1st meeting in May to the 2nd meeting in January.

Financial Consideration: N/A

Action: Motion to adopt Ordinance No. 1038, as presented

ORDINANCE NO. 1038

AN ORDINANCE OF THE CITY OF LANSING, KANSAS AMENDING UNDER CHAPTER 1, ARTICLE 2, SECTION 1-204 OF THE CODE OF THE CITY OF LANSING, KANSAS, AND AMENDMENTS THERETO.

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

SECTION 1. Chapter 1, Article 2, Section 1-204 of the code of the City of Lansing is hereby amended to read as follows:

Sec. 1-204 President of the Council

The Governing Body shall elect one of its own bodies as President of the Governing Body at the second meeting in January. The President of the Governing Body shall preside at all meetings of the Governing Body in the absence of the Mayor. In the absence of both the Mayor and the President of the Governing Body, the Governing Body shall elect one of its members as "Acting President of the Governing Body." The President and Acting President, when occupying the place of Mayor, shall have the same privileges as other Council Members but shall exercise no veto.

SECTION 2. AMEND. This ordinance shall amend Chapter 1, Article 2, Section 1-204 of the Lansing City Code.

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

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

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 19th day of December 2019.

{SEAL}

Michael W. Smith, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney
Published: *Leavenworth Times*
Date Published:

CITY OF LANSING

FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1038: An Ordinance of the City of Lansing Kanas Amending Under Chapter 1, Article 2, Section 1-204, of the Code of the City of Lansing, Kansas and Amendments Thereto.

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

Ordinance No. 1038 Summary:



On December 19, 2019, the City of Lansing, Kansas, adopted Ordinance No. 1038, amending Chapter 1 Article 2 Section 1-204 of the Code of the City of Lansing, Kansas and amendments thereto. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

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

DATED: December 19, 2019

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: December 9, 2019
SUBJECT: Ordinance No. 1039 – Codification of Ordinances

This ordinance codifies any changes and ordinances passed since the last codification ordinance in 2018. By adopting this ordinance, the City Code will be codified with these changes. A summary of changes has been included with this agenda item.

Action: Staff recommends a motion to adopt Ordinance No. 1039.

AGENDA ITEM # 

2019 SUMMARY OF CODE UPDATES:

All of the following will be incorporated into the City Code.

❖ Chapter 1. Administration, Article 2 President of the Council

1-204 – Election of the President of the Council moved from 1st meeting in May to 2nd meeting in January via Ordinance No. 1038 (pending approval).

❖ Chapter 2. Animal Control and Regulation:

2-104 – Revised language to specify only female chickens (hens) and ducks are allowed (no roosters) per Ordinance No. 1019, passed and approved 2/7/2019.

2-501 – Updated section for More Than 4 Animal permit process and decision to be handled by the Police Department/Police Chief per Ordinance No. 1030, passed and approved 9/5/2019.

❖ Chapter 3 Beverages:

3-201.1 – Added language for Cereal Malt Beverage definition to include cereal malt beverages and/or beer containing not more than 6% alcohol by volume per Ordinance No. 1020, passed and approved 3/21/2019.

❖ Chapter 5 Business Regulations:

5-1501 to 5-1506 – Added Lawncare as a business needing to obtain a Business license per Ordinance No. 1031, passed and approved 9/5/2019

❖ Chapter 12. Public Offenses:

12-101 – Incorporated 2019 Uniform Public Offense Code per Ordinance No. 1026, passed and approved 8/15/2019.

12-205 – Revised language and increased fine for violation of curfew per Ordinance No. 1037, passed and approved 11/7/2019.

❖ Chapter 15. Traffic:

15-101 thru 15-103 – Incorporated 2019 Standard Traffic Ordinances per Ordinance No. 1025, passed and approved 8/15/2019.

❖ Chapter 17 Zoning and Planning:

Article 1, Zoning Regulations and Article 2, Subdivision Regulations, were repealed and incorporated into the Unified Development Ordinance per Ordinance No. 1021, passed and approved 4/4/2019.

ORDINANCE NO. 1039

AN ORDINANCE ADOPTING THE CODIFICATION OF ORDINANCES OF THE CITY OF LANSING, KANSAS, AUTHORIZED BY ORDINANCE NO. 272 PROVIDING FOR THE REPEAL OF CERTAIN OTHER ORDINANCES NOT INCLUDED THEREIN, EXCEPTING CERTAIN ORDINANCES FROM REPEAL AND SAVING CERTAIN ACCRUED RIGHTS AND LIABILITIES.

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

SECTION 1. The codification of ordinances of the City of Lansing, Kansas, authorized by Ordinance No. 272 and K.S.A. 12-3014 and 12-3015, as set out in the following chapters, Chapters 1 to 17 and Appendices A and B all inclusive, and entitled the "Code of the City of Lansing, Kansas, 2019," is hereby adopted and ordained as the "Code of the City of Lansing, Kansas, 2019," and said codification shall become effective upon publication of no fewer than 3 copies of said code in book form.

SECTION 2. All ordinances and parts of ordinances of a general nature passed prior to the publication date of this ordinance are hereby repealed as of the date of publication of said code except as hereinafter provided.

SECTION 3. In construing this ordinance, the following ordinances shall not be considered or held to be ordinances of a general nature:

- (a) Ordinances pertaining to the acquisition of property or interests in property by gift, purchase, devise, bequest, appropriation or condemnation;
- (b) Ordinances opening, dedicating, widening, vacating or narrowing streets, avenues, alleys and boulevards;
- (c) Ordinances establishing and changing grades of streets, avenues, alleys and boulevards;
- (d) Ordinances naming or changing the names of streets, avenues and boulevards;
- (e) Ordinances authorizing or directing public improvements to be made;
- (f) Ordinances creating districts for public improvements of whatsoever kind or nature;
- (g) Ordinances levying general taxes;
- (h) Ordinances levying special assessments or taxes;
- (i) Ordinances granting any rights, privileges, easements or franchises therein mentioned to any person, firm or corporation;
- (j) Ordinances authorizing the issuance of bonds and other instruments of indebtedness by the city;
- (k) Ordinances authorizing contracts;
- (l) Ordinances establishing the limits of the city or pertaining to annexation or exclusion of territory;
- (m) Ordinances relating to compensation of officials, officers and employees of the city;
- (n) Ordinances of a temporary nature;

Provided that the above enumeration of exceptions shall not be held or deemed to be exclusive, it being the purpose and intention to exempt from repeal any and all ordinances not of a general nature and general ordinances specifically excepted by this section.

SECTION 4. The arrangement and classification of the several chapters, articles, and sections of the code adopted by Section 1 of this ordinance and the head notes and footnotes at the ends of the sections, are made for the purpose of convenience and orderly arrangement, and do not constitute a part of the ordinances, and therefore, no implication or presumption of legislative intent or construction is to be drawn therefrom.

SECTION 5. The repeal of ordinances as provided in Section 2 hereof, shall not affect any rights acquired, fines, penalties, forfeitures or liabilities incurred thereunder, or actions involving any of the provisions of said ordinances or parts thereof. Said ordinances above repealed are hereby continued in force and effect after the passage, approval and publication of this ordinance for the purpose of such rights, fines, penalties, forfeitures, liabilities and actions therefor.

SECTION 6. If for any reason any chapter, article, section, subsection, sentence, portion or part of the "Code of the City of Lansing, Kansas, 2019," or the application thereof to any person or circumstances is declared to be unconstitutional or invalid, such decision will not affect the validity of the remaining portions of this code.

SECTION 7. This ordinance shall take effect and be in force from and after the publication of the "Code of the City of Lansing, Kansas, 2019," as provided in K.S.A. 12-3015.

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 19th day of December, 2019.

{SEAL}

Michael W. Smith, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: *Leavenworth Times*
Date Published:

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1039: An Ordinance Adopting the Codification of Ordinances of the City of Lansing, Kansas, Authorized by Ordinance No. 272 Providing for the Repeal of Certain Other Ordinances Not Included Therein, Excepting Certain Ordinances from Repeal and Saving Certain Accrued Rights and Liabilities.

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

Ordinance No. 1039 Summary:

On December 19, 2019, the City of Lansing, Kansas, adopted Ordinance No. 1039, adopting the Codification of Ordinances of the City of Lansing, Kansas. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory Robinson, City Attorney.

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

DATED: December 19, 2019

Gregory Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator *T*
FROM: Sarah Bodensteiner, City Clerk *SB*
DATE: December 9, 2019
SUBJECT: Executive Session – Consultation with Attorney

Executive Session will be called for consultation with Attorney.

AGENDA ITEM #

7

Other Items of Interest: Monthly Department Vehicle and Equipment Mileage Reports

City Clerk's Office/Building Maintenance Vehicle and Equipment Report

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Comments
2007	Ford	Econoline	15 Passenger Wagon	20108	20,185	77	
						0	
						0	
						0	
						0	
Total						77	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	24.15	25.9	1.75	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	111.1	111.1	0	
						0	
						0	
						0	
						0	
Total						1.75	

Parks and Recreation Fleet Report November 2019

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2011	Dodge	Charger	passenger car	77873	77927	54	AC/Parks use	
2014	Ford	F-350	Dump truck	13129.2	13263.9	134.7	Parks maintenance	
2016	Jeep	Patriot	SUV	64018	64134	116	Activity Center use	Added 9/19
2017	Chevrolet	Silverado	truck	11975	12090	115	Parks maintenance	
2018	Ford	F-350	4-dr crew	10478	11344	866	Parks maintenance	
Total						1285.70		

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1977	1979	2	Parks maintenance	
2005	Kubota	F3060	mower	297	298.4	1.4	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1099.7	1106.8	7.1	Parks maintenance	
2012	Wright	ZK	stander mower	1055.4	1056.6	1.2	Parks maintenance	
2014	Kubota	ZD331LP-72	mower	1374.4	1376.6	2.2	Parks maintenance	
2016	ABI	Force	infield groomer	199.8	216.2	16.4	Parks maintenance	
2017	Kubota	ZD1211	mower	488.9	491.1	2.2	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	112.5	115	2.5	Parks maintenance	
2019	Exmark	LZ 72	mower	150.7	154.5	3.8	Parks maintenance	
2019	Emark	LZ 96	mower	91.5	95.9	4.4	Parks maintenance	
Total						43.20		

Lansing Public Works Department**Monthly Fleet Report****Month** November **Year** 2019**Vehicles**

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	LT. Pick-up Ext	56,836	56,994	158	
2007	Ford	Ranger XLT	LT. Pick-up Ext	46,690	47,009	319	
1998	Ford	1/2 ton	Pick-up	65,914	65,953	39	
2005	Ford	Ranger	LT. Pick-up Ext	44,514	44,668	154	
2005	Sterling	LT 8500	Dump Truck	52,768	52,818	50	
2007	Elgin	Crosswind J+	Street Sweeper	6,182	6,189	7	
1992	Ford	700	Dump Truck	64,059	64,072	13	
2017	Chevrolet	3500	Pick-up Truck	14,365	14,858	493	
2002	Ford	F350 4x4	Dump Truck	75,835	76,034	199	
2011	International	7400	Dump Truck	17,504	17,535	31	
2016	Ford	F350 4x4	One-ton Dump Truck	10,796	10,896	100	
2013	Ford	Explorer	SUV	65,981	66,264	283	
2019	Ford	Ecosport	SUV	1226	1,792	566	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	5,066	5,067	1	
2004	IR	DD-24	Asphalt Roller	288	288	0	
2006	IR	185	Air Compressor	199	200	1	
1997	Bobcat	763	Skid Steer	2,189	2,190	1	
2014	Case	580 SNWT	Backhoe	1,256	1,266	10	
2002	Crafco	110	Crack Sealer	808	808	0	
2003	Kubota	L3710	Tractor	1,614	1,619	5	
2009	Case	465	Skid Steer	644	644	0	
2018	John Deere	5065E	Tractor	51	51	0	

Nov-19

City Influent	24.566 MG	City Avg Daily	.819 MGD
LCF Influent	11.332 MG	LCF Daily Avg	.378 MGD
Total Biosolids	0.595	Precip	.82 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8252	8252	0	Collection System	
2012	Chevrolet	Tahoe	SUV	101818	101926	108	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	2955	3273	318	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	873	1050	177	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	23510	23563	53	Biosolids Disposal	
Total						656		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	954	955	1	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2253	2253	0	Collection System	
2004	John Deere	7920	Tractor	1219	1219	0	Biosolids Disposal	unable to aerate sludge due to field flooding
2005	Polaris	Ranger #1	Utility Vehicle	1286	1292	6	Operations	
2004	Case	621D	Loader	2322	2325	3	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1307	1315	8	Maintenance	
2006	JCB	531-70	Telehandler	590	591	1	Plant Activities	

**COMMUNITY AND ECONOMIC DEVELOPMENT
PERMITS/LICENSES AND CODE ENFORCEMENT REPORT FOR NOVEMBER**

TO: Tim Vandall, City Administrator

FROM: Matthew R. Schmitz, Director, Community and Economic Development

DATE: December 2, 2019

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	34	298
Number of permits for new single-family housing completed.....	0	2
Number of permits for new multi-family housing completed.....	0	0
Number of occupancy certificates issued.....	2	16
Number of permits for new single-family housing currently in process or pending issuance.....	6	
Number of permits for new multi-family housing currently in process or pending issuance.....	1	
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$186,807.18	\$2,880,871.33
Permit fees.....	\$2,852.50	\$34,116.00
Number of inspections performed.....	43	541
Number of trade licenses issued.....	9	296
Total trade contractor licenses issued.....	5	112
Number of occupational licenses issued.....	6	113

CODE ENFORCEMENT:	<u>Current Month</u>	<u>Year to Date</u>
<u><i>Nuisance Report</i></u>		
Three Day Warnings:.....	21	225
Certified Letters Sent:.....	0	6
Compliance:.....	18	172
Compliance Review:.....	30	214

<u><i>Vehicle Report</i></u>		
Warning Letters/Verbal:.....	6	63
Certified Letters Sent (20 Days):.....	0	2
Compliance:.....	5	40
Compliance Review:.....	9	57

<u><i>Weeds Report</i></u>		
Three Day Warnings:.....	0	249
Certified Letters Sent:.....	0	18
Compliance:.....	0	194
Compliance Review:.....	6	249

<u><i>Infiltration of Storm Water System</i></u>		
Three Day Warnings:.....	0	0
Certified Letters Sent:.....	0	0
Compliance:.....	0	0
Compliance Review:.....	0	0

<u><i>Additional Actions</i></u>		
Violation Publications:.....	0	0
Number of Court Actions:.....	0	1
Abated:.....	0	6
Citations:.....	0	2
Contracted for Work:.....	0	7