



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

COUNCIL AGENDA
Regular Meeting
Thursday, April 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 March 31, 2019
3. Board of Zoning Appeals Appointment
4. Parks & Recreation Advisory Board Appointment
5. Award of Contract – Bernard Park Stream Crossing Project
6. Award of Contract – Parks & Recreation Parks Master Plan
7. Request for Special Use Permit – More than 4 Animals – 124 N. Main Street, # 17
8. Request for Special Use Permit – More than 4 Animals – 502 1st Terrace
9. Lansing DAZE Special Event Permit & Temporary Special Event Cereal Malt Beverage Sales

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: April 10, 2019
SUBJECT: Approval of Minutes

The Regular Meeting Minutes for April 4, 2019, and the Special Meeting Minutes of April 4, 2019, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for April 4, 2019, and the Special Meeting Minutes of April 4, 2019, as presented.

AGENDA ITEM #

CITY OF LANSING
CITY COUNCIL SPECIAL MEETING

SPECIAL MEETING MINUTES
April 4, 2019

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Mike Smith at 6:15 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Dave Trinkle and Gene Kirby

Ward 2: Don Studnicka and *Andi Pawlowski *Arrived at 6:19 pm

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Gregg Buehler

Councilmembers Absent: Tony McNeill

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Planning Commission Applicant Interviews: The Governing Body interviewed three applicants for the Lansing Planning Commission. The applicants were Marcus Bean, Jake Kowalewski, and Chad Neidig.

ADJOURNMENT: Councilmember Kirby moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 6:44 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
April 4, 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: Andi Pawlowski and Don Studnicka
Ward 3: Jesse Garvey and Kerry Brungardt
Ward 4: Gregg Buehler

Councilmembers Absent: Tony McNeill

OLD BUSINESS:

Approval of Minutes: Councilmember Buehler moved to approve the regular meeting minutes of March 21, 2019. And the Special Meeting Minutes of March 28, 2019, as presented. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

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

Presentations: LCDC & Port Authority Speculative Building Program Update: Steve Jack, Executive Director for Leavenworth County Development Corporation, updated the Council on the Speculative Building Program. The Port Authority will invest \$200,000 now for a project at 400 N Main Street. The portion the Port Authority will eventually ask the City to contribute next year is 28% which is \$56,142.51. This amount would go towards future projects within the Speculative Building Program. Developer Jeremy Greenamyre has indicated that without the Speculative Building Program the project at 400 N Main Street would not be able to move forward.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Lansing Board of Zoning Appeals Appointments: Councilmember Brungardt moved to appoint Michael Suozzo to the Lansing Board of Zoning Appeals for a three-year term that will expire on April 30, 2022. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Lansing Planning Commission Appointment: Councilmember Brungardt moved to appoint Marcus Bean and Jake Kowalewski to the Lansing Planning Commission for a three-year term that will expire on April 30, 2022. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Award of Bid – Bittersweet Road and Bridge Project 18-03: Councilmember Kirby moved to approve the bid from Linaweaver Construction for the Bittersweet Bridge and Road Improvement, Project 18-03 in an amount not to exceed \$365,036.80. Councilmember Trinkle seconded the motion.

- Councilmember Pawlowski stated I think that cost more than the original bridge did.
 - Mayor Smith replied Andi, you might be right.
 - Councilmember Kirby replied quick Jeff before you say it's not my fault.
 - Public Works Director Jeff Rupp responded well I think there was a few line items that made the increase go over the engineers estimate. One that was the most individual item is that there was a testing in their planning document. That's \$11,000 by itself.
 - Councilmember Pawlowski asked soil testing you mean.
 - Public Works Director Jeff Rupp asked pardon me.
 - Councilmember Pawlowski repeated soil testing.
 - Public Works Director Jeff Rupp responded well concrete mostly but you know soils too. So, there's individual items that are like \$4,000, \$2,000 like curb and gutter. The slab was about \$2,000 more. Pavement

marking was about \$2,000 more, rip rap was about \$8000 more than what was in their planning estimate. There was some mobilization increases and some removal of some existing structures. When you add up each one of those little line items, it's what made the increase.

- Councilmember Garvey stated \$31,000 for mobilization. His office is less than 2 miles from the project.
- Councilmember Kirby replied it's not where his office is, it's where the equipment is at.
- Public Works Director Jeff Rupp stated some of that might be sub-mobilization.
- Mayor Smith replied where it comes from. Anything else?

The motion was unanimously approved.

Ordinance No. 1021 – Unified Development Ordinance Adoption: Councilmember Pawlowski moved to adopt Ordinance No. 1021 with conditions as follows: 1) Article 1 General Provisions, Section 1.04 Administration, Sub-section B-1 Membership: Replace the term Mayor with Governing Body in the following sentence: All members of the Lansing Planning Commission, in the sole discretion of the Mayor, may be residents of the City. 2) Article 9 Definitions, Building Inspector Definition: Replace the word Mayor with City Administrator in the following definition: Building Inspector: The person or persons authorized and empowered by the Mayor to administer the requirements of these zoning regulations. 3) Article 9 Definitions. Omit the Dwelling for the Elderly and/or Handicapped and the Foster Home definitions. Councilmember Kirby seconded the motion.

- Councilmember Pawlowski stated I met with Matt and most of my questions, he answered. Some of them we couldn't read because I did it with a highlighter on the airplane and I'm still not quite sure what I wrote. But there are a couple of things I think we should change. And I hope between Matt and me, we can work them out. I asked him specifically about Article 1 General Provisions. Since Tony's not here this is kind of for him, I know he would have asked about it. Talks about two memberships, two members may reside outside of the city limits but within three miles of corporate city limits. We had had the discussion amongst us about just doing the one mile for.
 - Community & Economic Development Director Matthew Schmitz replied Urban Growth Management area.
 - Councilmember Pawlowski responded remember we talked about shrinking it down to one-mile but Matt found, well you tell them what you found.
 - Community & Economic Development Director Matthew Schmitz replied so there is a state statute that says if you propose zoning requirements outside of your city limits that you have to have two members from that three-mile area on the Planning Commission.
 - Councilmember Pawlowski stated so if we do that Urban Growth area outside of our city limits we're going to have to add a member, another member from the County in order to enforce the Unified
 - Community & Economic Development Director Matthew Schmitz responded correct, that's my interpretation of the state statute at this point.
 - Councilmember Pawlowski stated so, on the next page if you guys want to follow along, page 1-10, the document reads that all members of the Lansing Planning Commission at sole discretion of the Mayor, we need to change that to governing body. So that is one change. Then I asked Matt

why it was that way and he said because they took it from old documents.

- Community & Economic Development Director Matthew Schmitz replied right so the old zoning ordinance that is the way it was written.
 - Councilmember Pawlowski stated right and then same thing in Land Development Articles and Definitions. Under building inspector.
 - Councilmember Garvey asked what page, 9-2.
 - Councilmember Pawlowski replied 9-2. Person or persons authorized powered by the Mayor is how it reads but we need to put in City Administrator because Tim is in charge of staff. And then also, in 9-3, I asked a couple of questions about some of these definitions for dwellings and the person who did this, the contractor said we could omit a couple of these. I'd asked about dwelling for the elderly and handicapped because a lot of places have elderly over 55 and in here it's 62 and they said because, you explain.
 - Community & Economic Development Director Matthew Schmitz responded so this definition as well as the other definition which I believe was for foster homes, neither one of those are used in the UDO. They're leftover definitions that were brought over from the previous documents but since they are not used in the Uniformed Development Ordinance they don't have to be in there. So, if it's something that causes concern to this body, you can strike them and we can just remove them as part of the adoption.
 - Councilmember Pawlowski stated so those would be my, I guess there is four changes. The other things I asked him about was back in Manufactures 9-6, Manufactured Home, Manufactured Lot Mobile Home and we discovered that a little house.
- Community & Economic Development Director Matthew Schmitz stated tiny home.
 - Councilmember Pawlowski responded tiny home is a mobile home.
 - Community & Economic Development Director Matthew Schmitz replied yeah that's the way it reads.
- Councilmember Pawlowski responded right and a manufactured home is off site built, brought to the location and set on a permanent foundation like Jayhawk Subdivision when Lonnie started doing those years and years ago. Some of those houses over there are manufactured off site and brought to the current site. I just wanted to tell you that so that you knew. So, I guess do I need to tell you what the changes are.
 - City Clerk Sarah Bodensteiner replied let me tell you what I have. I need the section that you want to change.
 - Councilmember Pawlowski asked the first one.
 - City Clerk Sarah Bodensteiner responded the Mayor to the governing body.
 - Councilmember Pawlowski replied the first one was page 1-9 under B. Planning Commission. The first line on the second, on page 1-10 I'm sorry.
 - City Clerk Sarah Bodensteiner stated then I have Section 9-2 for the building inspector you want to change that

statement to City Administrator. And I have 9-3 under Dwellings, you want to omit the dwelling for the elderly and handicapped. That's all of them.

- Community & Economic Development Director Matthew Schmitz responded and the foster home definition.
 - City Clerk Sarah Bodensteiner replied and foster home definition.
 - Councilmember Pawlowski responded so yeah, the first one was changing it to governing body. You got that right.
 - City Clerk Sarah Bodensteiner replied yes.
- Councilmember Pawlowski stated because that is how we roll. He has to be so impressed that I read this.
 - Councilmember Kirby I don't know how many trees you killed for that.
- Community & Economic Development Director Matthew Schmitz responded one other thing that we talked about when you and I talked this afternoon too was I put in the memo for this that there are some minor modifications that will need to be made to the Comprehensive Plan. There's also some modifications that would need to be looked at with technical specifications because the UDO and the tech specs aren't completely in agreement right now. So, some of that is going to have to be worked through. That being said, I know Jeff and Matt both reviewed the UDO when we went through the process. I don't think they have any objections to it. I don't know if Matt wants to speak to that or not.
- Councilmember Pawlowski asked you're good.
 - Councilmember Brungardt asked you're good. Matt, ok.
- Community & Economic Development Director Matthew Schmitz replied we'll work through those minor things as we move forward afterwards.
- Councilmember Pawlowski asked did anybody have any comments.
 - Councilmember Garvey asked because we can make any changes we want to.
 - Councilmember Brungardt asked we good.
 - Public Works Director Jeff Rupp responded we've got some things we can work through. I mean I think by large if a new plat came in we'd be able to use our subdivision regulations but there are some things that are not conducive and we'll figure those out.
 - Councilmember Pawlowski stated so for the public, our old stuff is going away.
 - Community & Economic Development Director Matthew Schmitz asked define old stuff.
 - Councilmember Pawlowski replied well, not us. The UDO is replacing the MSOD.
 - Community & Economic Development Director Matthew Schmitz responded yeah so, the Uniformed Development Ordinance replaces the zoning regulations, the subdivision regulations and the Main Street Overlay District. It encompasses all three of those into one document.
 - Councilmember Brungardt replied which makes so much more sense.

- Councilmember Pawlowski make it easier on everybody.
- Community & Economic Development Director Matthew Schmitz responded it simplifies things, it makes it easier from a development aspect. When a developer comes in, I don't want to get too far off into weeds, but when a developer comes in, they ask what are the regulations. And if it's along Main Street, we tell them here are the regulations but because it is in a MSOD, here is this extra higher bar that you've got to meet. The way we've set this up, the bar is the same for everybody across the city. So, it's one set of regulations, it's a little easier for them.
 - Councilmember Brungardt stated which is what we want.
- Community & Economic Development Director Matthew Schmitz replied yes.
 - Mayor Smith replied yes.
- Councilmember Pawlowski stated Matt also said he was going to make a flow chart for developers that he was going to give to the Council so we'd know if somebody comes in and wants do something, this is the process you'd follow.
- Community & Economic Development Director Matthew Schmitz responded I want to put together some flow charts that explain if somebody comes with a plat this is the process it goes through. If they come in with a development like what QuikTrip is doing, these are all the different steps they need to go through. That will help simplify it for the developer and it'll help educate everybody else.
- Councilmember Brungardt replied a tutoring session.
 - Community & Economic Development Director Matthew Schmitz responded absolutely, I'd be happy to help.
 - Councilmember Pawlowski stated I got one.

The motion was unanimously approved.

Preliminary Development Plan – 1205 North Main Street: Councilmember Buehler moved to approve the preliminary development plan for 1205 North Main Street. Councilmember Garvey seconded the motion.

- Councilmember Kirby asked I have a question.
 - Mayor Smith stated go ahead Gene.
 - Councilmember Kirby stated I know at the Planning Commission there was some talk about whether or not the sidewalk would go in. Did we, because I know at that time the sidewalk that would go where and I see on Eisenhower now looks like Leavenworth is getting ready to put a sidewalk in.
 - Community & Economic Development Director Matthew Schmitz responded so QuikTrip's preliminary development plan that they submitted to us has grading in place to allow for a sidewalk but it didn't show a sidewalk there. If that's something and the reason they didn't show it there because when staff looked at it, we looked at it and said there is no sidewalk on that side at the time.
 - Councilmember Kirby replied I get that.
 - Community & Economic Development Director Matthew Schmitz stated we didn't believe there was a plan to put anything there. So, it's definitely up to, we as staff can say we can require it or the governing body can require it, either way.

- Councilmember Kirby replied well the argument at the time which I agreed with was its not going to connect to anything.
 - Community & Economic Development Director Matthew Schmitz stated right.
 - Councilmember Kirby stated and now it looks like and I'm being told that it's on Leavenworth's map. It's on their radar.
 - Community & Economic Development Director Matthew Schmitz responded ok and we submitted the preliminary development plan to Leavenworth for their comments and we've not received anything back.
 - Councilmember Brungardt asked nothing.
 - Community & Economic Development Director Matthew Schmitz replied not to date, no. But once this is, this is a Preliminary Plan so once this is approved, we'll definitely reach out and make sure, I know that QuikTrip has started the process with KDOT for review of the area around there because there is a specific process that KDOT requires on that. So, they're working through that. After tonight basically, I will reach back out to Leavenworth and say ok, the Preliminary Development Plan has been approved, if you have comments, I need them now so that we can get them incorporated so they are on the final Development Plan.
 - Mayor Smith stated go ahead and introduce.
 - My name is Erik Eckhart. I'm with QuikTrip Cooperation and just to kind of echo what Matt was already saying. So, since the Planning Commission went in and made a few changes to our plan already, obviously that hasn't been submitted to you guys for review but just to give you an idea of what we're looking at. Right now, we've went and modified the plan slightly to dead end that sidewalk there that runs North and South along Main Street just at the intersection there right past our gas price sign and then currently there's not a sidewalk showing along Eisenhower but at the driveway that we have in place there or proposing there, our plan shows to put in the ADA ramps and the pedestrian access so if in the future there is a plan for the sidewalk, there's not a need to tear up our driveway and do some additional work trying to make things easier. Like you said, we're still working through the final details with KDOT. Not sure exactly what their requirements will be.
 - Mayor Smith responded excellent.
 - Councilmember Pawlowski asked but if we don't make you guys do it then if Leavenworth does put it in we have to do it right.
- Erik Eckhart replied yeah and we had some, Matt and I had some very brief discussions about that, I think we'll probably talk about that in some more detail. It's not something that we're opposed to doing. In our eyes, if there's not a need for it right now and it's going to end up nowhere then we would prefer not to do it. If there is a big picture plan in the future and it's going to require a sidewalk, we of course want people who are utilizing it to access our site and not walk through grass and anything there. We're definitely open to it.
 - Councilmember Pawlowski stated I wouldn't think we'd want them walking through your landscaping.
 - Erik Eckhart responded right. Maintenance is hard enough sometimes.

- Councilmember Pawlowski stated if there is nobody parked there along the front then they would walk in the asphalt part but people aren't going to walk behind the cars. They're just going to walk through the grass.
 - Erik Eckhart replied yeah and then when you get to the technical side of what the ADA requirements and all that, we're 110% committed to making sure everything is accessible and all that. So, if there is a need to do it, we'll definitely revisit that before the final plan submission even if we need to.
 - Councilmember Pawlowski asked is that something, so if we approve the preliminary plan the way it is tonight and we find out that Leavenworth is going put the sidewalk along Hallmark.
 - Community & Economic Development Director Matthew Schmitz responded we as staff at that point would say ok then we need to put a sidewalk here. That would be my, that's what I would say anyway. Especially since they are amicable in working through that.
 - Councilmember Buehler asked we're going to see this again with the final.
 - Community & Economic Development Director Matthew Schmitz stated as a final development plan, yes. That being said the governing body can also approve this with the stipulation that this sidewalk be added if that's what they want to do.
 - Mayor Smith stated I'm sure it's nothing we can't work through. Pretty excited to have you coming up in this area. Any other comments on this?
- Councilmember Pawlowski stated you guys are going to make enough off me for ice tea in a month.
 - Erik Eckhart responded we appreciate it. It's long overdue. If I could just give a quick comment.
 - Mayor Smith stated sure, absolutely.
 - Erik Eckhart stated I want to thank everybody who has been involved so far particularly Matt who's been great to work with and very responsive to everything and actually brought a few options in that we wouldn't have even looked at to the project just to help keep it moving and we're just very appreciative of him. So, again thank you.
- Councilmember Trinkle asked there's been a couple of questions. People want to know what your timeframe is. When are you going to start selling.
 - Erik Eckhart responded at this point I was telling Matt we're committed to moving this thing along as fast we can. So, we're really at the mercy of the city now. As soon as you give us a permit, we'll go out there and start tearing stuff up and get to work.
 - Councilmember Garvey asked you got a shovel in your trunk.
 - Erik Eckhart replied I can be out there tomorrow if you want to issue a permit. I mean in all seriousness, we've got the Final Development Plan to go through and our plan is to have that before even early June correct. And then pending your approval, we'll submit for building plans or permit the next day.
 - Community & Economic Development Director Matthew Schmitz stated the final development plan will come through Planning Commission in May and then it'll come through the first meeting in

June is the plan right now. That's when you guys when this body will see it again.

- Councilmember Trinkle asked once you start turning dirt, how long do you think it takes, do they usually use on a project to get it up and going.
 - Erik Eckhart responded there's different factors that go into it depending on how early we can start some of the demo work and sitework that needs to take place but it's roughly 24-28 weeks project as long as mother nature cooperates. Again, another reason why we want to get going, winter did just end but its coming quick you know in our world so we want to get going as soon as we can.
 - Councilmember Pawlowski stated afraid it's going to be in August this year.
 - Erik Eckhart replied let's hope not.
 - Councilmember Kirby stated well it's not going to be 10 years.
 - Councilmember Garvey replied crazy weather.
- Councilmember Kirby stated thank you.
 - Councilmember Garvey stated appreciate it.
- Erik Eckhart responded thank you.

The motion was unanimously approved.

Conditional Use Permit Renewal Request – 212 North Main Street: Councilmember Brungardt moved to approve the conditional use permit for 212 North Main Street for a period not to exceed 5 years. Councilmember Kirby seconded the motion.

- Councilmember Trinkle asked why is that not in the, I'm alright with the bid but how come it's just not in their proper zoning is that why.
 - Councilmember Pawlowski stated here comes Matt.
 - Mayor Smith Matt responded you might as well just stay up there.
 - Community & Economic Development Director Matthew Schmitz stated I should, I'll just get a chair up here.
 - Councilmember Kirby stated grab a chair.
 - Community & Economic Development Director Matthew Schmitz replied so the code, I believe it's in the what I always refer to the municipal code but, city code, sorry. It actually specifies that a tow lot operated in the city limits requires a conditional use permit.
 - Councilmember Trinkle stated so the tow lot is the caveat. Yeah, ok. I didn't understand why it said business plat.
 - Community & Economic Development Director Matthew Schmitz replied yeah, it's in B-3 zoning but it requires because it's considered a tow lot or they operate as a tow lot as well.
 - Councilmember Garvey asked so is there anyway to fix it to where he doesn't have to keep coming back every five years.
 - Councilmember Pawlowski stated we just did the UDO, hold on.

- Community & Economic Development Director Matthew Schmitz responded I would want to look through that to see what other ramifications there are. As we've seen in the past when you up zone, maybe allowing other things to happen that weren't necessary.
 - Councilmember Pawlowski stated unintended consequences.
 - Community & Economic Development Director Matthew Schmitz replied unintended consequences, exactly. So, I would want to look through that. We can certainly research that.
 - Councilmember Garvey stated I don't think they are going anywhere.
- Community & Economic Development Director Matthew Schmitz replied right.

The motion was unanimously approved.

REPORTS:

Department Heads: City Clerk Sarah Bodensteiner stated the Countywide Clean Up has begun. The County has given each resident an opportunity to take one free load to the Transfer Station between April 1, 2019 and April 1, 2020. The City is still offering assistance to elderly and disabled Lansing residents and will pick up items for them. We're excited to continue to partner with the County on this.

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer had nothing to report.

City Administrator: City Administrator Tim Vandall stated there has been in communication with Lan-Del in regards to the Saddle Ridge Estates subdivision. There has been a disagreement on what water utility will provide water to the subdivision. The City believes the subdivision should be serviced by Lan-Del and a resolution may come before the Council at a future Council Meeting.

Governing Body: Councilmember Trinkle asked if the clean up on Eisenhower cost us anything.

- Matthew Schmitz stated Waste Management came out and cleaned it up when they did their bulk pick up. The tenant must have cleaned up what they could before Waste Management got there or contracted with someone to clean it up beforehand.
 - Councilmember Trinkle stated it looks good and the neighbors are happy.

Councilmember Kirby thanked Erik, Matt, Tim and Stephanie for their work with QuikTrip and it was a long time coming.

Councilmember Pawlowski, Councilmember Garvey, Councilmember Buehler and Councilmember Studnicka echoed Councilmember Kirby's sentiments on the work done to get QuikTrip in Lansing. Councilmember Pawlowski also thanked Matt for sitting with her and answering questions and City Administrator Tim Vandall for helping.

Councilmember Garvey thanked Erik Eckhart for his comments about Matt and his professionalism. The Council loves to hear things like that.

Councilmember Buehler thanked Marcus and Jake for volunteering because the City can't operate without volunteers so thank you for your time in advance and provided a fun fact, on this day in 1887, Argonia, Kansas elected Susanna M. Salter as the first female Mayor in the United States.

Councilmember Brungardt thanked Matt for a great job and thanked Marcus and Jake for volunteering.

ADJOURNMENT:

Councilmember Studnicka moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:48 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Elizabeth Sanford, Director of Finance *ES*
DATE: April 11, 2019
SUBJECT: Treasurer's Report for Quarter Ending March 31, 2019

Please find the Treasurer's Report for the first quarter (January through March 31, 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 March 31, 2019 as presented.


CITY OF LANSING
TREASURER'S REPORT - QUARTER ENDING MARCH 31, 2019

Fund Name	Fund Number	Unencumbered Cash Balance 12/31/18 DR / (CR)	Receipts	Disbursements	Audit Adj. & Net Encumb. Liquidated 3/31/19	Unencumbered Fund Balance 3/31/19 DR / (CR)	Add Reserves, Account Payable, and Encumbrances	Subtract Receivables, Other Assets, and Net Fixed Assets	Treasurer's Cash Balance 3/31/19
General:	10	1,988,910.59	2,315,853.99	1,678,184.68	0.00	2,626,579.90	142,296.18	16,546.49	2,752,329.59
Special Revenue:									
Library	20	68,412.60	181,852.35	80,877.97	0.00	169,386.98	4,783.67	0.00	174,170.64
Consolidated Street & Highway	22	501,909.59	124,199.03	332,014.32	0.00	294,094.30	3,960.00	0.00	298,054.31
Special Parks & Recreation	23	256,153.13	39,701.72	8,468.41	0.00	287,386.44	0.00	0.00	287,386.44
Special Alcoholic Liquor	24	49,978.57	3,932.91	31,176.00	0.00	22,735.48	0.00	0.00	22,735.48
Sales Tax (\$.45) Fund	26	482,352.41	106,940.90	206,250.00	0.00	383,043.31	0.00	0.00	383,043.31
KS Regional Prisons Museum	62	139,796.48	2.70	0.00	0.00	139,799.18	0.00	0.00	139,799.18
Hillbrook Subdivision Escrow	66	(725.00)	0.00	0.00	0.00	(725.00)	19,385.40	0.00	18,660.40
Agency:									
Bonds Posted	41	0.00	0.00	0.00	0.00	0.00	12,007.36	0.00	12,007.36
Park Land Trust	59	16,523.62	0.00	0.00	0.00	16,523.62	0.00	0.00	16,523.62
Mayor's Christmas	61	13,771.68	204.00	0.00	0.00	13,975.68	0.00	0.00	13,975.68
Transient Guest Tax	63	33,465.89	26,123.83	34,019.78	0.00	25,569.94	0.00	0.00	25,569.94
Facilities Renovation	73	0.00	0.00	0.00	0.00	0.00	109,517.28	0.00	109,517.28
Debt Service:									
Bond & Interest	40	535,672.46	1,443,136.46	407,362.21	0.00	1,571,446.71	0.00	0.00	1,571,446.71
Enterprise:									
Wastewater Utility	50	13,816,947.53	768,913.21	771,391.16	0.00	13,814,469.58	258,730.02	12,098,329.85	1,974,869.75
Solid Waste Utility	51	536,061.89	149,761.73	113,497.49	0.00	572,326.13	0.00	326,479.64	245,846.49
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
Capital Projects:									
Capital Projects Fund	70	656,477.24	468,099.96	15,282.73	0.00	1,109,294.47	0.00	0.00	1,109,294.49
Equipment Reserve Fund	80	171,396.28	25,266.98	98,369.46	0.00	98,293.80	0.00	0.00	98,293.80
Police Equipment Reserve Fund	45	60,659.37	4,105.00	0.00	0.00	64,764.37	0.00	0.00	64,764.37
Desoto Road Project Fund	84	423,836.06	0.00	3,351.40	0.00	420,484.66	0.00	0.00	420,484.66
Sewer Improvement Project	85	0.00	2,125,167.70	20,529.91	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
Total All Funds		23,743,917.21	7,783,262.47	3,800,775.52	0.00	27,726,404.16	550,679.91	16,433,672.80	11,843,411.29

STATEMENT OF BOND INDEBTEDNESS				
Bonds	General Obligation		Waste Water Revenue	Total
	Improvement	Revolving Loans		
Outstanding as of 1/1/19	\$ 26,260,000	\$ -	\$ -	\$ 26,260,000
Retired	-	-	-	-
Issued	2,065,000	-	-	2,065,000
Refunded	-	-	-	-
Outstanding as of 3/31/2019	\$ 28,325,000	\$ -	\$ -	\$ 28,325,000
Temporary Notes	\$ -	-	-	-
Total Outstanding 3/31/2019				\$ 28,325,000

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

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk 
DATE: April 16, 2019
SUBJECT: Lansing Board of Zoning Appeals Appointments

The Lansing Board of Zoning Appeals currently has one (1) position that expires on April 30, 2019. This position was advertised and one (1) application was received. This application was submitted after the deadline, but due to extenuating circumstances, City Staff, City Administrator, and Mayor Smith agreed to allow this application to be accepted. An email from the applicant along with the application are included for your review.

Action: A motion to appoint Timothy Cahill to the Lansing Board of Zoning Appeals for a three-year term that will expire on April 30, 2022.

Sarah Bodensteiner

From: Tim Cahill, Marlow White Uniforms <tim@marlowwhite.com>
Sent: Tuesday, April 2, 2019 6:51 PM
To: Sarah Bodensteiner
Cc: Cindy Tripp; Marcus Bean ; Chad Neidig ; Mike Suozzo
Subject: RE: Reappointment Forms
Attachments: BZA 2019.doc

Sarah:

I apologize for being late on submitting the application for BZA. This past week, I was fairly involved with the last days of my father, who did in fact pass away this past Saturday. I trust the City will extend some grace on me being late, as I would like to continue to serve on the BZA. If I am indeed too late, then please keep in mind for any future openings.

As for being available for a potential interview on Thursday, April 4, I regret that I am not available then, as I will be out of town attending to my father's affairs for about 2 weeks.

Thank you, and again I apologize for being late.

Tim Cahill
Partner



400 Seneca Street
Leavenworth, KS 66048

P 800.255.6136
E tim@marlowwhite.com
www.marlowwhite.com

From: Cindy Tripp <tripp@lansing.ks.us>
Sent: Monday, March 25, 2019 1:28 PM
To: Marcus Bean <me@marcusbean.com>; Chad Neidig <chadneidig@yahoo.com>; Mike Suozzo <msuozzo@gmail.com>; Tim Cahill, Marlow White Uniforms <tim@marlowwhite.com>
Subject: Reappointment Forms

The City Clerk said she has not yet received any Planning Commission or BZA application forms back for reappointment to those boards. She does have to have those by this coming Friday (March 29).

Thanks!

*Cynthia Tripp, Administrative Assistant
City of Lansing
Department of Public Works
730 First Terrace, Suite 3
Lansing, KS 66043*

CITY OF **LANSGING** **KANSAS**

800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036
Fax: 913-828-4579 - www.lansing.ks.us

APPLICATION FOR LANSING BOARD OF ZONING APPEALS

Name: Tim Cahill
Lansing Address: 1512 Sycamore Ridge Dr.
Home Phone: 727-3856
Secondary Phone: 683-1182
E-mail: tim@marlowwhite.com

Please attach a written statement expressing your interest in being appointed to the Lansing Board of Zoning Appeals. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Lansing Board of Zoning Appeals.
3. Desired accomplishments as a Board of Zoning Appeals Member.
3. Willingness to attend meetings on an as needed basis.

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

This volunteer position is for the Lansing Board of Zoning Appeals for a three (3) term ending April 30, 2022. Applicants must be a resident of Lansing, 18 years of age, and a U.S. Citizen.

****If necessary, applicants will be interviewed on Thursday, April 4, 2019, at a Special Meeting by the Governing Body. ****

All applications should be returned to Lansing City Hall, 800 First Terrace, marked "Attention of the City Clerk", no later than 5:00 p.m. on Friday, March 29, 2019.

April 2, 2019

City of Lansing
Attn: City Clerk
800 First Terrace
Lansing, KS 66043

SUBJECT: Application for Re-Appointment to Board of Zoning Appeals

I am requesting consideration for re-appointment to the Lansing Board of Zoning Appeals. I have enclosed the requisite application.

As to qualifications, I have been a resident of Lansing for 22 years. I am a retired military officer who first encountered the greater Fort Leavenworth area when I was a student at the Command and General Staff College from 1992-1993. My wife and I fell in love with the area then and decided to relocate here for our last tour before retiring in 2000. We purchased our home in Lansing because we were impressed with the medium-sized town atmosphere - that was implementing a great vision for continued improvement; that had a fantastic environment to raise our family; and that was a friendly and vibrant community. I bring a combination of qualifications that I think can add some diverse perspective to the board:

- 1) I am currently one of the owners of Marlow White Uniforms, Inc., in Leavenworth. As a business owner I can understand the importance of zoning ordinances to a business, both as a direct impact as it may potentially affect an individual business and as an indirect impact of proper ordinances to keep a community safe, growing and vibrant for people – who become customers for the businesses of the community.
- 2) I was a registered Professional Engineer for 25 years, though since I am no longer practicing, I have allowed my Kansas registration to expire because I am no longer able to keep my Continuing Education current in my current capacity at Marlow White. I attended the United States Military Academy (BS Engineering, 1980) and Purdue University (MS Civil Engineering, 1989).
- 3) I served 20 years as an officer, retiring as a Lt. Colonel in the US Army Corps of Engineers. As such, I understand the vital importance of open and public meetings, due process, and the balance between public and private interests concerning infrastructure needs.

My personal philosophy concerning role of the Board of Zoning Appeals is also one of balance and can be summarized as follows:

- 1) Zoning ordinances should be viewed not much so as constraints and hindrances to individual property owners, but as mechanisms by which a community can

April 2, 2019

SUBJECT: Application for Re-Appointment to Board of Zoning Appeals

preserve safety and gradually improve welfare, function, and appearance over time.

- 2) Property owners should have as much liberty as possible to use their property as they see fit within the confines of community safety and well-being.
- 3) Zoning ordinances cannot possibly define every combination of situation and location, so appeals for variations to the zoning ordinances are essential to a vibrant and healthy community.
- 4) The Lansing City Staff should serve the citizens of Lansing by “doing things right” – interpreting the ordinances to the letter, but have a duty within the community to assist property owners in the appeal process (which from my perspective, they do so admirably).
- 5) By contrast, the Lansing Board of Zoning Appeals should focus on “doing the right thing” – applying common sense and judgment when evaluating variations.
- 6) The members of the Lansing Board of Zoning Appeals are recommended by the Mayor and the City Staff and appointed/approved by the City Council. As such, the members are answerable to the citizens of Lansing and hold a position of trust to act in their behalf.

My desired accomplishments as a member of the Board of Zoning Appeals is a direct reflection of my philosophy above. As an appeals body, the board is by nature “reactive” in function, so an underlying agenda or tangible goal that we envision is not appropriate. Rather, my primary desired accomplishment is to be known as a “judicious” member – a member who is discerning and sound in judgment as we balance the spirit and intent of the zoning ordinances that the City Council has enacted with the needs of the city, the community, and the appealing individual.

For consideration, I submit three personal references:

- 1) Frank Melero, 1401 Sycamore Ridge Drive, 704-7905 (neighbor).
- 2) Dan Greer, 520 Chestnut, Leavenworth, 651-6358 (Controller, Marlow White Uniforms).
- 3) Rick Schneider, 630 Delaware, Leavenworth, 772-1776 (President, Exchange National Bank).

April 2, 2019

SUBJECT: Application for Re-Appointment to Board of Zoning Appeals

Cindy Tripp has done a fantastic job of scheduling the as-needed meetings and working with our schedules, so I have had very little problem with conflicts that would prevent me from attending the meetings.

In closing, I am both humbled and proud – proud to be able to serve the community of Lansing in this way in the past, and humbled by the responsibility of the position in serving the people of Lansing.

Sincerely,

Timothy J. Cahill

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jason Crum, Parks and Recreation Director
DATE: April 8, 2019
SUBJECT: Parks and Recreation Advisory Board Appointments

A vacancy exists on the Parks & Recreation Advisory Board. The position was advertised, and one application was received. The Parks and Recreation Advisory Board recommends the appointment of Tricia Howell to the Parks and Recreation Advisory Board for an unexpired term ending December 31, 2019.

Action: Appoint Tricia Howell to an unexpired term ending December 31, 2019.

AGENDA ITEM #

4



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

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

www.lansing.ks.us

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Tricia Howell

Lansing Address: 875 Holiday Dr.

Home Phone: _____ Cell Phone: 913-775-2297

E-mail: jkascmom@yahoo.com

Position Interested In: Park + Rec Advisory Board Member

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. *Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.

RECEIVED

MAR 07 2019

CITY OF LANSING

March 1, 2019

To Whom It May Concern:

This is my written letter of notifying you my interest in becoming a member of the Lansing Parks and Recreation Advisory Board. I do believe I could be an asset as a member.

I have lived in the city of Lansing since 1994 and currently have five children that are attending the Lansing School District. All five of my children have played a sport hosted by the Lansing Parks and Rec Department to include: Soccer, Basketball, Baseball, Cheerleading, and Football. I have had the privilege of coaching soccer and cheerleading. I do believe we have been involved since approximately 2008. I have also served on the Lansing PTA Board and I am currently a Girl Scout Troop Leader to 6th grade girls.

I do believe that Parks and Recreation activities are a core asset to our community. It is important for children to have a safe place to play and be active. Children need an outlet, other than traditional education, to learn and grow with confidence. Parks and Recreation activities are vital to the community coming together. A lot of adults get to know others in their community just by attending a sporting activity.

As a member of the advisory board, I would like to be able to be an asset to the team. I would like to learn more about our community and to share ideas of what has seemed to work and what may not. I would like to be the ears and eyes in the community to take back what I see and hear to the board with suggestions and hopefully be a positive influence. I am able to commit to a two year term attending meetings on the second Thursday of every other month.

I have attached personal references as requested. Please feel free to contact me with any further questions or concerns.

Sincerely,



Tricia Howell

1. Jennifer Johnson—1112 Columbia St Leavenworth, KS 66048 (913)683-5483
2. Kelly Meyer—16361 Gilman Rd Leavenworth, KS 66048 (913)240-4419
3. Ginny Heath—821 Stonecrest Dr Lansing, KS 66043 (913)240-6601
4. Renee Chaput-Lemons—14168 McIntyre Rd Leavenworth, KS 66048 (913)223-0178

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jason Crum, Parks and Recreation Director *R*
DATE: April 11, 2019
SUBJECT: Bernard Park Stream Crossing

After Bernard Park opened in 2009, staff received instruction to develop primitive trails around the perimeter of the park. We did so over the next couple of winters and have around three miles of trails around the park that are popular with hikers. The small streams through the park have created the largest challenge for keeping the trails open. For a period of time, the trails were only truly open and maintained when there was not much water running in the streams. We worked together with Public Works and the Street Department to install tubes in five locations to help keep the trails open. In the southeast part of the park, the stream that flows out of the pond converges with another drainage to create a stream. We have a problematic stream crossing in this area. Erosion has been a challenge with this particular crossing and the current condition is less than ideal and is creating a safety hazard. The location of this crossing is also a challenge as access to the site requires track equipment that we do not have.

Attached you will see several photos of the site where you can see some of the topography of the surrounding area as well as the erosion that is taking place on the trail surface. Staff worked with Benesch Engineering and Matt Harding to study the site, research permitting and to develop a plan to improve the crossing. If approved, the existing crossing would be replaced with an 8' wide box culvert with hub guards on each side. The trail surface would be the top of the box instead of fill dirt on top of tubes. This box would improve the stream flow and be less likely to clog with debris. Also, the crossing approach would be improved, and the grade of the slope to the crossing would be decreased.

Financial Consideration:

Staff advertised for bids for this project and received four bids. They were as follows:

Skillman Construction	\$139,468.00
Lozenski Site Construction	\$31,494.15
Lexeco	\$29,994.00
Linaweaver Construction	\$18,300.00

Policy Consideration: N/A

Action: Staff recommends approval of the contract for the Stream Crossing with Linaweaver Construction for a fee of \$18,300.00 from fund 23-030-43301 Special Parks and Recreation.





AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jason Crum, Parks and Recreation Director *RC*
DATE: April 11, 2019
SUBJECT: Parks Master Plan

During the winter of 2018, staff developed a Request for Qualifications for a Parks Master Plan based on guidance from the City Council. The RFQ was released on January 2, 2019 with submittals due on February 13. Six submittals were received. On February 27, the selection committee convened for the initial distribution and discussion of the submittals. Committee members left the meeting with copies of the proposals and ranking sheets. On March 21, rankings were compiled, and the committee met to discuss the short list candidates for interview. The top three firms were invited to interviews on April 2. After the interviews the committee was able to agree upon a top firm for the project, Landworks Studio. Attached is a contract and scope of services for the project.

Financial Consideration:

This study will be the first project paid for from the sales tax revenue for Parks and Recreation.

Policy Consideration: N/A

Action: Staff recommends approval of the contract for the Parks Master Plan with Landworks Studio for a fee not to exceed \$94,372.00 from fund 26-010-43315 Sales Tax Fund.

AGENDA ITEM

6



102 S. Cherry Street, 2nd Floor • Olathe, KS 66061 • 913.780.6707

Professional Services Proposal 18-083

To	From	8 April 2019
Michael W. Smith City of Lansing, KS 108 S. 2nd Street Lansing, KS 66043	Carisa McMullen, PLA Principal	
P: (913) 727-2960	Project Parks and Recreation Master Plan - Lansing, KS	

Thank you for the opportunity to present a proposal for Landscape Architectural Parks and Recreation Master Planning services as part of this Project. We look forward to assisting you by providing the scope of services described herein.

Scope of Services

Our services include project kickoff, site analysis and needs assessment, plan development and recommendations, approval and implementation. We will attend local design meetings as required to coordinate with citizen needs assessment, meetings with city officials and key stakeholders parks representatives and will document all processes as required for a complete master plan project. Please refer to the attached workplan outline for full task by task and meeting descriptions. Reimbursable Expenses for mileage, printing, and Survey Monkey are estimated at \$3,592.00.

Itemized Fees

Project Kick-Off	Fixed Fee	19,450.00
Analysis & Needs Assessment	Fixed Fee	26,520.00
Plan Development & Recommendations	Fixed Fee	33,030.00
Approval and Implementation	Fixed Fee	11,780.00
Reimbursable Expenses	Cost Plus	3,592.00
	\$	94,372.00

SECTION 1 - BASIC SERVICES OF LANDSCAPE ARCHITECT

1.1 General.

1.1.1. The Basic Services to be performed by LANDWORKS STUDIO, hereinafter referred to as LANDSCAPE ARCHITECT, are defined in the attached proposal letter agreement, hereinafter referred to as Letter of Agreement. When Letter of Agreement is signed by both parties, with the second party hereinafter referred to as CLIENT, the Letter of Agreement invokes the Standard Agreement and Terms and Conditions contained herein.

1.1.2. The part of the Project for which LANDSCAPE ARCHITECT is to provide services described in the attached Letter of Agreement and in this document is hereinafter referred to as This Part of the Project.

1.1.3. LANDSCAPE ARCHITECT will collaborate with CLIENT and CLIENT's consultants to the extent required to provide a coordinated design for the overall Project. Except as set forth herein, LANDSCAPE ARCHITECT will not have any duties or responsibilities for any other part of the Project. LANDSCAPE ARCHITECT will perform services in character sequence and timing so that it will be coordinated with that of CLIENT and other consultants for the Project.

1.1.4. If you have chosen not to have the LANDSCAPE ARCHITECT and the consultants of the LANDSCAPE ARCHITECT provide construction administration services on the project, then those services shall be excluded from our contract. The CLIENT shall then assume the liability to ensure that the project is constructed in accordance with the design of the LANDSCAPE ARCHITECT and the CLIENT will hold the LANDSCAPE ARCHITECT harmless from any claim due to the contractor not building per plans and specifications.

SECTION 2 - ADDITIONAL SERVICES

2.1 General.

If authorized in writing by the CLIENT, LANDSCAPE ARCHITECT shall furnish or obtain from others, Additional Services which are not considered normal or customary Basic Services except to the extent provided in the attached Letter of Agreement. Additional Services will be paid for by CLIENT as indicated in Section 5.

SECTION 3 - CLIENT'S RESPONSIBILITIES

CLIENT shall:

3.1. Provide all criteria and full information as to CLIENT's requirements for the Project including: design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. Furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications.

3.2. Assist LANDSCAPE ARCHITECT by placing at his disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.

3.3. Arrange for access to and make all provisions for LANDSCAPE ARCHITECT to enter upon public and private property as required for LANDSCAPE ARCHITECT to perform his services.

3.4. Furnish, or direct LANDSCAPE ARCHITECT in writing to provide, necessary Additional Services as stipulated in Section 2 of this Agreement or other services as required.

3.5. Bear all costs incident to compliance with the requirements of this Section 3.

SECTION 4 - PERIOD OF SERVICE

4.1. The provisions of this Section 4 and the various rates of compensation for LANDSCAPE ARCHITECT's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the Design Phase (unless otherwise stated in attached proposal letter). LANDSCAPE ARCHITECT's obligation to render services hereunder will extend for a period that may reasonably be required for the design (unless otherwise stated in attached proposal letter) of This Part of the Project; including extra work and required extensions thereto.

4.2. If LANDSCAPE ARCHITECT's services for design (or phases as stated in attached proposal letter) of This Part of the

Project are delayed or suspended (in whole or in part) by CLIENT for more than two weeks for reasons beyond LANDSCAPE ARCHITECT's control then LANDSCAPE ARCHITECT shall, on written demand to CLIENT (but without termination of this Agreement) be paid as provided in paragraph 5.3.2. If such delay or suspension extends for more than three months (for reasons beyond LANDSCAPE ARCHITECT's control) or if LANDSCAPE ARCHITECT, for any reason, is required to render services more than three months after initial date of letter of agreement, the various rates of compensation shall be subject to renegotiation.

SECTION 5 - PAYMENTS TO LANDSCAPE ARCHITECT

5.1.1. For Basic Services. CLIENT shall pay LANDSCAPE ARCHITECT for Basic Services described in the Letter of Agreement rendered under Section 1 the Lump Sum or Time and Materials Fee as described in the Letter of Agreement.

5.1.2. For Additional Services. CLIENT shall pay LANDSCAPE ARCHITECT for Additional Services rendered under Section 2 as follows:

5.1.2.1. General. For Additional Services rendered, the fee shall be that which is agreed upon on an Authorization for Additional Services form. This Authorization for Additional Services form shall be issued at the time of CLIENT's request and shall include revised scope of work. The Authorization for Additional Services form shall be signed by the CLIENT and this will act as notice to proceed with Additional Services.

5.1.3. Reimbursable Expenses. In addition to payments provided for in paragraphs 5.1.1 and 5.1.2, CLIENT shall pay LANDSCAPE ARCHITECT the actual costs (times a factor of 1.1) of all Reimbursable Expenses incurred in connection with all Basic and Additional Services if defined in the attached Letter of Agreement.

5.1.4. The terms "Reimbursable Expenses" will have the meanings assigned in paragraph 5.4.

5.2. Times of Payments

5.2.1. LANDSCAPE ARCHITECT shall submit periodic invoices for Basic and Additional Services rendered and for Reimbursable Expenses incurred at significant project milestones. The invoices will be based upon LANDSCAPE ARCHITECTS's estimate of the proportion of the total services actually completed at the time of billing. Payment terms are net 30 days. CLIENT shall make prompt payments in response to LANDSCAPE ARCHITECT's statements.

5.3. Other Provisions Concerning Payments.

5.3.1. If CLIENT fails to make any payment due LANDSCAPE ARCHITECT for services and expenses within the limits described in the attached Letter of Agreement, the amounts due LANDSCAPE ARCHITECT shall include a charge at the rate of 1.5% per month from said thirtieth day, and in addition, LANDSCAPE ARCHITECT may (after giving seven days written notice to CLIENT) suspend services under this Agreement until he has been paid in full all amounts due him for services and expenses.

5.3.2. In the event of termination by CLIENT under paragraph 7.1 of the Basic Services; LANDSCAPE ARCHITECT will be paid for services rendered up to that time (on the basis of Direct Labor Costs times a factor of 3.2) for services rendered to date of termination by principal and employees assigned to This Part of the Project. In the event of any such termination, LANDSCAPE ARCHITECT will be paid for all unpaid Additional Services and unpaid Reimbursable Expenses, plus all termination expenses. Termination Expenses mean Reimbursable Expenses directly attributable to termination, which shall include an amount computed as a percentage of total compensation for Basic Services earned by LANDSCAPE ARCHITECT to the date of termination, as follows:

20% if termination occurs after commencement of the Design Phase.

5.4. Definitions.

5.4.1. The Direct Labor Costs used as a basis for payment means salaries and wages (basic and incentive) paid to all personnel engaged directly on the Projects, including but not limited to; LANDSCAPE ARCHITECTS, designers, drafters, estimators, administration, and clerical.

5.4.2. Reimbursable Expenses means the actual expenses incurred (directly or indirectly) in connection with the Project for: postage, toll, reproduction of reports, Drawings, Specifications, and similar Project related items in addition to those required under Section 1; project related travel and lodging costs; and, if authorized in advance by CLIENT, overtime work requiring higher than regular rates.

SECTION 6 - OPINIONS OF COST

6.1. Opinions of Cost.

Since LANDSCAPE ARCHITECT has no control over the cost of labor, material, equipment, or services furnished by others, or over the Contractor(s) methods of determining prices, or over competitive bidding or market conditions, then his opinions of probable Construction cost for This Part of the Project provided for herein are to be made on the basis of his experience and qualifications; and represent his best judgment as an experienced and qualified Professional LANDSCAPE ARCHITECT (familiar with the construction industry). LANDSCAPE ARCHITECT cannot and does not guarantee that proposals, bids, or actual Construction Cost for This Part of the Project will not vary from opinions of probable cost prepared by him.

SECTION 7 - GENERAL CONSIDERATIONS

7.1. Termination.

7.1.1. The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice.

7.2. Reuse of Documents.

7.2.1. All documents including Drawings and Specifications prepared by LANDSCAPE ARCHITECT pursuant to this Agreement are instruments of service in respect of the Project. They are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse, without written verification or adaptation by LANDSCAPE ARCHITECT for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to LANDSCAPE ARCHITECT. CLIENT shall indemnify and hold harmless LANDSCAPE ARCHITECT from all claims, damages, losses, and expenses (including attorney's fees) arising out of or resulting therefrom. Any such verification or adaptation will entitle LANDSCAPE ARCHITECT to further compensation at rates to be agreed upon by CLIENT and LANDSCAPE ARCHITECT.

7.3. Records.

7.3.1. Records of LANDSCAPE ARCHITECT's Direct Labor Costs, Payroll Costs, and Reimbursable Expenses (pertaining to This Part of the Project) will be kept on a generally recognized accounting basis and made available to CLIENT on request.

7.3.2. LANDSCAPE ARCHITECT shall maintain all design calculations on file in legible form. A copy of these shall be available to CLIENT at LANDSCAPE ARCHITECT's expense; and the originals shall not be disposed of by LANDSCAPE ARCHITECT until after sixty days prior written notice to CLIENT or 60 months after project completion without notice.

7.3.3. LANDSCAPE ARCHITECT's records and design calculations will be available for examination and audit as required in writing by CLIENT.

7.4. Insurance.

7.4.1. CLIENT and LANDSCAPE ARCHITECT shall each procure and maintain insurance (other than life insurance) for protection from claims under worker's compensation acts, claims for damages because of bodily injury (including personal injury), sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom.

7.4.2. Also CLIENT and LANDSCAPE ARCHITECT shall each procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent error, omission, or act for which the insured is legally liable. Such professional liability insurance will provide for coverage in such amounts, with such deductible provisions, and for such periods of time as appropriate for the size of the project; and certificates indicating that such insurance is in effect will be exchanged by them.

7.4.3. CLIENT will also cause other professional consultants retained by CLIENT for the Project to procure and maintain comparable professional liability insurance coverage.

7.4.4. CLIENT agrees to limit the LANDSCAPE ARCHITECT's liability to the CLIENT and to all construction contractors and subcontractors on the project, due to the LANDSCAPE ARCHITECT's negligent acts, errors or omissions, or any claim of any nature whatsoever arising out of or relating to the performance of professional services under this agreement, such that the total aggregate liability of the LANDSCAPE ARCHITECT to all those named shall not exceed \$50,000 or the LANDSCAPE ARCHITECT's total fee for services rendered on this project, whichever is less.

7.5. Controlling Law.

7.5.1. This Agreement is to be governed by the law of the State of Kansas. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Kansas. In the event that the parties hereto are unable to resolve any controversy or claim arising out of, or relating to, this Agreement or the making, performance or interpretation of it without resort to the courts, the parties agree that exclusive jurisdiction and venue over such matter shall be in the District Court of Leavenworth County, Kansas.

7.6. Successors and Assigns.

7.6.1. CLIENT and LANDSCAPE ARCHITECT each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party, in respect to all covenants, agreements and obligations of this Agreement.

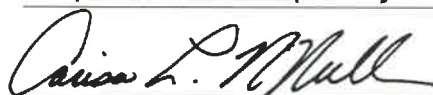
7.6.2. Neither CLIENT nor LANDSCAPE ARCHITECT shall assign, sublet, nor transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except as stated in paragraph 7.4.1. and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent LANDSCAPE ARCHITECT from employing such independent consultants, associates, and subcontractors as he may deem appropriate to assist him in the performance of services hereunder.

7.6.3. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT and LANDSCAPE ARCHITECT

7.6.4. Waiver. No waiver by any Party, at any time, of any breach of any provision of this Agreement shall be deemed a waiver or a breach of any other provision herein or consent to any subsequent breach of the same or any other provision. If any action by any Party shall require the consent or approval of another Party, such consent or approval of such action on any one occasion shall not be deemed a consent to or approval of such action on any subsequent occasion or a consent to or approval of any other action.

7.6.5. Title VI Compliance. The City of Lansing and Vendor, by their signatures at the end of the agreement, assure that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity contemplated by this agreement. The City of Lansing and Vendor further acknowledge every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not..

Proposed and Accepted by:

 4/9/2019

Carisa McMullen, PLA
Principal

Michael W. Smith
Mayor

Date

Proposed Scope and Fee

18-083

Lansing Community Parks Master Plan

prepared on 2/11/19 by:
Shannon Gordon, PLA

Phase 1 - Project Kick-Off		\$19,450	172 Hrs 4 Mtgs
Task 1	Contracting and Approval of Final Scope and Fees		
Meeting	Kick-Off Meeting		
Task 2	Existing Data Gathering		
Task 3	Public Engagement - Public Survey Development		
Meeting	Citizen Survey Meeting		
Meeting	Public Input Meeting #1		
Task 4	Comparative Community Analysis		
Task 5	GIS Analysis		
Task 6	Site Analysis and Review		
Meeting	Public Meeting #2		
Phase 2 - Analysis + Needs Assessment		\$26,520	241 Hrs 3 Mtgs
Task 1	Needs Assessments		
Meeting	Prioritization Input Meeting		
Task 2	Development of a Prioritization List of Park Improvements: Developed from data gathered during previous phases public engagement as well as meetings with park staff and stakeholders.		
Task 3	Design Charrette #1 - Bernard Park (2 day Process)		
Task 4	Design Charrette #2 - All Other Parks (2 day Process)		
Meeting	Implementation Meeting		
Meeting	Maintenance Meeting		
Phase 3 - Plan Development + Recommendations		\$33,030	304 Hrs 2 Mtgs
Meeting	Preliminary Document Meeting with City Staff to identify all major components and elements that will be combined into the final document and select a layout and formatting scheme.		
Task 1	Compile and Assemble all previously generated graphic, illustrations, tables and public input for final assembly.		
Task 2	Develop and Write all preliminary content for 90% City Review		
Meeting	90% Preliminary Review Meeting for Input from City Staff		
Phase 4 - Approval + Implementation		\$11,780	107 Hrs 2 Mtgs
Task 1	Pick all all City comments, finalize all graphics and Illustrations for Final Review		
Meeting	Stakeholder Meeting to discuss and review Final Document		
Task 2	Pickup any comments or errors from Stakeholder Meeting and produce Final Printed Document for Delivery to City.		
Task 3	Print and Deliver Final Document(s) to City Staff to present to City Council		
Meeting	Attend City Council Meeting to Present Final Master Plan Document		

Proposed Scope and Fee

18-083

Task 4 Project Close-out and digital distribution of all content to The City of Lansing.

*Special Provisions or Notes

If you had notes or provisions they would go here and as you type they will continue to expand

TOTAL PROJECT HOURS	824 Hrs
TOTAL SERVICES AND DESIGN FEE TO BILL	\$ 90,780
+ REIMBURSABLE EXPENSES	\$ 3,592
(reimbursable expenses are on a "Not to Exceed" basis and will only be billed as needed)	
Maximum Invoice Amount	\$ 94,372

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Steve L. Wayman, Chief of Police
DATE: 04/11/2019
SUBJECT: Special Use Permit ~ 124 N Main St #17, Lansing, KS 66043

Alanda Fowler has applied for a special use permit to keep more than 4 animals at 124 N Main St #17. Attached is ACO Burr's findings in this request.

Action:

A motion to approve or deny the special use permit for 124 N Main St #17, Lansing, KS 66043

AGENDA ITEM #

7



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: Alanda Fowler

Address: 124 N Main St. Lansing MI 48203
Street City State Zip Code

Proposed Location (if different): _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

Telephone (Day): 913-240-1658 Telephone (Evening): _____ Email: fowlmox21@yahoo.com

Property Owner Name: _____ Property Owner Telephone: _____

Property Owner Address: _____
Street City State Zip Code

Number of Each Type of Animal: 2 Canines, 5 felines

General Description of Each Animal: 50# white & black lab mix, 15# Rat terrier mix
13# Diluted Orange DSH, 13# TABBY DSH, 12# TABBY DSH,
11# tortie DSH, 9# tortie DSH.

Noises or Odors Anticipated: Barking

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: NO Fence yard,
lead for outside, kennels inside

Interest in Such Animal(s): pets

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: None

Safety Precautions to be Taken: on lead or leash when outside

Prior Incidents Involving Public Health or Safety: None

LICENSE INFORMATION

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

☐ 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: Alanda Fowler Date: 3/29/19

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: Shantel Scruggs 3/29/19
Signature Date

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

Cost: 18.75 License Period: 3/29 thru 12/31/19 Inspection Scheduled: _____

Amount Received: _____ ☒ Cash ☐ Check ☐ Credit

Police Signature: _____

Council Meeting Date: _____ ☐ 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.) Fowler, Alanda Kristina Marie	Report Date (MM/DD/YYYY): 04/11/19
Applicant's Address (Street, City, Zip): 124 N Main St #17, Lansing 66043	

Permit Application Initiated By:	<input type="checkbox"/> Voluntary Compliance	<input checked="" type="checkbox"/> Observed Violation	<input type="checkbox"/> Citizen Complaint
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Adjoining Residential Contact: Name: Bruce Wiley	Physical Address: 800 S 2 nd Street, Leavenworth 66043	Phone # (If applicable): 913.680.1783
How Notified: <input type="checkbox"/> Letter <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Phone	Date Notified: 03/08/19	

Adjoining Residential Contact: Name:	Physical Address:	Phone # (If applicable):
How Notified: <input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified:	

Adjoining Residential Contact: Name:	Physical Address:	Phone # (If applicable):
How Notified: <input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified:	

Adjoining Residential Contact: Name:	Physical Address:	Phone # (If applicable):
How Notified: <input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified:	

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

Results of Applicant Interview & Property Inspection / Officer's Narrative:
<p>Alanda Fowler was unaware of the City ordinance for licensing cats and obtaining a permit for More Than 4 Animals. She complied by purchasing licenses, providing proof of current rabies and applying for a special use permit within the time allotted. The property owner Bruce Wiley is aware of the number of animals that Ms. Fowler is maintaining. Upon inspection, the residence was clean and spacious. No offensive odors were detected. The cats have access to the entire residence and have 1 room sectioned off from the child in the residence. There is ample space for animals and humans.</p> <p>Local records were checked from Jan 2017 to current date and no associated complaints found.</p> <p>I have no issues or concerns with Ms. Fowler obtaining a special use permit.</p>

Council Presentation (MM/DD/YYYY & HHMM): 04/18/2019@1900	Applicant Notified (of Council Presentation) On (MM/DD/YYYY & HHMM): 04/09/2019@1200
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Submitted By: ACO W. Burr/1548	Date:	Reviewed By:	Date:
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2019 Permit Request ~ More Than 4 Animals

Alanda Fowler
124 N Main St #17
Lansing, KS 6043

2 Dogs & 7 Cats

DOI: 09 April 2019
ACO W. Burr/1548





AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Steve L. Wayman, Chief of Police
DATE: 04/11/2019
SUBJECT: Special Use Permit ~ 502 1st Terrace, Lansing, KS 66043

Chris Gambrel has applied for a special use permit to keep more than 4 animals at 502 1st Terrace. Attached is ACO Burr's findings in this request.

Action:

A motion to approve or deny the special use permit for 502 1st Terrace, Lansing, KS 66043

AGENDA ITEM #

8



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: Chris Gambrel
Address: 502 First Terrace Lansing MI 48204
Street City State Zip Code

Proposed Location (if different): _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

Telephone (Day): 913-683-3333 Telephone (Evening): _____ Email: Chris.gambrel@hotmail.com

Property Owner Name: _____ Property Owner Telephone: _____

Property Owner Address: _____
Street City State Zip Code

Number of Each Type of Animal: 3 dogs & chickens

General Description of Each Animal: 2 mini Pugs & 1 large spso

Noises or Odors Anticipated: _____

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: House dogs fenced yard chickens in coop

Interest in Such Animal(s): dogs pets chickens eggs

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: None

Safety Precautions to be Taken: All fenced in

Prior Incidents Involving Public Health or Safety: None

LICENSE INFORMATION

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

☐ 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: Chris Gambrel Date: April 3, 2019

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] 4/3/2019
Signature Date

Cost: \$25 License Period: Dec 31, 2019

Amount Received: _____ ☐ Cash ☒ Check ☐ Credit

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

Inspection Scheduled: _____

Police Signature: _____

Council Meeting Date: _____ ☐ 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.) Gambrel, Christopher A	Report Date (MM/DD/YYYY): 04/05/19
Applicant's Address (Street, City, Zip): 502 1 st Terrace, 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: Kenneth/Deborah Smith	Physical Address: 500 1 st Ter, Lansing 66043	Phone # (If applicable):
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 04/05/19	

Adjoining Residential Contact: Name: Sally Ketchell	Physical Address: 503 S 1 st St, Lansing 66043	Phone # (If applicable): 913.526.5403
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 04/05/19	

Adjoining Residential Contact: Name: Chad Krites	Physical Address: 502 1 st Ter, Lansing 66043	Phone # (If applicable):
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 04/05/19	

Adjoining Residential Contact: Name:	Physical Address:	Phone # (If applicable):
How Notified: <input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified:	

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 04/05/19. Mr. Gambrel has plenty of back yard space and has purchased a chicken coop to house 4-6 chickens. Local records were checked from Jan 2017 to current date and no associated complaints were found.

Council Presentation (MM/DD/YYYY & HHMM): 04/18/2019@1900	Applicant Notified (of Council Presentation) On (MM/DD/YYYY & HHMM): 04/05/2019@1130
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Submitted By: ACO W. Burr/1548	Date: 4/5/19	Reviewed By:	Date:
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2019 Permit Request ~ More Than 4 Animals

Chris Gambrel
502 1st Terrace
Lansing, KS 6043

3 Dogs & 4-6 Chickens

DOI: 05 April 2019
ACO W. Burr/1548







**City of Lansing
Police Department**



05 April 2019

Dear Chad,

This letter is to inform you that your neighbor, Chris Gambrel, has applied for a permit to own more than 4 animals in the City of Lansing. Gambrel maintains 3 dogs on the property and would like to purchase and maintain 4-6 chickens. The inspection for the permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on April 18, 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

COPY



City of Lansing Police Department



05 April 2019

Dear Kenneth & Deborah,

This letter is to inform you that your neighbor, Chris Gambrel, has applied for a permit to own more than 4 animals in the City of Lansing. Gambrel maintains 3 dogs on the property and would like to purchase and maintain 4-6 chickens. The inspection for the permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on April 18, 2019 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,

A handwritten signature in black ink, appearing to be "W. Burr".

W. Burr #1548
Animal Control Officer
Lansing Police Department

COPY



**City of Lansing
Police Department**



05 April 2019

Dear Sally,

This letter is to inform you that your neighbor, Chris Gambrel, has applied for a permit to own more than 4 animals in the City of Lansing. Gambrel maintains 3 dogs on the property and would like to purchase and maintain 4-6 chickens. The inspection for the permit has been completed.


You are welcome to attend the Lansing City Council Meeting being held on April 18, 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

COPY

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk 
DATE: April 11, 2019
SUBJECT: Lansing DAZE Special Event Permit and Temporary Special Event CMB Sales

Beer sales for this year's Lansing DAZE event will be handled by the company Elite Occasions, of Lansing, KS. 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 Lansing DAZE event.



CITY OF LANSING

TEMPORARY SPECIAL EVENT LICENSE APPLICATION

Individual's Name Applying for License: Lewis Rivers Date: 3/22/19
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: Kenneth Bernard Park Lansing KS 66043
Street Address City State Zip Code

Name and address of owner(s) of the event location:

Kenneth W. Bernard Park 15650 Guilman Rd
Name Street Address City State Zip Code

Description of Event: Lansing Jazz and BBQ contest, rides for kids, live music, fireworks show, food and beverages

Date(s) of Operation: May 3rd + 4th, 2019 Hours of Operation: 6:00pm Friday to 3:30pm Saturday
Anticipated Attendance: _____ State Tax Numbers: _____ Federal Tax Numbers: _____
Description of any structures to be used in conjunction with event: Pop Up tent and table

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: 3/22/19

The following departments have reviewed this application and recommend approval.

Police Department Signature: [Signature] Date: 4-16-19
Community Development Signature: [Signature] Date: 4-16-19
City Clerk's Office Signature: [Signature] Date: 4-11-2019

**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): 489848378

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

Name <u>Lewis Rivers</u>	Phone No. <u>(913) 602-3734</u>	Date of Birth <u>11/11/73</u>
Residence Street Address <u>1107 N 7th Street</u>	City <u>Lansing</u>	Zip Code <u>66043</u>

Applicant Spousal Information

Spouse Name <u>Sherree Rivers</u>	Phone No. <u>(913) 602-3730</u>	Date of Birth <u>3/27/72</u>
Residence Street Address <u>1107 N 7th Street</u>	City <u>Lansing</u>	Zip Code <u>66043</u>

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>Elite Occasions</u>	Name
Business Location Address <u>1107 N 7th Street</u>	Address
City <u>Lansing</u> State <u>KS</u> Zip <u>66043</u>	City State Zip
Business Phone No. <u>(913) 683-3057</u>	<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

May 3rd, 2019

Time

6:00 pm

☐ AM ☒ PM

End Date

May 4th, 2019

Time

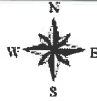
3:30 pm

☐ AM ☒ 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 1/2" 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 Rai

DATE 4/4/19

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

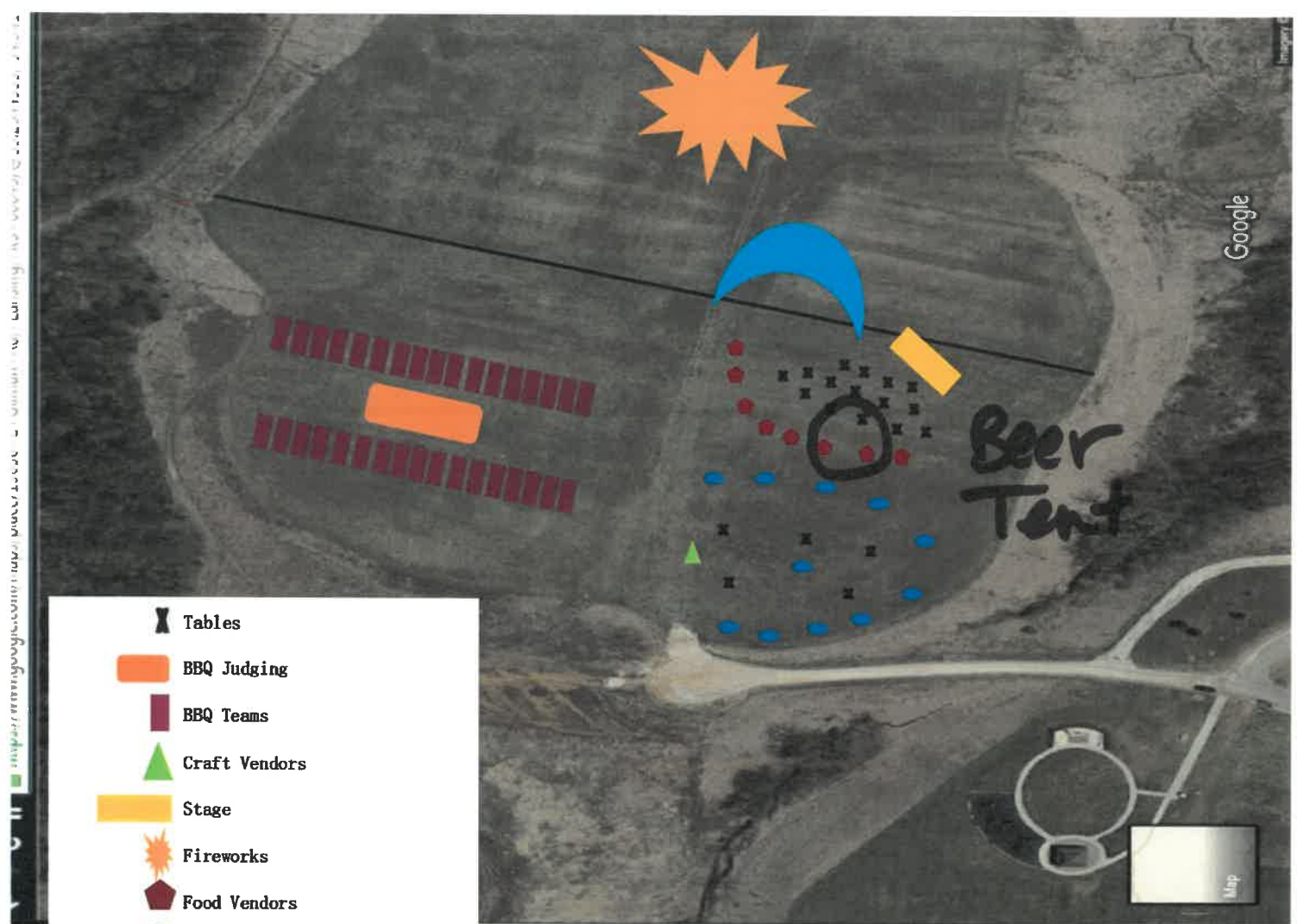
Valid From Date _____ to _____ By: _____

☐ 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)



X Tables

BBQ Judging

BBQ Teams

Craft Vendors

Stage

Fireworks

Food Vendors

Rides/ Inflatables

Cycle show Saturday



Other Items of Interest: Monthly Department and Equipment Mileage Reports

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

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Comments
2007	Ford	Econoline	15 Passenger Wagon	19288	19,395	107	
						0	
						0	
						0	
						0	
Total						107	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	17.03	18.09	1.06	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	53.5	53.5	0	
						0	
						0	
						0	
						0	
Total						1.06	

Parks and Recreation Fleet Report March 2019

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2002	Ford	Explorer	SUV	128,450	128,470	20	Parks maintenance	
2011	Dodge	Charger	passenger car	77,479	77,519	40	Activity Center use	
2014	Ford	F-350	Dump truck	12061.7	12118.4	56.7	Parks maintenance	
2017	Chevrolet	Silverado	truck	9688	9943	255	Parks maintenance	
2018	Ford	F-350	4-dr crew	4745	5447	702	Parks maintenance	
Total						1073.7		

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1977	1977	0	Parks maintenance	
1996	Hustler	Range Wing	mower	1905	1905	0	Parks maintenance	
2005	Kubota	F3060	mower	281.3	281.3	0	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1028.2	1029.5	1.3	Parks maintenance	
2012	Wright	ZK	stander mower	993.5	n/a	0	Parks maintenance	in shop currently
2014	Kubota	ZD331LP-72	mower	1277	1277	0	Parks maintenance	
2016	ABI	Force	infield groomer	149.1	151.5	2.4	Parks maintenance	
2017	Kubota	ZD1211	mower	350.2	350.4	0.2	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	79.4	80.6	1.2	Parks maintenance	
2019	Exmark	LZ 72	mower	0.5	0.5	0	Parks maintenance	
2019	Emark	LZ 96	mower	0.7	0.6	0	Parks maintenance	
Total						5.1		

Lansing Police Department
Vehicle Fleet End of Month Report

Mar-2019

Unit	Year	Make/Model	Last 5 VIN	Mileage as of 03/01	Mileage as of 04/01	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	40459	76119	76549	430	Detective	Detective	Limited Use - Detective
2	2012	Dodge Charger	07028	49850	50701	851	Sergeant	Sergeant	Fit for patrol duty
3	2015	Ford Explorer	40975	50177	51952	1775	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	40976	33681	34707	1026	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	07027	37150	37283	133	Lieutenant	Lieutenant	Limited Use - Lieutenant
6	2013	Ford Explorer	40458	63748	64463	715	Patrol	N/A	Retired
7	2018	Ford Explorer	34004	2588	3328	740	Captain	Captain	Limited Use - Captain
8a	2017	Dodge Charger	86270	31319	32508	1189	Patrol	Patrol	Fit for patrol duty
9	2018	Ford Explorer	34003	8006	8995	989	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	52349	47994	48421	427	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	64639	80891	81076	185	Animal Control	Animal Control	Fit for animal control duty
13a	2017	Dodge Charger	96163	30202	31380	1178	Patrol	Patrol	Fit for patrol duty
15	2018	Ford Explorer	34002	10209	10831	622	Patrol	Patrol	Fit for patrol duty
17	2016	Dodge Charger	23367	25735	26452	717	Patrol	Patrol	Fit for patrol duty
					Mileage Total:	10977			

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

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	LT. Pick-up Ext	55,713	56,000	287	
2007	Ford	Ranger XLT	LT. Pick-up Ext	43,623	43,893	270	
1998	Ford	1/2 ton	Pick-up	64,658	64,935	277	
2001	Ford	Ranger	LT. Pick-up Ext	117,378	117,378	0	
2005	Ford	Ranger	LT. Pick-up Ext	42,821	43,070	249	
2000	Ford	Explorer	SUV	188,968	189,447	479	
2005	Sterling	LT 8500	Dump Truck	50,904	51,328	424	
2007	Elgin	Crosswind J+	Street Sweeper	5,766	5,772	6	
1992	Ford	700	Dump Truck	63,976	64,002	26	
2017	Chevrolet	3500	Pick-up Truck	10,053	10,445	392	
2002	Ford	F350 4x4	Dump Truck	75,181	75,600	419	
2011	International	7400	Dump Truck	16,188	16,778	590	
2016	Ford	F350 4x4	One-ton Dump Truck	7,749	8,159	410	
2006	Dodge	Charger	Sedan	123,742	123,792	50	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	5,052	5,054	2	
2004	IR	DD-24	Asphalt Roller	271	273	2	
2006	IR	185	Air Compressor	198	198	0	
1993	Ford	5030	Tractor	523	523	0	
1997	Bobcat	763	Skid Steer	2,123	2,125	2	
2014	Case	580 SNWT	Backhoe	1,135	1,184	49	
2002	Crafco	110	Crack Sealer	808	808	0	
2003	Kubota	L3710	Tractor	1,573	1,598	25	
2009	Case	465	Skid Steer	605	610	5	
2004	Case	621D	Front Loader	2,186	2,186	0	at treatment plant
2018	John Deere	5065E	Tractor	2	2	0	

Mar-19

City Influent	41.75 MG	City Avg Daily	1.35 MGD
LCF Influent	13.12 MG	LCF Daily Avg	.423 MGD
Total Biosolids	0.759	Precip	

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8174	8174	0	Collection System	
2002	Ford	350	Pick Up Truck	94258	94300	42	Ops/Maint.	
2012	Chevrolet	Tahoe	SUV	97599	98097	498	Ops/Maint.	
2005	Ford	550	Flatbed Truck	42900	42903	3	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	333	939	606	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	20326	20424	98	Biosolids Disposal	
Total						1247		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	943	943	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2236	2238	2	Collection System	
1999	Aries	Saturn III	Camera Trailer	344	344	0	Collection System	
2004	John Deere	7920	Tractor	1218	1219	1	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1241	1242	1	Operations	
2004	Case	621D	Loader	2297	2299	2	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1230	1236	6	Maintenance	
2006	JCB	531-70	Telehandler	570	571	1	Plant Activities	

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

TO: Tim Vandall, City Administrator

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

DATE: April 4, 2019

MRS

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	23	57
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	2	5
Total valuation of residential and commercial construction and remodeling for which permits were issued	\$66,411.79	\$605,053.17
Permit fees	\$1,586.00	\$9,842.50
Number of inspections performed	41	118
Number of trade licenses issued	22	255
Total trade contractor licenses issued	8	81
Number of occupational licenses issued	8	63

CODE ENFORCEMENT:	<u>Current Month</u>	<u>Year to Date</u>
<u>Nuisance Report</u>		
Three Day Warnings:	19	71
Certified Letters Sent:	0	0
Compliance:	14	61
Compliance Review:	15	65
<u>Vehicle Report</u>		
Warning Letters/Verbal:	7	16
Certified Letters Sent (20 Days):	0	0
Compliance:	3	9
Compliance Review:	3	11
<u>Weeds Report</u>		
Three Day Warnings:	0	0
Certified Letters Sent:	0	0
Compliance:	0	0
Compliance Review:	0	0
<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	0
Citations:	0	0
Contracted for Work:	0	0