



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

COUNCIL AGENDA
Regular Meeting
Thursday, June 20, 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. Ex-Officio Member for Parks & Recreation Advisory Board Appointment
3. Special Use Permit Request – More than 4 Animals – 411 Hillbrook Ct.
4. Independence Day Celebration Special Event Permit and Temporary CMB/Beer Sales
5. Award of Bid – Municipal Annex Building Tuck Pointing Repairs

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

AGENDA ITEM

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

The Regular Meeting Minutes for June 6, 2019 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for June 6, 2019 as presented.

AGENDA ITEM #

CITY OF LANSING

CITY COUNCIL MEETING

REGULAR MEETING MINUTES
June 6, 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 and Dave Trinkle

Ward 2: Don Studnicka

Ward 3: Jesse Garvey

Ward 4: Gregg Buehler and Tony McNeill

Councilmembers Absent: Kerry Brungardt and Andi Pawlowski

OLD BUSINESS:

Approval of Minutes: Councilmember Buehler moved to approve the regular meeting minutes of May 16, 2019, as presented. Councilmember Garvey seconded the motion. The motion was approved with Councilmember Studnicka abstaining from the vote.

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

Presentations: Mark Linaweaver, Marcus Linaweaver and Spencer Foster from Linaweaver Construction updated the Council on the Desoto Road project. The partial wall on the east side of the road is up and box culverts and storm sewer drains are in. Lan-Del needs to run some water lines and then Linaweaver will install a valve on the water line, as it will be exposed. Grading to the North will start now that the weather isn't as wet. As long as weather conditions stay normal for a couple of months, they are anticipating the project will be ahead of schedule.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Temporary Special Event Permit – Library Sponsored Film Viewing Event: Councilmember Buehler moved to approve the Temporary Special Event Permit for June 26, 2019 for the Film Viewing Event at the Lansing Community Library by the First City Film Festival Foundation. Councilmember McNeill seconded the motion.

- Councilmember Kirby stated I have a question.
 - Mayor Smith responded go ahead Gene.
 - Councilmember Kirby asked drink ticket, do they buy tickets. Is that how?
 - Library Director Terri Wojtalewicz replied no what they will do is the First City Film Festival is going to be purchasing it. It's going to be if you are of age and you're attending and if you choose to, you can get one drink ticket for one drink for the evening. And that's it.
 - Mayor Smith asked anybody else.

The motion was unanimously approved.

Conditional Use Permit Renewal Request – 1221 & 1223 E. Gilman Road: Councilmember Buehler moved to approve the Conditional Use Permit for 1221 & 1223 E. Gilman Road for a period not to exceed 5 years. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

Final Development Plan – 1205 N. Main Street: Councilmember Buehler moved to approve the final development plan for 1205 N. Main Street. Councilmember Studnicka seconded the motion.

- Councilmember Kirby stated question.
 - Mayor Smith replied go ahead Gene.
 - Councilmember Kirby asked the sidewalk, they're going to go ahead and put it in.
 - Councilmember Studnicka responded yes.
 - Community and Economic Development Director Matthew Schmitz replied the north side of Eisenhower, yes.
 - Councilmember Kirby stated yeah, I read that. Ok.

- Community and Economic Development Director Matthew Schmitz stated and then at the intersection of Main and Eisenhower there, we're still waiting on comments back from K-Dot. Once we get those back, that will be integrated in the construction documents.
 - Councilmember Kirby responded ok I thought I read it. I just wanted to double check.

The motion was unanimously approved.

Executive Session – Economic Development: Councilmember Buehler moved to recess into executive session to review economic development activities pursuant to the discussion of confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships, exception K.S.A. 75-4319(b)(4) for 25 minutes, beginning at 7:08 p.m. and returning to the Council Chambers at 7:33 p.m. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Councilmember Kirby moved to return to open session at 7:33 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 recommended the shows Band of Brothers and Pacific if anyone has interest in the history of WWII.

City Engineer: City Engineer Matt Harding thanked all who have served our country.

City Administrator: City Administrator Tim Vandall let the Council know there will be a joint work session on August 12th at 6pm with the school district in regard to the sidewalk on 147th Street. There is a meeting on June 12th at 1pm in Leavenworth to talk about transit needs in the community. If the Council knows of any transit issues or needs within the City, let Tim know so it can be discussed during the meeting. The City received its valuation and it went up 3.87% which is great news. It helps Finance Director Beth Sanford start figuring out what we can fund while keeping property taxes flat. Public Works Director Jeff Rupp has been working a pipe issue with the property owners on Robin Road. The main pipe has been replaced but it still discharges into an older pipe.

- Councilmember Studnicka stated he spoke to the owner and all he wants is his front yard restored to the way it was. Councilmember Studnicka let him know that would require the City to have permission to come onto the property to do some work and he was agreeable to that in efforts of getting the issue resolved.
- Councilmember Buehler asked City Administrator Tim Vandall if he knew when Highland Park would be available to residents.
 - City Administrator Tim Vandall stated he thought the time for the concrete to cure was up tomorrow. A press release will go out as soon as it can be used. He stated it looks great and will be a lot safer for children.

Governing Body: Mayor Smith let the Council know the City Administrators evaluation will be coming up soon. Mayor Smith also stated there is a sign at 4-H Road and DeSoto Road letting residents know they can now use DeSoto Road up to West Mary Street. Mayor Smith stated he will not be at the June 20th Council Meeting.

Councilmember Trinkle asked about Aldi's being closed.

- Community and Economic Development Director Matthew Schmitz addressed Aldi's intention to renovate to expand the size of the store. Further information regarding Aldi being open or closed during renovation will be posted on the Lansing KS Happening Facebook page and in the weekly email blast.

Councilmember Buehler stated everyone knows 75 years ago today was D-Day, but also on this day in 1968, Bobby Kennedy died because he was shot and killed.

Councilmember Studnicka echoed Councilmember Buehler's statement on D-Day and he would also like people to remember all of the men and women from WWII because there was over a million men and women in combat in the Pacific at the same time as Normandy.

Councilmember Kirby thanked Councilmember Studnicka for mentioning what was going on everywhere and not just in Europe. He wished Andi's mom and speedy and healthy recovery from surgery. He also recognized the Scouts present at the meeting.

ADJOURNMENT:



Councilmember Kirby moved to adjourn. Councilmember Garvey seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:43 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk


AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: June 12, 2019
SUBJECT: Ex-Officio Member for the Parks & Recreation Advisory Board Appointment

An Ex-Officio position exists on the PRAB Board. 1 Councilmember has expressed interest in the position. Mayor Smith would like to appoint Gene Kirby to the Ex-Officio position. Per Lansing City Code Chapter 1, Section 207, the Mayor, with approval of the City Council shall appoint members of various City Boards and Committees.

Action: A motion to appoint Gene Kirby as an Ex-Officio member of the Parks & Recreation Advisory Board.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Steve L. Wayman, Chief of Police
DATE: 06/13/19
SUBJECT: Special Use Permit ~ 411 Hillbrook Ct, Lansing, KS 66043

Heather and Charles Jones have applied for a special use permit to keep more than 4 animals at 411 Hillbrook Court. Attached is ACO Burr's findings in this request.

Action:

A motion to approve or deny the special use permit for 411 Hillbrook Ct, Lansing, KS 66043



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: Heather Jones + Charles Jones
Address: 411 Hillbrook Ct, Lansing KS 48903
Street City State Zip Code
Proposed Location (if different): _____
Street City State Zip Code
Mailing Address (if different): same as above
Street City State Zip Code
Telephone (Day): 913-306-0080 Telephone (Evening): 913-683-5349 Email: Hjones@edwardsvilleks.org
Property Owner Name: Heather + Charles Jones Property Owner Telephone: 913-306-0080
Property Owner Address: same as mailing
Street City State Zip Code
Number of Each Type of Animal: Dogs = 4 Cats = 2
General Description of Each Animal: Grady - Black Chow mix, Fiona - Reddish Brown-Pitmix
Bear - Golden Lab, Lucky - Black miniature poodle
Rockey - Brown Tabby, Smokey, Grey/white tabby
Noises or Odors Anticipated: possible Barking
Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: House +
Fenced in Back yard
Interest in Such Animal(s): Family pets, two inherited after
grandmother passed away.
Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: none
Safety Precautions to be Taken: One dog will be put on lead due to
Jumping
Prior Incidents Involving Public Health or Safety: none

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

LICENSE INFORMATION

☐ Other: _____
(\$25.00)

Renewal: ☐ Yes ☒ No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Heather Jones Date: 6/3/19

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 6/3/19
Signature Date

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

Cost: 25 License Period: exp 12/31/2019

Inspection Scheduled: 6/15/2019

Amount Received: \$12.50 ☒ Cash ☐ Check ☐ Credit

Police Signature: _____

Council Meeting Date: 6/12/19 ☐ Approved ☐ Denied



Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

Type of Permit:	<input checked="" type="checkbox"/> More Than 4 Animals	<input type="checkbox"/> Dangerous Animal(s)
	<input type="checkbox"/> Kennel	<input type="checkbox"/> Other _____

Applicant's Name (LAST, First MI.) Jones, Heather Dawn	Report Date (MM/DD/YYYY): 06/12/19
Applicant's Address (Street, City, Zip): 411 Hillbrook Ct, Lansing 66043	

Permit Application Initiated By:	<input checked="" type="checkbox"/> Voluntary Compliance	<input type="checkbox"/> Observed Violation	<input type="checkbox"/> Citizen Complaint
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Adjoining Residential Contact: Name: Stephen/Rachel Braga	Physical Address: 410 Hillbrook Ct, Lansing 66043	Phone # (If applicable):
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 06/13/19	

Adjoining Residential Contact: Name: Evan Thompson	Physical Address: 413 Hillbrook Ct, Lansing 66043	Phone # (If applicable):
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 06/13/19	

Adjoining Residential Contact: Name: Kirk/Michelle Taylor	Physical Address: 400 Hillbrook Dr, Lansing 66043	Phone # (If applicable): 913.702.5736
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 06/13/19	

Adjoining Residential Contact: Name: Robert/Robin Jackson	Physical Address: 408 Hillbrook Dr, Lansing 66043	Phone # (If applicable): 913.727.1515
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 06/13/19	

In Current Ordinance Compliance:	Areas Of Non-Compliance:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Animal Tags <input type="checkbox"/> Fencing
Photos Taken & Retained:	<input type="checkbox"/> Insurance <input type="checkbox"/> Permit
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vaccinations <input type="checkbox"/> Other: _____
	<input type="checkbox"/> Signage <input type="checkbox"/> Other: _____

Results of Applicant Interview & Property Inspection / Officer's Narrative: Permit inspection was initiated on 06/05/19. Photos were taken. All animals were licensed prior to applying for permit. Applicants are new homeowners for the residence and have no prior history in Lansing. I found no violations during the inspection and recommend approval of the permit.
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Council Presentation (MM/DD/YYYY & HHMM): 06/20/2019@1900	Applicant Notified (of Council Presentation) On (MM/DD/YYYY & HHMM): 06/05/2019@1600
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Submitted By: ACO W. Burr/1548	Date: 6/13/19	Reviewed By:	Date:
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City of Lansing Police Department



June 13, 2019

Dear Stephen & Rachel Braga,

This letter is to inform you that your neighbors Heather & Charles Jones have applied for a permit to own more than 4 animals in the City of Lansing. The Jones' are in possession of 3 dogs and 2 cats on the property. They are compliant with City ordinance 2-507 by having their dogs and cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on June 20, 2019 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,

W. Burr #1548
Animal Control Officer
Lansing Police Department



City of Lansing Police Department



June 13, 2019

Dear Robert & Robin,

This letter is to inform you that your neighbors Heather & Charles Jones have applied for a permit to own more than 4 animals in the City of Lansing. The Jones' are in possession of 3 dogs and 2 cats on the property. They are compliant with City ordinance 2-507 by having their dogs and cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on June 20, 2019 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,

W. Burr #1548
Animal Control Officer
Lansing Police Department



City of Lansing Police Department



June 13, 2019

Dear Evan Thompson,

This letter is to inform you that your neighbors Heather & Charles Jones have applied for a permit to own more than 4 animals in the City of Lansing. The Jones' are in possession of 3 dogs and 2 cats on the property. They are compliant with City ordinance 2-507 by having their dogs and cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on June 20, 2019 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,



W. Burr #1548
Animal Control Officer
Lansing Police Department



City of Lansing Police Department



June 13, 2019

Dear Kirk & Michelle,



This letter is to inform you that your neighbors Heather & Charles Jones have applied for a permit to own more than 4 animals in the City of Lansing. The Jones' are in possession of 3 dogs and 2 cats on the property. They are compliant with City ordinance 2-507 by having their dogs and cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on June 20, 2019 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,

W. Burr #1548
Animal Control Officer
Lansing Police Department

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: June 7, 2019
SUBJECT: Independence Day Celebration Special Event Permit and Temporary Special Event CMB Sales

Due to the move from City property to school property for Lansing DAZE, the beer sales were cancelled. Elite Occasions has agreed to sell beer at this year's Independence Day Celebration on June 28, 2019.

A temporary Special Event Permit and Temporary Special Event Cereal Malt Beverage license are required.

Lewis Rivers with Elite Occasions has submitted the necessary information and paperwork to the City Clerk and the last step is to have the Governing Body approve the Special Event and Temporary Special Event CMB license.

Policy Consideration: Sec. 3-104E4 of the City Code states that cereal malt beverages, beer and wine, as those terms are defined in this article may be sold, served, dispensed and consumed at any City-sponsored event as appointed by the Governing Body.

Financial Consideration: N/A

Action: To approve the Temporary Special Event Permit and Temporary Special Event Cereal Malt Beverage license to Elite Occasions for the selling of Cereal Malt Beverages and Beer not to exceed %6 in alcohol by volume at the Independence Day Celebration event.



CITY OF LANSING

TEMPORARY SPECIAL EVENT

LICENSE APPLICATION

Individual's Name Applying for License: Lewis Rivers Date: _____

Address: 1107 N 7th Street, Lansing, KS 66043
Street Address City State Zip Code

Daytime Phone Number: 913-602-3734 Evening Phone Number: 913-683-3057

Business Name (if applicable): Elite Occasions

I hereby apply for a license in the City of Lansing. This application is for the following type of temporary special event license:

- ☐ **Type 1:** Fundraising or non-commercial events for nonprofit religious, educational or community service organizations; including any structures in conjunction with the event.
- ☐ **Type 2:** Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths.
- ☐ **Type 3:** Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services (such as a tent sale, farmers market or product demonstration) or indoor seasonal events which will draw additional visitors to a property (such as haunted houses), and including licensed transient merchants requiring use of a tent or structure.
- ☐ **Type 4:** Christmas Tree Sales
- ☒ **Type 5:** Public events intended primarily for entertainment or amusement, such as concerts or festivals.
- ☐ **Other:** Any special event not meeting the criteria of the Code of the City of Lansing, Chapter 5: Business Regulations, Sections 5-403 or 5-404

Event Location: 15650 Gilman Road, Lansing, KS 66043
Street Address City State Zip Code

Name and address of owner(s) of the event location:
City of Lansing, 800 1st Terrace, Lansing, KS 66043
Name Street Address City State Zip Code

Description of Event: Independence Day Celebration Event, Fireworks show, Kids rides, Food and Beverages

Date(s) of Operation: June 28, 2019 *Backup date June 29, 2019* Hours of Operation: 6:00 p.m to 10 p.m. Beer sales from

Anticipated Attendance: _____ State Tax Numbers: _____ Federal Tax Numbers: 6:00 p.m to 9:00 p.m.

Description of any structures to be used in conjunction with event: Pop up tent and table(s)

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

1. A sketch plan showing to scale the location of the proposed activities and structures in relation to existing buildings, parking areas, streets and property lines as shown on the approved site plan. In no event shall structures or display areas be located any closer than 25 feet to public right-of-ways adjacent to the property.
2. A letter from the property owner or manager, if different from the applicant, providing permission for the special event to occur on the property.
3. A separate application will need to be made to the Community Development Division for any signs to be displayed in conjunction with the special event. In no event shall signs be displayed on the public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

No city license shall be issued until the premise complies with all codes and ordinances of the City of Lansing. The Community Development Department must be contacted to schedule an inspection prior to license approval.

Signature of Applicant: [Signature] Date: 6/4/19

The following departments have reviewed this application and recommend approval.

Police Department Signature: [Signature] Date: 06072019

Community Development Signature: [Signature] Date: 6/12/2019

City Clerk's Office Signature: [Signature] Date: 6/17/2019

**INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

☒ City or ☐ County of Lansing

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☐ Renew License ☒ Special Event Permit

Check One:

- ☒ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensee's premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): **489-84-8373**

I have registered as an Alcohol Dealer with the TTB. ☒ Yes (required for new application)

Name Lewis Rivers	Phone No. 913-602-3734	Date of Birth 11/11/1973
Residence Street Address 1107 N. 7th Street	City Lansing	Zip Code 66043

Applicant Spousal Information

Spouse Name Sherree Rivers	Phone No. 913-602-3730	Date of Birth 03/27/1972
Residence Street Address 1107 N. 7th Street	City Lansing	Zip Code 66043

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Elite Occasions	Name
Business Location Address 1107 N. 7th Street	Address
City Lansing	City
State KS	State
Zip 66043	Zip
Business Phone No. 913-683-3057	<input type="checkbox"/> I own the proposed business location. <input checked="" type="checkbox"/> I do not own the proposed business location.
Business Location Owner Name(s)	

SECTION 4 – APPLICANT QUALIFICATION

I am a U.S. Citizen ☒ Yes ☐ No

I have been a resident of Kansas for at least one year prior to application. ☒ Yes ☐ No

I have resided within the state of Kansas for 18 years.

I am at least 21 years old. ☒ Yes ☐ No

I have been a resident of this county for at least 6 months. ☒ Yes ☐ No

Within 2 years immediately preceding the date of this application, neither I nor my spouse* have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law. ☒ Yes ☐ No

My spouse has previously held a CMB license. ☐ Yes ☒ No

My spouse has never been convicted of one of the crimes mentioned above while licensed. ☐ Yes ☒ No

SECTION 5 – MANAGER OR AGENT QUALIFICATION

My place of business or special event will be conducted by a manager or agent. ☐ Yes ☒ No

If yes, provide the following:

Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

Manager or Agent Spousal Information

Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

Qualification Statement

My manager/agent and his/her spouse* meets all of the qualifications in Section 4. ☐ Yes ☐ No

SECTION 6 – DURATION OF SPECIAL EVENT

Start Date Friday, June 28, 2019 *Backup Date June 29, 2019*	Time 6:00 p.m.	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
End Date Friday, June 28, 2019 *Backup Date June 29, 2019*	Time 9:00 p.m.	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

Proceed to Section 7 on the next page.

SECTION 7 – LICENSED PREMISE

In the space below, draw the area you wish to sell or deliver CMB. Include entrances, exits and storage areas. Do not include areas you do not wish to license. If you wish to attach a drawing, check the box: ☒ 8 ½" by 11" drawing attached.



I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.
(K.S.A. 52-601)

SIGNATURE

Lea R...

DATE 6/4/19

FOR CITY/COUNTY OFFICE USE ONLY:

☐ License Fee Received Amount \$ _____ Date _____
(\$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)

☒ \$25 CMB Stamp Fee Received Date 4/11/2019

☒ Background Investigation

☐ Completed Date 4/11/2019

☒ Qualified

☐ Disqualified

☒ Verified applicant has registered with the TTB as an Alcohol Dealer

☐ New License Approved

Valid From Date _____ to _____ By: _____

☐ License Renewed

Valid From Date _____ to _____ By: _____

☐ Special Event Permit Approved

Valid From Date _____ to _____ By: _____

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET, TOPEKA, KS 66612.

* Applicant's spouse is not required to meet the citizenship, residency or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

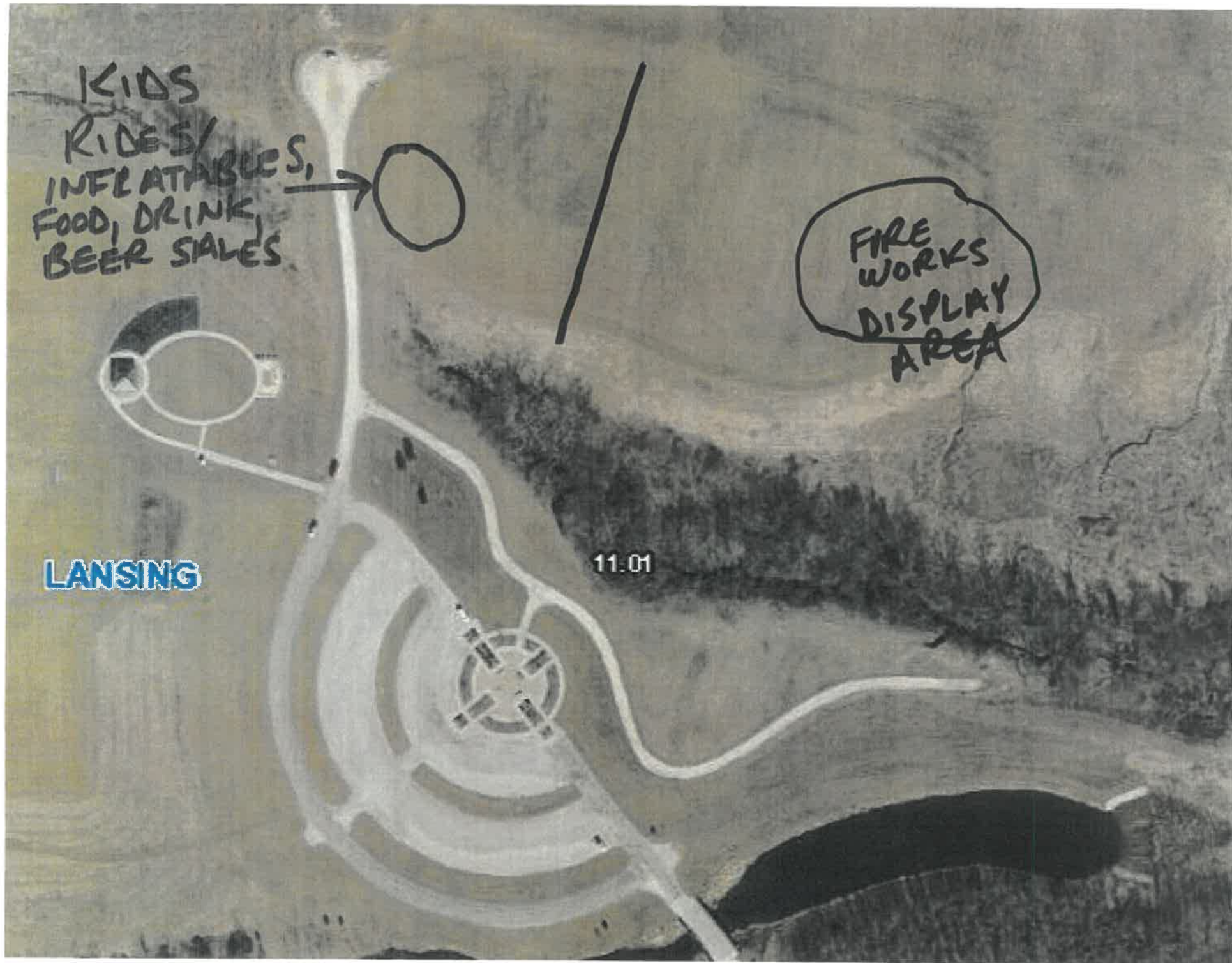
KIDS
RIDES/
INFLATABLES,
FOOD, DRINK,
BEER SALES



FIRE
WORKS
DISPLAY
AREA

LANSING

11:01





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/17/2019

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

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

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME:		
	PHONE (A/C, No, Ext): (888) 202-3007	FAX (A/C, No):	
	E-MAIL ADDRESS: contact@hiscox.com		
INSURED Elite Occasions 1107 N. 7th Street Lansing, KS 66043	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hiscox Insurance Company Inc		10200
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			


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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			UDC-4133359-CGL-19	04/16/2019	04/16/2020	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PRODUCTS - COM/OP AGG \$ S/T Gen. Agg				
OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				E.L. EACH ACCIDENT \$			
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - EA EMPLOYEE \$			
				E.L. DISEASE - POLICY LIMIT \$			



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

CERTIFICATE HOLDER**CANCELLATION**

City of Lansing, KS 800 First Terrace Lansing KS 66043	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Terri Wojtalewicz, Library Director 
DATE: June 12, 2019
SUBJECT: Award of Bid - Municipal Annex Building Tuck Pointing Repairs

Based on direction from the Governing Body, staff was directed to solicit bids for removing the sealant and repairing the effected masonry on the municipal annex building. Four companies were contacted, and one complete response was received by Renz Restoration.

Policy Consideration:

Financial Consideration: The bid price was listed at \$26,010.00

Action: Staff recommends a motion to approve the bid from Renz Restoration to remove and repair the sealant and masonry at the municipal annex building in an amount not to exceed \$26,010.00

Terri Wojtalewicz

From: kevin@renzrestoration.com
Sent: Monday, April 22, 2019 5:42 PM
To: Terri Wojtalewicz
Subject: RE: Lansing Library/Public Works Building Masonry Improvements

Terri
The proposal for last year is solid, but our labor costs have went up some since I put this together and will be slightly higher in 2020.
On the average labor goes up 5% per year. That will add about \$2,000.00 to the price, bringing it to \$26,010.00. We will be good there.
Let me know if you or anyone else needs anything.
Thanks

Kevin Renz
Owner
Renz Restoration
kevin@renzrestoration.com
(816)878-3435

From: Terri Wojtalewicz <twojo@lansing.ks.us>
Sent: Thursday, April 11, 2019 11:47 AM
To: kevin@renzrestoration.com
Cc: Sarah Bodensteiner <sbodensteiner@lansing.ks.us>; Matthew R. Schmitz <mschmitz@lansing.ks.us>
Subject: RE: Lansing Library/Public Works Building Masonry Improvements

Kevin,

Hello there! I am hoping that you can give me an updated estimate for the library/public works/economic development building. We are going to see if we can get this approved for next year.

Terri Wojtalewicz, M.A. MLS

Director
Lansing Community Library | City of Lansing
730 1st Terrace, Suite 1
Lansing, KS 66043
913-727-2929
lansingkslibrary.org

From: Sarah Bodensteiner <sbodensteiner@lansing.ks.us>
Sent: Monday, March 25, 2019 4:03 PM
To: Terri Wojtalewicz <twojo@lansing.ks.us>
Subject: FW: Lansing Library/Public Works Building Masonry Improvements

See below.

Sarah Bodensteiner

City Clerk

City of Lansing | 800 First Terrace, Lansing, KS 66043

P: 913.727.2487 or 913.727.3036 | F: 913.828.4579 | www.lansing.ks.us

From: kevin@renzrestoration.com <kevin@renzrestoration.com>

Sent: Thursday, May 31, 2018 2:01 PM

To: Sarah Bodensteiner <sbodensteiner@lansing.ks.us>

Subject: Lansing Library/Public Works Building Masonry Improvements

Good Afternoon Sarah

Scope and pricing for the masonry improvements for the Lansing Public Library/Public Works Building is as follows:

Removal of sealant at brick approx. 500 SF. Removal shall be by means of heavy duty paint stripper and hot water pressure washing.

Re-pointing of brick at areas of sealant removal 500 SF

Window perimeter sealant removal and replacement 550 LF.

Removal of sealant at window lintel/ brick interface 150 LF.

Brick removal and replacement at NE corner, NW corner, and SE corner 80 brick.

Total: \$24,010.00

Thanks Sarah and please let me know if I can be of further assistance!

Kevin Renz

Owner

Renz Restoration

816-878-3435

Kevin@renzrestoration.com

renzrestoration.com

The logo for Renz Restoration features a stylized 'R' composed of two overlapping shapes, followed by the word 'RENZ' in a bold, sans-serif font, and the word 'RESTORATION' in a smaller, all-caps, sans-serif font below it.

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	19502	19,626	124	
						0	
						0	
						0	
						0	
Total						124	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	18.09	20.62	2.53	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	60	73.2	13.2	
						0	
						0	
						0	
						0	
Total						15.73	

Parks and Recreation Fleet Report May 2019

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2002	Ford	Explorer	SUV	128,544	128,642	98	Parks maintenance	
2011	Dodge	Charger	passenger car	77,576	77,630	54	Activity Center use	
2014	Ford	F-350	Dump truck	12301	12458	157	Parks maintenance	
2017	Chevrolet	Silverado	truck	10226	10552	326	Parks maintenance	
2018	Ford	F-350	4-dr crew	6175	6900	725	Parks maintenance	
Total						1,360		

Equipment

Year	Make	Model	Description	Hours Start	Hours End		Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1977	1977	0	Parks maintenance	
1996	Hustler	Range Wing	mower				Parks maintenance	removed 6/2019
2005	Kubota	F3060	mower	283	286.1	3.1	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1060.2	1065	4.8	Parks maintenance	
2012	Wright	ZK	stander mower	1013.7	1025.8	12.1	Parks maintenance	
2014	Kubota	ZD331LP-72	mower	1278.6	1290.3	11.7	Parks maintenance	
2016	ABI	Force	infield groomer	158.1	166.8	8.7	Parks maintenance	
2017	Kubota	ZD1211	mower	369.1	392.7	23.6	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	82.9	85.3	2.4	Parks maintenance	
2019	Exmark	LZ 72	mower	17	38.3	21.3	Parks maintenance	
2019	Emark	LZ 96	mower	15.9	28.3	12.4	Parks maintenance	
Total						100.1		

Lansing Police Department
Vehicle Fleet End of Month Report

May-2019

Unit	Year	Make/Model	Last 5 VIN	Mileage as of 05/01	Mileage as of 06/03	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	40459	77226	77605	379	Detective	Detective	Limited Use - Detective
2	2012	Dodge Charger	07028	50701	52476	1775	Patrol	Patrol	Fit for patrol duty
3	2015	Ford Explorer	40975	53545	54627	1082	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	40976	36566	38501	1935	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	07027	37773	39019	1246	Lieutenant	Lieutenant	Limited Use - Lieutenant
6	2019	Dodge Durango	85334	0	62	62	Sergeants	Sergeants	Limited Use - Sergeants
7	2018	Ford Explorer	34004	3588	3991	403	Captain	Captain	Limited Use - Captain
8a	2017	Dodge Charger	86270	33321	34371	1050	Patrol	Patrol	Fit for patrol duty
9	2018	Ford Explorer	34003	10158	12563	2405	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	52349	49419	50072	653	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	64639	81656	81839	183	Animal Control	Animal Control	Fit for animal control duty
13a	2017	Dodge Charger	96163	32771	34265	1494	Patrol	Patrol	Fit for patrol duty
15	2018	Ford Explorer	34002	12021	13342	1321	Patrol	Patrol	Fit for patrol duty
17	2016	Dodge Charger	23367	27487	28632	1145	Patrol	Patrol	Fit for patrol duty
	2019	Dodge Durango	85335	0	0	0			Awaiting Upfitting
					Mileage Total:	15133			

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

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	LT. Pick-up Ext	56,117	56,396	279	
2007	Ford	Ranger XLT	LT. Pick-up Ext	44,379	44,778	399	
1998	Ford	1/2 ton	Pick-up	65,061	65,227	166	
2001	Ford	Ranger	LT. Pick-up Ext	117,378	117,378	0	City Hall - Purple Wave Item
2005	Ford	Ranger	LT. Pick-up Ext	43,269	43,470	201	
2000	Ford	Explorer	SUV	189,583	189,583	0	City Hall - Purple Wave Item
2005	Sterling	LT 8500	Dump Truck	51,410	51,573	163	
2007	Elgin	Crosswind J+	Street Sweeper	5,772	6,156	384	
1992	Ford	700	Dump Truck	64,002	64,002	0	
2017	Chevrolet	3500	Pick-up Truck	10,877	11,615	738	
2002	Ford	F350 4x4	Dump Truck	75,678	75,695	17	
2011	International	7400	Dump Truck	16,781	16,781	0	
2016	Ford	F350 4x4	One-ton Dump Truck	8,675	9,260	585	
2006	Dodge	Charger	Sedan	123,862	124,026	164	
2013	Ford	Explorer	SUV	64,577	64,864	287	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	5,054	5,062	8	
2004	IR	DD-24	Asphalt Roller	273	274	1	
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	2,128	0	
2014	Case	580 SNWT	Backhoe	1,190	1,203	13	
2002	Crafco	110	Crack Sealer	808	808	0	
2003	Kubota	L3710	Tractor	1,598	1,602	4	
2009	Case	465	Skid Steer	614	614	0	
2018	John Deere	5065E	Tractor	4	7	3	

May-19

City Influent	67.56 MG	City Avg Daily	2.179 MGD
LCF Influent	19.56 MG	LCF Daily Avg	.631 MGD
Total Biosolids	0.964	Precip	10.17 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8183	8201	18	Collection System	
2002	Ford	350	Pick Up Truck	94515	94630	115	Ops/Maint.	
2012	Chevrolet	Tahoe	SUV	98865	99575	710	Ops/Maint.	
2005	Ford	550	Flatbed Truck	42957	42957	0	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	1286	1490	204	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	20735	20937	202	Biosolids Disposal	
Total						1249		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	947	950	3	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2240	2245	5	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	1244	1252	8	Operations	
2004	Case	621D	Loader	2305	2312	7	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1243	1253	10	Maintenance	
2006	JCB	531-70	Telehandler	578	579	1	Plant Activities	

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

TO: Tim Vandall, City Administrator

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

DATE: May 31, 2019

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	36	118
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	3	8
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$1,120,236.73	\$1,845,790.47
Permit fees.....	\$6,914.50	\$18,791.00
Number of inspections performed	52	208
Number of trade licenses issued	15	281
Total trade contractor licenses issued	5	92
Number of occupational licenses issued	9	81

CODE ENFORCEMENT:	<u>Current Month</u>	<u>Year to Date</u>
<u><i>Nuisance Report</i></u>		
Three Day Warnings:.....	9	107
Certified Letters Sent:	0	0
Compliance:.....	8	85
Compliance Review:	19	103

<u><i>Vehicle Report</i></u>		
Warning Letters/Verbal:	2	22
Certified Letters Sent (20 Days):	0	0
Compliance:	1	12
Compliance Review:	2	17

<u><i>Weeds Report</i></u>		
Three Day Warnings:.....	98	163
Certified Letters Sent:	10	11
Compliance:.....	80	125
Compliance Review:	100	100

<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	0
Abated:	1	1
Citations:	0	0
Contracted for Work:.....	1	1