



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

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, July 18, 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. Treasurer's Report for Quarter Ending June 30, 2019
3. Conditional Use Permit Request – Apiary – 125 Rock Creek Loop
4. Executive Session – Non-Elected Personnel

***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 Permits/Licenses & Code Enforcement Report

***Adjournment***

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
THRU: Sarah Bodensteiner, City Clerk *SB*  
FROM: Shantel Scrogin, Assistant City Clerk *SS*  
DATE: July 9, 2019  
SUBJECT: Approval of Minutes

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The Regular Meeting Minutes for July 2, 2019 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for July 2, 2019 as presented.

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**AGENDA ITEM #**

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# CITY OF LANSING

## CITY COUNCIL MEETING

REGULAR MEETING MINUTES  
July 2, 2019

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### 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:** Andi Pawlowski and Don Studnicka

**Ward 3:** Jesse Garvey

**Ward 4:** Gregg Buehler and Tony McNeill

**Councilmembers Absent:** Kerry Brungardt

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## OLD BUSINESS:

**Approval of Minutes:** Councilmember Kirby moved to approve the regular meeting minutes of June 20, 2019 as presented. Councilmember Garvey seconded the motion.

- Councilmember McNeill stated hey Sarah on the Councilmembers present, that needs corrected right.
  - City Clerk Sarah Bodenstener replied yeah, I saw that, I will get it amended.
    - Councilmember Kirby state what.
      - City Clerk Sarah Bodenstener replied you guys threw me off a little.
        - Councilmember Pawlowski asked so we need them amended.
          - Councilmember Buehler stated yes, approve them as amended.
            - Councilmember Pawlowski stated so unmake your motion.

Councilmember Garvey withdrew his second.

Councilmember Kirby withdrew his motion.

Councilmember Pawlowski moved to approve the regular meeting minutes of June 20, 2019, as amended. Councilmember Garvey seconded the motion. The motion was approved with Councilmember Studnicka and Councilmember Buehler abstaining from the vote.

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

### Presentations

### COUNCIL CONSIDERATION OF AGENDA ITEMS:

**Fence Request – 690 Creekside Place:** Councilmember Trinkle moved to approve the fence request for 690 Creekside Place. Councilmember McNeill seconded the motion. The motion was unanimously approved.

**Final Plat – Homestead Acres:** Councilmember Trinkle moved to approve the final plat for Homestead Acres. Councilmember Buehler seconded the motion.

- Councilmember Kirby stated Matt, yeah, I do.
  - Mayor Smith replied questions, go ahead Matt.
    - Councilmember Kirby said state your name, address and serial number please. I know we discussed earlier about road fees. They should or should not apply here.
      - Community and Economic Development Director Matthew Schmitz asked are you asking for my opinion or are you asking for what the regulations say.
        - Councilmember Kirby responded alright let's go with what the regulations say.
          - Community and Economic Development Director Matthew Schmitz replied yes.

- Councilmember Kirby responded ok. So, these three houses will all face Mt Calvary Road.
      - Community and Economic Development Director Matthew Schmitz replied correct.
        - Councilmember Kirby asked and the remaining property.
      - Community and Economic Development Director Matthew Schmitz stated the remaining ten acres will remain un-platted as it is today. They could be developed at some point in the future.
    - Councilmember Pawlowski asked they could build one house on it.
      - Community and Economic Development Director Matthew Schmitz stated they could.
        - Councilmember Kirby asked is there going to be a need for a road to go through there at some point or are we going to end up paying for a road down the road. That was by accident.
      - Councilmember Trinkle stated you made a funny.
    - Community and Economic Development Director Matthew Schmitz responded whether or not the road extends I think is really up to the governing body to decide what they would like to see there. The Planning Commission has reviewed it, they don't feel like there is a reason to stop the development in order to obtain a road through there. Staff, myself, Mr. Vandall, we meet with the developers when they first came in and started looking at this. Mt Calvary is a collector, this road Sycamore I believe it is that would go through there is not a collector, that's a local street. We have cul-de-sac's on local streets and dead ends. That's a normal function of planning. If it was a collector street then the answer would be unequivocally yes it needs to extend, but the future traffic or the transportation plan would show a collector street a little bit further to the south of Sycamore coming across some of that other property that hasn't been developed yet to intersect with Mt Calvary. Mt Calvary is a collector or would be developed to that standard.
      - Councilmember Kirby stated well, alright. Now, I'll take your opinion.
  - Community and Economic Development Director Matthew Schmitz replied based on my experience, perimeter street fees are generally collected when there is a subdivision going in that has public improvements in it, meaning they are going to build a street inside the subdivision and we want to make sure or a city wants to make sure that when that street is built, the streets that intersect are also improved. In this case, there is no public street being built, there is no infrastructure being installed in order to service these three homes. So that puts a question in my mind as to whether they are really necessary or not but it's not my place to decide that either.
    - Councilmember Kirby stated I'll just in general make a comment. We talk about this every time. Somebody wants something waived. Are we going to do it or not going to do it. Are we going to do it for this guy or we going to do it for that guy. If we do it for this guy, we got to do it for that guy kind of a thing which I'm just, this isn't directed at you.
      - Community and Economic Development Director Matthew Schmitz replied understood.
        - Councilmember Kirby stated just a comment that I'm going to throw out there. So, I'm fine, thank you.
          - Mayor Smith responded thank you Gene. Any others? Andi.
  - Councilmember Pawlowski stated it appears to me. Well, first of all, when we ran the sewer line and dead ended it near Sycamore Ridge Dr, the intention of that was so that when development happened to the west, we'd be able to service it. Of course, we'd have to run the sewer that whole way to get there. When I first saw this come up, I was kind of excited because I thought we're going to have a road to get because I mean, honest to God, you can only go west in Lansing on Eisenhower or 4-H Road, there's nothing in between, well hillside but it goes back out to 4-H so it doesn't go anywhere. And then when I saw the plat I was frankly, pretty disappointed just personally.

But it looks like they developed three lots so they can get the most bang for their buck which is fine. I wouldn't blame them for that, but it seems to me like the city has an interest here too. So, my personal feeling is I don't like to waive fees. I'm not completely thrilled with this plat but that's not my decision by itself. So, I'm with Gene, if it's part of our code I think we need to follow it. Do you have an opinion?

- Councilmember Garvey asked so you wanted a shortcut, that's what you wanted, to get through.
  - Councilmember Pawlowski replied well it's not just a shortcut, it's the only cut.
    - Councilmember Garvey responded but there's not going to be a road, any road improvements here at all to the subdivision. So, I mean, but you're going to charge a fee for something we're not going to do.
      - Councilmember Pawlowski stated well we are going to do that at some point. We're going to do that road so who is going to pay for that, us. Everybody else in the city will end up paying for it.
        - Community and Economic Development Director Matthew Schmitz replied right so to clarify, the perimeter street fees that would be collected for this would be to improve Mt Calvary Road.
          - Councilmember Garvey stated ok, gotcha.
            - Community and Economic Development Director Matthew Schmitz stated they would not be to put a connector in or to connect Sycamore. It would just be for the improvements for Mt Calvary.
- Mayor Smith asked Tony did you have something.
- City Attorney Greg Robinson asked we still have to pay for half.
  - Community and Economic Development Director Matthew Schmitz responded yeah so, the street fees we calculated are based on half. The property owners on that side get assessed, for lack of a better term, half of the street fees.
- Mayor Smith stated Matt I think Tony had.
  - Councilmember McNeill asked so if they go the other direction with the rest of the acreage and decide to put homes on there and extend that road out, cul-de-sac or whatever you would do there, then they would pay the perimeter street fee to help put in that cul-de-sac.
    - Community and Economic Development Director Matthew Schmitz responded they would have to pay the cost to install the cul-de-sac but there wouldn't be any perimeter street fees because there aren't any perimeter streets that front the property on that side.
      - Councilmember Pawlowski replied but the way this is drawn up they could put, tell me if I am wrong, they could stick one house on that remaining acreage and not pay any fee.
        - Community and Economic Development Director Matthew Schmitz responded that is correct.
          - Councilmember Garvey stated I guess when I think of the street fee, I think about if you're putting in a subdivision you're going to improve, add a bunch of traffic, a lot of excessive amount of traffic which is going to impact the street. This is three houses.
            - Councilmember Pawlowski responded that wasn't the intention of the ordinance though.
              - Councilmember Garvey stated but that is what I think about.
                - Councilmember McNeill stated really the only thing I got that I don't like about it. I mean it's not my property either. For long range city

planning, this doesn't really make sense to dead end that acreage there when we have a planned road that was going to connect that road. We'd have future sewer going in there so we could service, I mean, in that ten acres, you could put how many houses if you put a road through there.

- Community and Economic Development Director Matthew Schmitz responded you can figure three homes per acre on small lots.
  - Councilmember McNeill replied really, you'd have a pretty large development there.
  - Community and Economic Development Director Matthew Schmitz responded it just depends on how you structure it. Then you got to take the road out too.
  - Councilmember McNeill stated then you have the rocks at that one end, it kind of ends that development. There's nothing that's going to go through there. That's the only thing I think for a long-range planning, it doesn't make a ton of sense.
  - Community and Economic Development Director Matthew Schmitz stated that's what makes this hard. You're balancing development today versus long term planning for the city.
- Councilmember McNeill asked we don't have cost for what that sewer extension but it is in the Master Plan.
  - Wastewater Utility Director Tony Zell responded I do not have cost this evening but the Sewer Master Plan does show a line extending to the west up Sycamore Ridge Dr and dead heading at what would be the east property line of this fifteen acres or whatever but I don't have those costs with me this evening. And the three lots that are being built are on the fringe of the seven-mile water shed boundaries. So, there is a ridge there that breaks, where it would naturally flow to the west versus flowing to the east.
  - Community and Economic Development Director Matthew Schmitz replied it runs down the middle of the seventeen acre track roughly.
    - Councilmember Pawlowski stated Sycamore Ridge on the other side flows.
      - Wastewater Utility Director Tony Zell replied correct, it flows to the west.
- Mayor Smith asked Gregg, did you have something.
  - Councilmember Buehler asked I may have missed it, have they asked for these fees to be waived or are we just, I mean, I don't see it in there but like I said maybe I missed it.
  - Joe Herring of 315 North 5<sup>th</sup> St stated Mayor and Council, yes absolutely we are asking for these fees to be waived. It wasn't brought up until the last meeting we had with the Planning Commission that these fees could possibly be considered by this Council. We were unaware at the pre-application meeting in all fairness. We did look at improving a road through there. We're coming from a chip fill or maybe asphalt ditched road going to another ditched road extends into a third ditched road. To look into feasibly to do that, and have the risk of having to put in curb, gutter, sewer and storm sewer, you're looking at upwards \$425,000 just for that fee and that doesn't include the city's portion of taking that extra quarter of a mile of sewer from Sycamore Ridge, the beginning of Sycamore Ridge and extending it west to the property. That sewer wasn't there, if that sewer manhole had been built, I probably wouldn't have this conversation with you right now because the hook up would be mandatory. But the sewer line is not built. I don't know how far it is to be built but it's just 18 acres out of the Master Plan. That's for connectivity the Comp Plan which approved Holiday Hills, Mary, Ida are all going to extend west, are going to be your main collectors to

the roads going west. So, this road is like Matt said, it is a local road to do that and is the city going to pay for that sewer, that first quarter mile.

- Councilmember Pawlowski replied yes. We pay for all the rest of them.
  - Joe Herring responded alright. So that was the question. These are all questions that we had at the development meeting. There were a bunch of if's. When it came down to it there's some easements that define the property, all the roads out there are, you know, ditched roads, no sanitary sewer, no sewer. It doesn't stop development in any way shape or form of the city in the future. It just stops this track from being developed but it is their track. We are definitely asking to waive the fees and approve the plat as is. They've owned the property for 63 years, it's been farm ground for 63 years plus it was farm ground before that. We'd just like to sell their ground in this manner.
    - Councilmember Garvey responded thank you.
    - Joe Herring replied thank you for your time.
- Mayor Smith asked any other questions for Matt. We have a motion to second, Sarah, on this.
  - City Clerk Sarah Bodensteiner responded we do.
    - Councilmember Pawlowski asked what exactly is the motion.
      - City Clerk Sarah Bodensteiner stated the motion is to approve the final plat for Homestead Acres.
        - Councilmember Pawlowski asked and how does it deal with the fees. Does that deal with the fees?
          - City Administrator Tim Vandall responded that wasn't part of the motion.
            - Councilmember McNeill replied the plat, I mean the fees not included.
              - Councilmember Buehler asked so would that be two separate motions then or would they have to come back and request a formal waiver for that.
                - Councilmember McNeill responded I want to say they're requesting the fee be waived.
              - City Administrator Tim Vandall stated we need that in a separate motion.
            - Councilmember Pawlowski asked so we have a motion on the table.
              - Councilmember Buehler asked so we have a motion to approve the final plat.
            - Councilmember McNeill stated let's make sure we understand with the fee situation is before we vote.
          - Councilmember Kirby responded I think we should deal with that first.
            - Councilmember McNeill replied there is no fee because they're not putting a road in.
          - Councilmember Buehler responded we need to put a road in. The fee is?
    - Councilmember Pawlowski replied for the underdeveloped road in the front.
      - Councilmember Buehler stated to help improve the other road, Mt Calvary Road, that is what the fee will be used for.
        - Councilmember McNeill stated I mean it's going to turn right off the road kind of like DeSoto into the houses, right, a driveway. So, I mean, what are we talking about.
          - Community and Economic Development Director Matthew Schmitz responded so the fees we talked about, the perimeter street fees would be half the costs to improve Mt Calvary Road where those three homes sites, those two in a half acre tracks front Mt Calvary.

- Councilmember Pawlowski replied so the theory is you put that money in a fund and when Mt Calvary is developed you have whatever figure this was that we have because isn't this the same code we've had for twenty years or fifteen years. We never change that fee. It's a per foot fee.
  - Community and Economic Development Director Matthew Schmitz responded fees haven't been updated since 2012.
    - Councilmember Pawlowski replied right, so, but it's a per foot fee and it goes into Beth's magical little box of money and it just sits there until we develop Mt Calvary Road. That's the theory behind it, we charge that.
      - Councilmember McNeill asked so we charged for that development, the new one, the Willows, Maples/Willows, those three homes that face DeSoto Rd.
        - Councilmember Pawlowski responded I don't know. They put all the streets in.
      - Councilmember McNeill replied you're on the Council man, come on.
    - Councilmember Pawlowski responded they put all those streets in.
  - Councilmember Buehler asked so when Domann built those three houses on DeSoto right down at the end of Holiday and there's those three houses that as you go up north towards Eisenhower, did they pay perimeter street fees for DeSoto Rd. That's what he is asking.
  - Councilmember Pawlowski replied and that I don't know. That would have been in the development agreement, right?
    - Councilmember McNeill stated that would be a similar comparison.
  - City Administrator Tim Vandall stated the statement earlier that there is some separate fund for it, if there was money put away for that it's not, it wasn't put into a separate fund. I'm not aware of any type.
    - Councilmember Buehler asked there's not a perimeter street fee fund.
- Community and Economic Development Director Matthew Schmitz responded not that I am aware of.
  - City Administrator Tim Vandall replied no.
    - Councilmember Pawlowski responded there is somewhere.
      - Mayor Smith asked ok, back to your question Tony and Gene. Should we have the fee waiver going first? Tim. How should we march with this?
        - City Administrator Tim Vandall stated we already have a motion on the floor for the plat. So, I would say if there is a motion for the fee waiver that would go second.

The motion was unanimously approved.

- Mayor Smith asked ok, do we want to address that now Tim.
  - City Administrator Tim Vandall responded it's up to the governing body.
    - Councilmember Buehler responded do we want a formal, in writing request.

Councilmember Studnicka moved to waive the perimeter street fee for Homestead Acres. Councilmember Trinkle seconded the motion.

- Councilmember Pawlowski asked are we going to do that from now on. Should we just take it out of our code. Because I think we should if we're not going to, if we're never going to do it, we just need to take it out of our code.



- Councilmember Studnicka responded Matt just said they are going to pay part of that fee to improve the road in front of those three houses.
  - Councilmember Pawlowski replied no he didn't.
    - Councilmember Studnicka responded he just said it.
      - Councilmember Buehler stated that is what the fee we collect is for.
        - Community and Economic Development Director Matthew Schmitz stated if the governing body votes to waive the fee then they would not pay anything to help improve Mt Calvary. If you vote to keep the fee in place, then they would have to pay approximately \$114,000 and some change towards improving Mt Calvary. That money would then go to, I believe, the general fund.
- Councilmember McNeill asked so for three frontages, \$30k.
  - Community and Economic Development Director Matthew Schmitz responded so it's calculated, it's 597.12 feet, that's how long those three frontages are. They're 199 and some change on each one. So that is the total length and then your fee is calculated based on that so because that is classified as a collector which would have a sidewalk on it on one side, the fee is \$114,049.92.
    - Councilmember Pawlowski asked is there a different fee if it's not a collector.
      - Community and Economic Development Director Matthew Schmitz replied yes if it was a local street with a sidewalk the fee would be \$97,330.56.
- Mayor Smith stated ok we got a motion to second. Anymore? Go ahead Andi.
  - Councilmember Pawlowski stated I think we need to consider this. I think we need to think about this a little bit and maybe do a little investigation on historical and I think it's time we make a decision about this because I am tired of waving it. If we waive it, you know the same thing with the park fees, if we're going to keep waiving the stupid things then just take them off the books. But by the same token, we can't keep complaining about not having money to do any of the streets, if we keep waiving all the fees.
    - Councilmember McNeill responded but you could also say, where does the money go. It's like ok, we collected it from somebody somewhere but if that road isn't improved forever and we're improving other roads because those are more priority, then you're just back in the same position.
      - Councilmember Pawlowski stated we collected street fees from a guy building duplexes and told him at the meeting we would never improve the street but we were going to collect the street fees from him anyway.
        - Councilmember McNeill replied that doesn't sound right.
          - Councilmember Pawlowski responded well that is what we did.
  - Councilmember McNeill replied no, I'm just saying, it doesn't make sense.
    - Councilmember Buehler stated but then again, I see Andi's point because at the same time, the next person says well you waived their fees so why don't you waive our fees. You waived their park fees, why don't you waive our park fees. So, then we don't get anything for the parks and we don't get anything for the streets and then we complain that we don't have money to put curbs and gutters and stuff on streets in certain areas.
      - Councilmember McNeill responded you kind of have to look at when has that road been last improved. Is there a sidewalk on that road.

- Councilmember Buehler replied see we don't know any of that stuff.
  - Councilmember McNeill responded is there a sidewalk on the collector street.
    - Councilmember Pawlowksi replied it hasn't been in the city that long.
      - Councilmember McNeill responded there's not.
    - Councilmember Buehler replied there's no sidewalk there.
      - Councilmember Pawlowski stated it hasn't been a city street for that long. It was part of the annexation.
        - Councilmember McNeill responded what are you talking about, it's been there since I've been here. 15 years, that's quite awhile.
  - City Administrator Tim Vandall stated if you guys want, staff can investigate this a little bit more since I feel like we kind of have questions from you guys about this now.
    - Councilmember Buehler stated I'm really, Tony's point I agree with, the three houses on 147<sup>th</sup> going north towards Eisenhower, if those were, if we collected those streets fees from Domann and those guys when they built that.
      - Mayor Smith responded I don't believe so but we need to check.
        - City Administrator Tim Vandall replied I can look into that. If we did, it wasn't put into a separate escrow fund.
          - Mayor Smith stated I don't think it was.
            - Councilmember Trinkle stated I don't ever remember talking about it.
              - Councilmember Garvey stated right now they're building the houses where we do lot split out in the county on the way to Bernard Park. They're putting in three or four houses along there. They're probably not paying any fees for that county road there at all, are they. That's not in the city limits of Lansing.
                - Councilmember Pawlowski responded because they are in the county.
                  - City Administrator Tim Vandall replied that's not in the city limits. I don't know what their fee schedule is.
                - Councilmember Trinkle stated oh they are paying for it.
              - Mayor Smith responded one way or another. Ok, we got a motion to second. Do we want to withdraw or what do you folks want to do. We can vote this one down.
                - Councilmember Studnicka stated I withdraw my motion.
                  - Councilmember Pawlowski stated I move we table.
                - Councilmember Garvey responded he has to withdraw his second first.
                  - City Clerk Sarah Bodensteiner replied yeah, he needs to withdraw the second.
                - Councilmember Garvey responded withdraw your second Dave.
        - Councilmember Trinkle stated I guess if that's what the Council wants to talk about some more. I just assumed, we're not building a subdivision. We're building three houses.

Councilmember Trinkle withdrew his second  
Councilmember Studnicka withdrew his motion.

- Councilmember Garvey stated I guess my question to is, if they had done a lot spilt of this right, and said ok I'm going to build a house here. A year later, build a house here and a year later build a house here, we wouldn't be talking about this, would we.

- Councilmember Pawlowski responded they can't do that.
  - Community and Economic Development Director Matthew Schmitz replied but you can only do a lot split on a property one time. Same way if, under the new Unified Development Ordinance, they would come in and do what's called an Administrative Plat. They get one shot at that for that piece of property. So, if they came in and did this under Administrative Plat, they could have done this, we wouldn't have even had this discussion. There's no public improvements. It meets the qualifiers but because this was started before the UDO was passed, it came through the whole process. Plus, I kind of had a feeling there was going to be this discussion so I wasn't willing to take that and approve it.

Councilmember Pawlowski moved to table the discussion on the perimeter street fee until further information is provided. Councilmember Buehler seconded the motion.

The motion was approved with Councilmember McNeill, Councilmember Studnicka and Councilmember Trinkle voting against the motion.

- City Administrator Tim Vandall stated we'll research the questions you guys asked and bring it back.
  - Mayor Smith stated we'll address that again.

**Structure Removal Cost Share Policy Update:** Councilmember Kirby moved to approve the Structure Removal Cost Share Policy. Councilmember McNeill seconded the motion.

- Councilmember Kirby stated it's been a great benefit for Ward 1.
  - Mayor Smith replied yes it has.
    - Councilmember Kirby stated several new houses are going up because of this. They improve the area. The tax base is working.
      - Councilmember McNeill asked basically extending the policy, right.
        - Mayor Smith responded yes.
          - Councilmember Kirby stated has worked real well.
            - Councilmember McNeill stated extending the timeframe.
              - City Administrator Tim Vandall stated its money already allotted for.
                - Councilmember Kirby responded Morgan Street, Eisenhower.

The motion was unanimously approved.

**Structure Removal Cost Share Request – 124 E. Kansas Ave:** Councilmember McNeill moved to approve the structure removal cost share application with the bid from Linaweaver Construction for the accessory structure located as 124 East Kansas Avenue. Councilmember Buehler seconded the motion.

- Councilmember Kirby asked looking at these pictures here. Is this a house?
  - City Inspector Becky Savidge replied no it's an accessory structure. It was a two-car garage.
    - Councilmember Studnicka stated it's by the Activity Center isn't it.
      - Councilmember McNeill responded it's in the big, you get a better picture in that big packet they had.
        - Councilmember Pawlowski asked that's the one that the house was a repo.
          - City Inspector Becky Savidge replied no. It's right next to it.
            - Councilmember Kirby asked but there is a house on it.
              - City Inspector Becky Savidge responded yes, and the property owner is here.

- Councilmember Kirby asked so what they are asking for is to do a separate structure other than the actual living quarters.
  - City Inspector Becky Savidge replied correct.
- Councilmember Pawlowski asked and that's okay with our policy.
  - City Inspector Becky Savidge stated yes.
- Councilmember Kirby replied I'm good.
- Mayor Smith responded I'm good with it.

The motion was unanimously approved.

**Executive Session – Acquisition of Real Estate:** Councilmember Buehler moved to recess into executive session to discuss land acquisition pursuant to the acquisition of real estate exception K.S.A. 75-4319(b)(6) for 15 minutes, beginning at 7:28 p.m. and returning to the Council Chambers at 7:43 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Kirby moved to return to open session at 7:43 p.m. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

## **REPORTS:**

**Department Heads:** Department Heads had nothing to report.

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

**City Engineer:** City Engineer Matt Harding wished everyone a Happy 4<sup>th</sup> of July.

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

**Governing Body:** Councilmember Pawlowski, Councilmember Garvey, Councilmember McNeill, Councilmember Trinkle and Councilmember Kirby wished everyone a Happy 4<sup>th</sup> of July.

Councilmember Buehler commented a great job was done on the fireworks and provided a fun fact, on this day in 1964 Lyndon B Johnson signed the Civil Rights Act.

Councilmember Studnicka asked why the fireworks started at 10:30pm.

- Councilmember Garvey commented technical difficulties.
  - Community & Economic Development Director Matthew Schmitz stated it was suppose to start at 10:00pm. The show was completely computer controlled. 10% was not accepted by the computer so it was delayed 20 minutes to ensure we wouldn't lose that 10% of the show.
    - Councilmember Studnicka suggested in the future we plan to start around 9:30pm. He has gotten a lot of calls about it starting so late and also noticed several families with small children left early because it started so late and didn't get to see the show.

Councilmember Studnicka asked the show was still 30 minutes like normal but we were suppose to get extra because the fireworks at Lansing Daze was cancelled.

- Community & Economic Development Director Matthew Schmitz replied there was extra included that wouldn't have been there without the money from Lansing Daze.
  - Councilmember Trinkle stated same length just more stuff.
    - Councilmember Studnicka stated he was not pleased with the show. He thought we had put on better shows in the past compared to this year.
      - Councilmember Garvey replied they did post of Facebook on why the show was late. They did a good job informing people why it was late.
        - Councilmember McNeill responded even scheduling it for 10:00pm is late. People bring the kids at 5 and they ride the rides, play games, they are tired and then they wait and wait for the fireworks. As soon as it gets dark, we should start shooting them off.
          - Mayor Smith stated he knows Matt had no control over the computer and he noticed there were some new things added

into the show. Next year the Friday before will be July 3<sup>rd</sup> so maybe not as many complaints.

- Councilmember Kirby asked if the issue with the fireworks was announced at the show.
  - Community & Economic Development Director Matthew Schmitz stated it was announced by the DJ that there would be a 15-20 minute delay.
    - Councilmember Kirby stated good because he did see a number of people leave but he also read it was a great show so he just wanted to make sure it was announced.
  - Mayor Smith commented things happen.
- Community & Economic Development Director Matthew Schmitz responded he does want feedback so they can improve for next year.

Councilmember Trinkle also provided a fun fact, the total weight of bacteria living in the human body is 4.4lbs.

**ADJOURNMENT:**

Councilmember Kirby moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:49 p.m.

**ATTEST:**



\_\_\_\_\_  
Michael W. Smith, Mayor

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Elizabeth Sanford, Director of Finance   
DATE: July 12, 2019  
SUBJECT: Treasurer's Report for Quarter Ending June 30, 2019

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Please find the Treasurer's Report for the second quarter (April through June 30, 2019) attached for your review. This report is published quarterly in accordance with KSA 12-1608, 12-1609.

**Action:**

Staff recommends a motion to approve the Treasurer's Report for the quarter ending June 30, 2019 as presented.

**CITY OF LANSING**  
**TREASURER'S REPORT - QUARTER ENDING JUNE 30, 2019**

| Fund Name                     | Fund Number | Unencumbered Cash Balance 3/31/19<br>DR / (CR) | Receipts            | Disbursements       | Audit Adj. & Net Encumb. Liquidated 6/30/19 | Unencumbered Fund Balance 6/30/19<br>DR / (CR) | Add Reserves, Account Payable, and Encumbrances | Subtract Receivables, Other Assets, and Net Fixed Assets | Treasurer's Cash Balance 6/30/19 |
|-------------------------------|-------------|--|---------------------|---------------------|---|--|---|--|----------------------------------|
| <b>General:</b>               | 10          | 2,626,579.90                                   | 1,796,720.97        | 1,667,506.68        | 0.00  | 2,755,794.19                                   | 192,996.54                                      | 17,133.46  | 2,931,657.27                     |
| <b>Special Revenue:</b>       |             |  |                     |                     |   |  |   |  |                                  |
| Library                       | 20          | 169,386.98                                     | 115,713.44          | 73,859.83           | 0.00  | 211,240.59                                     | 8,445.12  | 0.00   | 219,685.70                       |
| Consolidated Street & Highway | 22          | 294,094.30                                     | 120,290.44          | 131,019.92          | 0.00  | 283,364.82                                     | 8,721.65  | 0.00   | 292,086.48                       |
| Special Parks & Recreation    | 23          | 287,386.44                                     | 27,694.45           | 99,790.72           | 0.00  | 215,290.17                                     | 0.00  | 0.00   | 215,290.17                       |
| Special Alcoholic Liquor      | 24          | 22,735.48                                      | 4,411.10            | 95.00               | 0.00  | 27,051.58                                      | 0.00  | 0.00   | 27,051.58                        |
| Sales Tax (\$.45) Fund        | 26          | 383,043.31                                     | 110,179.04          | 109,239.90          | 0.00  | 383,982.45                                     | 0.00  | 0.00   | 383,982.45                       |
| KS Regional Prisons Museum    | 62          | 139,799.18                                     | 1,607.42            | 0.00                | 0.00  | 141,406.60                                     | 0.00  | 0.00   | 141,406.60                       |
| Hillbrook Subdivision Escrow  | 66          | (725.00)                                       | 0.00                | 0.00                | (725.00)                                    | 0.00   | 17,935.40                                       | 0.00   | 17,935.40                        |
| <b>Agency:</b>                |             |  |                     |                     |   |  |   |  |                                  |
| Bonds Posted                  | 41          | 0.00   | 0.00                | 0.00                | 0.00  | 0.00   | 12,518.36                                       | 0.00   | 12,518.36                        |
| Park Land Trust               | 59          | 16,523.62                                      | 0.00                | 16,500.00           | 0.00  | 23.62  | 0.00  | 0.00   | 23.62                            |
| Mayor's Christmas             | 61          | 13,975.68                                      | 132.00              | 0.00                | 0.00  | 14,107.68                                      | 0.00  | 0.00   | 14,107.68                        |
| Transient Guest Tax           | 63          | 25,569.94                                      | 115,730.75          | 71,233.37           | 0.00  | 70,067.32                                      | 0.00  | 0.00   | 70,067.32                        |
| Facilities Renovation         | 73          | 0.00   | 0.00                | 0.00                | 0.00  | 0.00   | 0.00  | 0.00   | 0.00                             |
| <b>Debt Service:</b>          |             |  |                     |                     |   |  |   |  |                                  |
| Bond & Interest               | 40          | 1,571,446.71                                   | 1,077,634.20        | 0.00                | 0.00  | 2,649,080.91                                   | 0.00  | 0.00   | 2,649,080.91                     |
| <b>Enterprise:</b>            |             |  |                     |                     |   |  |   |  |                                  |
| Wastewater Utility            | 50          | 13,814,469.58                                  | 650,637.64          | 850,702.52          | (10,986.33)                                 | 13,625,391.03                                  | 256,321.77                                      | 12,035,705.40  | 1,846,007.39                     |
| Solid Waste Utility           | 51          | 572,326.13                                     | 145,327.01          | 164,214.07          | 0.00  | 553,439.07                                     | 0.00  | 329,926.70   | 223,512.37                       |
| Investment Fixed Assets       | 90          | 3,992,316.82                                   | 0.00                | 0.00                | 0.00  | 3,992,316.82                                   | 0.00  | 3,992,316.82   | 0.00                             |
| <b>Capital Projects:</b>      |             |  |                     |                     |   |  |   |  |                                  |
| Capital Projects Fund         | 70          | 1,109,294.47                                   | 352,693.83          | 68,941.96           | 0.00  | 1,393,046.34                                   | 0.00  | 0.00   | 1,393,046.36                     |
| Equipment Reserve Fund        | 80          | 98,293.80                                      | 25,271.47           | 38,874.08           | 0.00  | 84,691.19                                      | 0.00  | 0.00   | 84,691.19                        |
| Police Equipment Reserve Fund | 45          | 64,764.37                                      | 4,090.00            | 20,005.00           | 0.00  | 48,849.37                                      | 0.00  | 0.00   | 48,849.37                        |
| Desoto Road Project Fund      | 84          | 420,484.66                                     | 0.00                | 65,355.50           | 0.00  | 355,129.16                                     | 0.00  | 0.00   | 355,129.16                       |
| Sewer Improvement Project     | 85          | 2,104,637.79                                   | 0.00                | 0.00                | 0.00  | 2,104,637.79                                   | 0.00  | 0.00   | 2,104,637.79                     |
|                               |             | 0.00   | 0.00                | 0.00                | 0.00  | 0.00   | 0.00  | 0.00   | 0.00                             |
| <b>Total All Funds</b>        |             | <b>27,726,404.16</b>                           | <b>4,548,133.76</b> | <b>3,377,338.55</b> | <b>(11,711.33)</b>                          | <b>28,908,910.70</b>                           | <b>496,938.84</b>                               | <b>16,375,082.38</b>                                     | <b>13,030,767.17</b>             |

| STATEMENT OF BOND INDEBTEDNESS |                    |                 |                     |               |
|--------------------------------|--------------------|-----------------|---------------------|---------------|
| Bonds                          | General Obligation |                 | Waste Water Revenue | Total         |
|                                | Improvement        | Revolving Loans |                     |               |
| Outstanding as of 4/1/19       | \$ 28,325,000      | \$ -            | \$ -                | \$ 28,325,000 |
| Retired                        | -                  | -               | -                   | -             |
| Issued                         | -                  | -               | -                   | -             |
| Refunded                       | -                  | -               | -                   | -             |
| Outstanding as of 6/30/19      | \$ 28,325,000      | \$ -            | \$ -                | 28,325,000    |
| Temporary Notes                | \$ -               |                 |                     | -             |
| Total Outstanding 6/30/19      |                    |                 |                     | \$ 28,325,000 |


\*Published quarterly in accordance with KSA 12-1608, 12-1609 - Elizabeth Sanford, Director of Finance.



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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Matthew R. Schmitz, Director, Community & Economic Development *MRS*  
DATE: July 18, 2019  
SUBJECT: Conditional Use Permit Application for 125 Rock Creek Loop, Lansing, Kansas

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Explanation: John Bradford, owner of the property at 125 Rock Creek Loop, has applied for a conditional use permit to continue to have an apiary at his home, which is zoned R-1. The conditional use permit will allow the property owner to operate an apiary on his property under the new Unified Development Ordinance (UDO). Mr. Bradford previously operated the apiary at his home under an animal permit through the Police Department, but in May of 2018, a text amendment to the zoning regulations was approved by the City Council which allowed apiaries on R-1 and R-2 zoned residential properties as a hobby.

Under the UDO passed in April of 2019, apiaries are conditionally allowed in R-1 and R-2 zoning districts as a hobby, continuing the previous zoning allowance.

Inspection of the property was completed on June 11, 2019, by City Inspector Savidge, and she found no issues or concerns. A copy of the inspection e-mail is attached for your review.

The Planning Commission voted to recommend approval of this Conditional Use Permit at its June 19, 2019 meeting with a 5-0 vote. The minutes from that meeting and the Conditional Use Permit checklist are included for your review.

Policy Considerations: None.

Action: Approve, approve with conditions, remand back to Planning Commission, or deny with a super majority vote of the governing body. Staff recommends a motion to approve the request for the conditional use permit for 125 Rock Creek Loop for a period not to exceed five years.

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**AGENDA ITEM #**

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3



## CONDITIONAL USE CHECKLIST

Checklist Completed by: Matthew R. Schmitz MRS  
Conditional Use Case No. 2019-4  
Date Filed: May 13, 2019  
Date Advertised: May 24, 2019  
Date Notices Sent: May 24, 2019  
Public Hearing Date: June 19, 2019

I. Applicant's Name: John Bradford

Applicant's Authorized Agent: n/a

II. Information in Application Correct? Yes ☒ No ☐

If no, explain: \_\_\_\_\_

III. Adjacent Zoning and Land Use:

| <u>Direction</u> | <u>Land Use</u>        | <u>Zoning</u> |
|------------------|------------------------|---------------|
| North            | Parkland/Commercial    | B-3           |
| South            | Single Family Dwelling | R-1           |
| East             | Single Family Dwelling | R-1           |
| West             | Single Family Dwelling | R-1           |

IV. Present Use of Property: The property is a large lot single family dwelling.

V. Conditional Use Requested: Request a conditional use permit to allow and operate an apiary (Hobby) use in the R-1 zoning for which the property is zoned.

Reference Unified Development Ordinance Section 2.07, B. Review Criteria:

VI. The proposed conditional use does or does not meet the standards:

A. The proposed conditional use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations, and use limitations, unless specifically exempted by the provisions of these regulations. Apiaries are allowed in R-1 with a Conditional Use Permit. The property is large enough that it meets the requirements.

Yes ☒ No ☐

B. The proposed conditional use at the specified location will contribute to and promote the welfare or convenience of the public. Apiaries allow for pollination of plants and flowers in the area.

Yes ☒ No ☐

C. The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located. Apiaries in use in residential districts generally have docile bees housed in them and do not significantly impact surrounding properties.

Yes ☒ No ☐

**D. The location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to the location, nature, and height of buildings, structures, walls, and fences on the site; and the nature and extent of landscaping and screening on the site. The use of the property as an apiary is subsidiary and ancillary to the primary use as a residential dwelling. It will have no effect on the surrounding properties in terms of domination of the neighborhood.**

Yes ☒ No ☐

**E. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect. N/A**

Yes ☐ No ☐

**F. Adequate utility, drainage, and other such necessary facilities have been or will be provided. N/A**

Yes ☐ No ☐

**G. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys. N/A**

Yes ☐ No ☐

**Matthew R. Schmitz**

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**From:** Rebecca Savidge  
**Sent:** Wednesday, June 12, 2019 2:24 PM  
**To:** Matthew R. Schmitz  
**Subject:** Bee inspection -125 Rock Creek Loop

An inspection was completed on June 11, 2019 at 125 Rock Creek Drive. John Bradford has applied for a conditional use permit for hobby apiary. There currently is two bee boxes on the rear portion of the property about midway. One is on the east side and one on the west side. The complete rear of the property along the creek line has signs posted letting anyone in the area is notified there are bees on the private property. This is a renewal just the conditional use is bringing the property into compliance. There has never been any complaints received. It also have been checked with the Wendy Burr, Animal Control Officer and there have been no complaints through her on this property in any previous years

Rebecca Savidge  
City Inspector  
City of Lansing

Sent from my iPhone

**Call to Order** – The monthly meeting of the Lansing Planning Commission was called to order by Chairman Ron Barry at 7:03 p.m. Also present were Vice-Chairman Kirsten Moreland, and Commissioners Marcus Bean, Nancy McDougal, and Jake Kowalewski. Commissioners Mike Suozzo and Jerry Gies were unable to attend. Chairman Barry noted that a quorum was present.

**Approval of Minutes, May 15, 2019, Regular Meeting** – Vice-Chairman Moreland made a motion to approve the minutes of the May 15, 2019, meeting, seconded by Commissioner Kowalewski. The motion passed, with Chairman Barry abstaining.

**Old Business** – none

**New Business: 1. Public Hearing – Conditional Use Permit – 125 Rock Creek Loop, Lansing, Kansas**. Chairman Barry stated an application was submitted by John Bradford, property owner, that would allow an apiary at the property located at 125 Rock Creek Loop, Lansing, Kansas. He noted the property is zoned R-1, Suburban Residential.

Chairman Barry opened the public hearing at 7:04 p.m. Since there was no one in the audience who wished to speak, he closed the public hearing at 7:05 p.m. He noted this begins the 14-day protest period.

Chairman Barry then asked Commissioners to consider the checklist as a finding of fact. Since there were no questions or comments regarding the checklist, Commissioner Bean made a motion to approve the checklist as a finding of fact. The motion was seconded by Vice-Chairman Moreland and passed unanimously.

Chairman Barry stated Mr. Bradford has been operating this apiary for many years and no comments or complaints have been received by staff.

Chairman Barry then asked for a motion to recommend approval, approval with conditions, or disapproval the conditional use permit for 125 Rock Creek Loop. Commissioner Bean made a motion to recommend approval, seconded by Commissioner Kowalewski, and the motion was unanimously approved.

It was stated that, because of the requirement for a 14-day protest period and because the next City Council meeting was moved up from July 4 to July 2, this application will go before the Council at its July 18 meeting.

**2. Final Plat – Homestead Acres – Sycamore Ridge Drive and Mt. Calvary Road, Lansing, Kansas**. Chairman Barry stated an application was submitted by Joe Herring, acting as the agent for Elizabeth Heslop and Ray F. Jones, property owners, for a final plat for Homestead Acres, generally located at Sycamore Ridge Drive and Mt. Calvary Road, Lansing, Kansas. He noted the property is zoned R-1, Suburban Residential.

Chairman Barry asked members to consider the checklist as a finding of fact. Chairman Barry asked if staff had any issues that still needed to be addressed. Community and Economic Development Director Matthew Schmitz stated the plat was sent to the County Surveyor, Wayne Malnicof, for his review. He stated Mr. Malnicof had a couple of comments that were minor things that can be cleared up before the final plat is signed and filed. Mr. Schmitz also stated

there were several items on the checklist marked "no" for which the explanation was given in the agenda memo. He stated the majority of these were also issues that can be taken care of before filing. One item on the checklist that Mr. Schmitz stated he intends to clean up is the requirement for the plat to be submitted on Mylar. He said since everything is filed and kept electronically now, there's really no need for that.

Mr. Schmitz also stated that he and City Engineer Matt Harding had talked about perimeter street fees on this property. He stated this is something staff will be asking the City Council to weigh in on, as perimeter street fees for this property would be approximately \$110,000. Chairman Barry asked for further explanation about this. Mr. Schmitz stated perimeter street fees are collected whenever a piece of ground is platted to put money away for future street construction. He stated there is 560' of frontage along Mt. Calvary Road that would need to have perimeter street fees collected on it, plus the fact that Mt. Calvary is a collector street, which would require sidewalk, etc. according to our standards. He noted that adds up to around \$110,000. Chairman Barry clarified this has no bearing on the final plat and Mr. Schmitz stated that was correct, that he brought it up for informational purposes only.

Chairman Barry next stated he thought on the preliminary plat there were some setback issues. Mr. Harding stated that the legal description shown includes the right of way, which is not owned by these property owners, but by the city or county. Mr. Harding said that if that is okay with the County Surveyor, it was okay with him. Mr. Schmitz stated the County Surveyor had no comment on it. Mr. Herring stated this property was in the county before it came into the city and that county descriptions include right of way, but the county doesn't go out and seek right of way like the cities do, so it is in the description that this plat will clean up that dedication to the city. He also stated the lot acreage shown does not include right of way, but the total acreage does.

Mr. Harding asked Mr. Herring about the 30' right of way that's being dedicated by these property owners and Mr. Herring said it was his understanding that the 30' right of way exists as an easement to Leavenworth County, so this will clean it up to where it's dedicated to the city and the city owns it fee simple. Mr. Schmitz said the difference between an easement used for road purposes and right of way is that the city owns right of way, whereas an easement used for the road is still owned by the property owners, but a piece of it is used by the county.

Since there were no other questions regarding the checklist, Chairman Barry entertained a motion to approve it as a finding of fact. Commissioner McDougal made the motion to approve, seconded by Vice-Chairman Moreland. The motion passed unanimously.

Chairman Barry then asked for a motion to recommend approval, approval with conditions, or disapproval the final plat for Homestead Acres. Commissioner McDougal made a motion to recommend approval of this final plat. The motion was seconded by Commissioner Kowalewski and was unanimously approved. It was stated this plat will go before the City Council at its July 2 meeting.

#### **Notices and Communications** – none

**Reports – Commission and Staff Members** – Chairman Barry asked Mr. Schmitz about the funding for the Comprehensive Plan update and he stated he won't have a decision on that probably until August since the budget won't be approved until the end of July. Mr. Schmitz also

Lansing Planning Commission  
Regular Meeting  
June 19, 2019

stated the possibility of obtaining agenda software has been pushed back until probably the beginning of 2020.

Since there was no other business to discuss, Chairman Barry entertained a motion for adjournment. Vice-Chairman Moreland made a motion to adjourn. It was seconded by Commissioner McDougal and passed by acclamation. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Cynthia Tripp, secretary

Reviewed by,



*MRS*

Matthew R. Schmitz, Community and Economic Development Director

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk   
DATE: July 9, 2019  
SUBJECT: Executive Session – Personnel Matters of Non-Elected Personnel

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Executive Session will be called to discuss personnel matters of non-elected personnel.

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AGENDA ITEM #

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4

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

## Vehicles

| Year  | Make | Model     | Description        | Mileage<br>Start | Mileage<br>Ending | Miles<br>Driven | Comments |
|-------|------|-----------|--------------------|------------------|-------------------|-----------------|----------|
| 2007  | Ford | Econoline | 15 Passenger Wagon | 19502            | 19,727            | 225             |          |
|       |      |           |                    |                  |                   | 0               |          |
|       |      |           |                    |                  |                   | 0               |          |
|       |      |           |                    |                  |                   | 0               |          |
|       |      |           |                    |                  |                   | 0               |          |
| Total |      |           |                    |                  |                   | 225             |          |

## Equipment

| Year  | Make    | Model   | Description                | Hours<br>Start | Hours<br>End | Hours<br>Used | Comments                  |
|-------|---------|---------|----------------------------|----------------|--------------|---------------|---------------------------|
| 2018  | Advance | SC1500  | AutoScrubber Floor Machine | 18.09          | 21.9         | 3.81          | Community Center Cleaning |
| 2018  | Kubota  | ZG227-A | Mower                      | 60             | 78.8         | 18.8          |                           |
|       |         |         |                            |                |              | 0             |                           |
|       |         |         |                            |                |              | 0             |                           |
|       |         |         |                            |                |              | 0             |                           |
|       |         |         |                            |                |              | 0             |                           |
| Total |         |         |                            |                |              | 22.61         |                           |



# Parks and Recreation Fleet Report June 2019

## Vehicles

| Year  | Make      | Model     | Description   | Mileage<br>Start | Mileage<br>Ending | Miles<br>Driven | Current Use         | Comments |
|-------|-----------|-----------|---------------|------------------|-------------------|-----------------|---------------------|----------|
| 2002  | Ford      | Explorer  | SUV           | 128,642          | 128,642           | 0               | Parks maintenance   |          |
| 2011  | Dodge     | Charger   | passenger car | 77,630           | 77,726            | 96              | Activity Center use |          |
| 2014  | Ford      | F-350     | Dump truck    | 12458            | 12564             | 106             | Parks maintenance   |          |
| 2017  | Chevrolet | Silverado | truck         | 10552            | 10887             | 335             | Parks maintenance   |          |
| 2018  | Ford      | F-350     | 4-dr crew     | 6900             | 7519              | 619             | Parks maintenance   |          |
| Total |           |           |               |                  |                   | 1,156           |                     |          |

## Equipment

| Year  | Make            | Model      | Description     | Hours<br>Start | Hours<br>End | Hours<br>used | Current Use       | Comments        |
|-------|-----------------|------------|-----------------|----------------|--------------|---------------|-------------------|-----------------|
| 1992  | Massey Ferguson | 1020       | Tractor         | 1977           | 1977         | 0             | Parks maintenance |                 |
| 2005  | Kubota          | F3060      | mower           | 286.1          | 287.2        | 1.1           | Parks maintenance |                 |
| 2007  | Turbo Tool Cat  | 5600       | utility vehicle | 1065           | in shop      | n/a           | Parks maintenance | not available * |
| 2012  | Wright          | ZK         | stander mower   | 1025.8         | in shop      | n/a           | Parks maintenance | not available * |
| 2014  | Kubota          | ZD331LP-72 | mower           | 1290.3         | 1307         | 16.7          | Parks maintenance |                 |
| 2016  | ABI             | Force      | infield groomer | 166.8          | 184.5        | 17.7          | Parks maintenance |                 |
| 2017  | Kubota          | ZD1211     | mower           | 392.7          | 411.2        | 18.5          | Parks maintenance |                 |
| 2018  | Polaris         | Ranger     | utility vehicle | 85.3           | 95.3         | 10            | Parks maintenance |                 |
| 2019  | Exmark          | LZ 72      | mower           | 38.3           | 58           | 19.7          | Parks maintenance |                 |
| 2019  | Emark           | LZ 96      | mower           | 28.3           | 43.2         | 14.9          | Parks maintenance |                 |
| Total |                 |            |                 |                |              | *98.6         |                   |                 |

Lansing Police Department  
Vehicle Fleet End of Month Report

Jun-2019

| Unit | Year | Make/Model    | Last 5 VIN | Mileage<br>as of 06/03 | Mileage<br>as of 07/12 | Miles<br>Driven | Current Use    | Future Use     | Comments                    |
|------|------|---------------|------------|------------------------|------------------------|-----------------|----------------|----------------|-----------------------------|
| 1    | 2013 | Ford Explorer | 40459      | 77605                  | 78350                  | 745             | Detective      | Detective      | Limited Use - Detective     |
| 2    | 2012 | Dodge Charger | 07028      | 52476                  | 53571                  | 1095            | Patrol         | Patrol         | Fit for patrol duty         |
| 3    | 2015 | Ford Explorer | 40975      | 54627                  | 56125                  | 1498            | Patrol         | Patrol         | Fit for patrol duty         |
| 4    | 2015 | Ford Explorer | 40976      | 38501                  | 39744                  | 1243            | Patrol         | Patrol         | Fit for patrol duty         |
| 5    | 2012 | Dodge Charger | 07027      | 39019                  | 39250                  | 231             | Lieutenant     | Lieutenant     | Limited Use - Lieutenant    |
| 6    | 2019 | Dodge Durango | 85334      | 62                     | 1864                   | 1802            | Sergeants      | Sergeants      | Limited Use - Sergeants     |
| 7    | 2018 | Ford Explorer | 34004      | 3991                   | 4525                   | 534             | Captain        | Captain        | Limited Use - Captain       |
| 8a   | 2017 | Dodge Charger | 86270      | 34371                  | 35833                  | 1462            | Patrol         | Patrol         | Down for repairs            |
| 9    | 2018 | Ford Explorer | 34003      | 12563                  | 14929                  | 2366            | Patrol         | Patrol         | Fit for patrol duty         |
| 10   | 2011 | Dodge Charger | 52349      | 50072                  | 51952                  | 1880            | SRO/Training   | SRO/Training   | Fit for SRO/Training        |
| 11   | 2003 | Ford F150     | 64639      | 81839                  | 82094                  | 255             | Animal Control | Animal Control | Fit for animal control duty |
| 12   | 2019 | Dodge Durango | 85335      | 0                      | 726                    | 726             | Chief          | Chief          | Limited Use - Chief         |
| 13a  | 2017 | Dodge Charger | 96163      | 34265                  | 35636                  | 1371            | Patrol         | Patrol         | Fit for patrol duty         |
| 15   | 2018 | Ford Explorer | 34002      | 13342                  | 14963                  | 1621            | Patrol         | Patrol         | Fit for patrol duty         |
| 17   | 2016 | Dodge Charger | 23367      | 28632                  | 29881                  | 1249            | Patrol         | Patrol         | Fit for patrol duty         |
|      |      |               |            | 0                      | 0                      | 0               |                |                |                             |
|      |      |               |            |                        |                        |                 |                |                |                             |
|      |      |               |            |                        |                        |                 |                |                |                             |
|      |      |               |            |                        | <b>Mileage Total:</b>  | <b>18078</b>    |                |                |                             |

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

| <b>Year</b> | <b>Make</b>   | <b>Model</b> | <b>Description</b> | <b>Mileage<br/>Starting</b> | <b>Mileage<br/>Ending</b> | <b>Miles Driven</b> | <b>Comments</b>              |
|-------------|---------------|--------------|--------------------|-----------------------------|---------------------------|---------------------|------------------------------|
| 2008        | Ford          | Ranger XLT   | LT. Pick-up Ext    | 56,396                      | 56,592                    | 196                 |                              |
| 2007        | Ford          | Ranger XLT   | LT. Pick-up Ext    | 44,778                      | 45,145                    | 367                 |                              |
| 1998        | Ford          | 1/2 ton      | Pick-up            | 65,227                      | 65,475                    | 248                 |                              |
| 2005        | Ford          | Ranger       | LT. Pick-up Ext    | 43,470                      | 43,704                    | 234                 |                              |
| 2000        | Ford          | Explorer     | SUV                | 189,583                     | 189,583                   | 0                   | City Hall - Purple Wave Item |
| 2005        | Sterling      | LT 8500      | Dump Truck         | 51,573                      | 52,258                    | 685                 |                              |
| 2007        | Elgin         | Crosswind J+ | Street Sweeper     | 6,156                       | 6,174                     | 18                  |                              |
| 1992        | Ford          | 700          | Dump Truck         | 64,002                      | 64,002                    | 0                   |                              |
| 2017        | Chevrolet     | 3500         | Pick-up Truck      | 11,615                      | 12,279                    | 664                 |                              |
| 2002        | Ford          | F350 4x4     | Dump Truck         | 75,695                      | 75,708                    | 13                  |                              |
| 2011        | International | 7400         | Dump Truck         | 16,781                      | 16,889                    | 108                 |                              |
| 2016        | Ford          | F350 4x4     | One-ton Dump Truck | 9,260                       | 9,646                     | 386                 |                              |
| 2006        | Dodge         | Charger      | Sedan              | 124,026                     | 124,253                   | 227                 |                              |
| 2013        | Ford          | Explorer     | SUV                | 64,864                      | 65,141                    | 277                 |                              |

**Equipment**

| <b>Year</b> | <b>Make</b> | <b>Model</b> | <b>Description</b> | <b>Hours Starting</b> | <b>Hours Ending</b> | <b>Hours Used</b> | <b>Comments</b>  |
|-------------|-------------|--------------|--------------------|-----------------------|---------------------|-------------------|------------------|
| 1997        | JD          | 770BH        | Grader             | 5,062                 | 5,064               | 2                 |                  |
| 2004        | IR          | DD-24        | Asphalt Roller     | 274                   | 274                 | 0                 |                  |
| 2006        | IR          | 185          | Air Compressor     | 198                   | 198                 | 0                 |                  |
| 1993        | Ford        | 5030         | Tractor            | 523                   | 523                 | 0                 | Purple Wave Item |
| 1997        | Bobcat      | 763          | Skid Steer         | 2,128                 | 2,130               | 2                 |                  |
| 2014        | Case        | 580 SNWT     | Backhoe            | 1,203                 | 1,218               | 15                |                  |
| 2002        | Crafco      | 110          | Crack Sealer       | 808                   | 808                 | 0                 |                  |
| 2003        | Kubota      | L3710        | Tractor            | 1,602                 | 1,607               | 5                 |                  |
| 2009        | Case        | 465          | Skid Steer         | 614                   | 617                 | 3                 |                  |
| 2018        | John Deere  | 5065E        | Tractor            | 7                     | 30                  | 23                |                  |

Jun-19

|                 |          |                |            |
|-----------------|----------|----------------|------------|
| City Influent   | 42.71 MG | City Avg Daily | 1.42 MGD   |
| LCF Influent    | 16.05 MG | LCF Daily Avg  | .535 MGD   |
| Total Biosolids | 0.636    | Precip         | 6.8 inches |

Vehicles

| Year  | Make         | Model  | Description   | Mileage Start | Mileage Ending | Miles Driven | Current Use        | Comments                              |
|-------|--------------|--------|---------------|---------------|----------------|--------------|--------------------|---------------------------------------|
| 1999  | Sterling     | Vactor | Jet Truck     | 8201          | 8223           | 22           | Collection System  |                                       |
| 2002  | Ford         | 350    | Pick Up Truck | 94630         | 94648          | 18           | Ops/Maint.         |                                       |
| 2012  | Chevrolet    | Tahoe  | SUV           | 99575         | 100186         | 611          | Ops/Maint.         |                                       |
| 2005  | Ford         | 550    | Flatbed Truck | 42957         | 42957          | 0            | Ops/Maint.         |                                       |
| 2019  | Ford         | F250   | Pick Up Truck | 1490          | 1618           | 128          | Ops/Maint.         |                                       |
| 2019  | Ford         | F250   | Flatbed Truck | 68            | 109            | 41           | Ops/Maint.         | New vehicle added to fleet 06/27/2019 |
| 2005  | Freightliner | M2106  | Dump Truck    | 20937         | 21869          | 932          | Biosolids Disposal |                                       |
| Total |              |        |               |               |                | 1752         |                    |                                       |

Equipment

| Year | Make       | Model      | Description     | Hours Start | Hours Ending | Hours Used | Current Use        | Comments                                      |
|------|------------|------------|-----------------|-------------|--------------|------------|--------------------|---|
| 1991 | Case       | 1825       | Uni-Loader      | 950         | 951          | 1          | Plant Activities   |   |
| 1999 | Sterling   | Vactor     | Jet Truck       | 2245        | 2248         | 3          | Collection System  |   |
| 1999 | Aries      | Saturn III | Camera Trailer  | 344         | 344          | 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 | 1252        | 1265         | 13         | Operations         |   |
| 2004 | Case       | 621D       | Loader          | 2312        | 2315         | 3          | Operations         |   |
| 2005 | Polaris    | Ranger #2  | Utility Vehicle | 1253        | 1262         | 9          | Maintenance        |   |
| 2006 | JCB        | 531-70     | Telehandler     | 579         | 580          | 1          | Plant Activities   |   |

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

**TO:** Tim Vandall, City Administrator

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

**DATE:** July 1, 2019

| <b>PERMITS AND LICENSES:</b>  | <b><u>Current Month</u></b> | <b><u>Year to Date</u></b> |
|---|-----------------------------|----------------------------|
| Number of permits issued.....   | 27                          | 145                        |
| Number of permits for new single-family housing .....   | 0                           | 1                          |
| Number of permits for new multi-family housing .....  | 0                           | 0                          |
| Number of occupancy certificates issued .....   | 1                           | 9                          |
| Total valuation of residential and commercial<br>construction and remodeling for which<br>permits were issued ..... | \$74,273.65                 | \$1,920,064.12             |
| Permit fees.....  | \$1,616.50                  | \$20,407.50                |
| Number of inspections performed .....   | 56                          | 264                        |
| Number of trade licenses issued .....   | 7                           | 288                        |
| Total trade contractor licenses issued .....  | 4                           | 96                         |
| Number of occupational licenses issued .....  | 2                           | 83                         |

| <b>CODE ENFORCEMENT:</b>                  | <b><u>Current Month</u></b> | <b><u>Year to Date</u></b> |
|---|-----------------------------|----------------------------|
| <u>Nuisance Report</u>                    |                             |                            |
| Three Day Warnings:.....                  | 13                          | 120                        |
| Certified Letters Sent: .....             | 0                           | 0                          |
| Compliance: .....                         | 9                           | 94                         |
| Compliance Review: .....                  | 10                          | 113                        |
| <u>Vehicle Report</u>                     |                             |                            |
| Warning Letters/Verbal: .....             | 5                           | 27                         |
| Certified Letters Sent (20 Days): .....   | 0                           | 0                          |
| Compliance: .....                         | 2                           | 14                         |
| Compliance Review: .....                  | 3                           | 20                         |
| <u>Weeds Report</u>                       |                             |                            |
| Three Day Warnings:.....                  | 31                          | 194                        |
| Certified Letters Sent: .....             | 6                           | 17                         |
| Compliance: .....                         | 23                          | 148                        |
| Compliance Review: .....                  | 39                          | 184                        |
| <u>Infiltration of Storm Water System</u> |                             |                            |
| Three Day Warnings:.....                  | 0                           | 0                          |
| Certified Letters Sent: .....             | 0                           | 0                          |
| Compliance: .....                         | 0                           | 0                          |
| Compliance Review: .....                  | 0                           | 0                          |
| <u>Additional Actions</u>                 |                             |                            |
| Violation Publications:.....              | 0                           | 0                          |
| Number of Court Actions: .....            | 0                           | 0                          |
| Abated: .....                             | 0                           | 1                          |
| Citations: .....                          | 0                           | 0                          |
| Contracted for Work:.....                 | 2                           | 3                          |