



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

COUNCIL AGENDA
Regular Meeting
Thursday, March 21, 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:

2. Graduation of Citizens' Academy Participants
3. Arbor Day Proclamation

Council Consideration of Agenda Items:

4. Ordinance No. 1020 – Cereal Malt Beverage Amendment Chapter 3, Article 2
5. Request for Cereal Malt Beverage License – Aldi Inc.
6. Request for Special Use Permit – 101 N. Ethel Lane – More than 4 Animals
7. Award of Contract – Retail Development Services
8. Award of Contract– Phone System and Building Connection
9. Construction Inspection Services – Bittersweet Road and Bridge Improvements Project 18-03
10. Kansas Regional Prisons Museum

Reports:

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

Proclamations:




- Fair Housing Month

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: March 8, 2019
SUBJECT: Approval of Minutes

The Regular Meeting Minutes for March 7, 2019, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for March 7, 2019, as presented.

AGENDA ITEM #

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
March 7, 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

Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Kerry Brungardt

OLD BUSINESS:

Approval of Minutes: Councilmember McNeill moved to approve the special meeting minutes of February 21, 2019 and the regular meeting minutes of February 21, 2019, as presented. Councilmember Pawlowski seconded the motion. The motion was approved with Councilmember Buehler abstaining from the vote.

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

Presentations

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Final Development Plan – 400 North Main Street, Lot 3 Fairlane Commercial Development:

Councilmember Buehler moved to approve the final development plan for 400 North Main Street, Lot 3, Fairlane Commercial Development. Councilmember McNeill seconded the motion. The motion was unanimously approved.

Executive Session – Consultation with Attorney: Councilmember Pawlowski moved to recess into executive session for the consultation with an attorney for the City which would be deemed privileged in an attorney-client relationship. K.S.A. 75-4319(b)(2) for 15 minutes, beginning at 7:03 PM and returning to the Council Chambers at 7:18 PM. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to Open Session at 7:18 PM. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Buehler moved to authorize the City Administrator and City Attorney to finalize and execute the settlement agreement with Site Rite Construction of Kansas City, Missouri, for City Project 17-04. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

REPORTS:

Department Heads: Public Works Director Jeff Rupp updated the Council on two projects. The first one at 2nd Street and Mary has been delayed a few weeks due to not having the storm water boxes in time for the project to start. The second is the DeSoto Road project and the need to change from lime treated subgrade to AB-3 rock. This type of rock allows the contractor to go a longer distance faster since there isn't the need for a 7-day cure period of each section. There could be a potential savings of \$31,000 on the project, as well as move up the overall completion date from November 2020 to September 2020. KDOT needs to hear from the City soon so the project doesn't get delayed. City staff is meeting with Linaweaver Construction on Friday, March 8th to agree to the change and then contact KDOT to move forward with the project. Community & Economic Development Director Matthew Schmitz briefed the Council on an agenda item for the next meeting involving Mike Reilly and Fairway Estates related to the Benefit District. Mike Reilly is seeking clarity on the Benefit District before moving forward. Also, the Aldi's building plans have been received and that should begin soon.

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer had nothing to report.

City Administrator: City Administrator Tim Vandall informed the Council the Board for the Kansas Regional Prison's Museum voted to dissolve itself so that would come up at a future meeting.

Governing Body: Councilmember Buehler thanked the candidates running for County Commissioner for attending tonight's meeting and he got a lot out of the Candidate Forum meeting held on Tuesday evening. He also stated on this day in 1876, Alexander Graham Bell patented his invention, the telephone.

Councilmember Trinkle commented on City Administrator Tim Vandall's nice looking Kelly green City shirt.

- City Administrator Tim Vandall stated he liked Councilmember Trinkle's nice looking Kelly green City shirt.

Councilmember Kirby congratulated Community & Economic Development Director Matthew Schmitz on his one-year anniversary with the City and told him to keep up the good work.

ADJOURNMENT:



Councilmember Garvey moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:26 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Director, Community & Economic Development 
DATE: March 21, 2019
SUBJECT: Graduation of Citizens' Academy Participants

On March 21, 2019, six (6) participants will graduate from the ninth annual Lansing Citizens' Academy. The Citizens' Academy provides an interactive experience for participants to learn about the functions and responsibilities of each city department. Further, participants meet city staff members and learn about ways to volunteer on boards and commissions.

Sessions were held monthly from September 2018 through March 2019. The sessions were led by staff and held in department facilities or at City Hall. Each session lasted approximately two hours with an opportunity for participants to evaluate each session at the end. Participants have stated that they enjoy the opportunity to learn about the operations of the departments, meeting staff, and building a greater understanding of the intricacies of city government.

Due to the success of the program, staff recommends that the city again offer the program in 2019-2020.

The graduates of the Lansing Citizens' Academy are as follows:


- **Jacob Kowalewski**
- **Dr. Harold Laurence**
- **Tyler J. Swift**
- **Don Wallace**
- **Judy Wallace**
- **Ronald Webb**

Policy Consideration: No policy consideration

Financial Consideration: The costs are minimal and include folders, handouts, and snacks for the participants at sessions. The participants also receive plaques to signify their graduation from the program.

Action: Staff is requesting that Mayor Smith present plaques to the graduates with Tim Dossey's assistance.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Jason Crum, Parks and Recreation Director
DATE: March 18, 2019
SUBJECT: Tree City Proclamation

One of the long-term goals of the Lansing Tree Board is to retain status as a Tree City U.S.A. Lansing has been recognized as such for 19 years. One of the criteria for gaining this status is an Arbor Day Proclamation. Attached is a proclamation declaring April 12, 2019 as Arbor Day in Lansing. Representatives from the Tree Board will be present to receive the proclamation from the Mayor.

On April 12, 2019 at 10:45 a.m. a ceremonial tree will be planted at The Lansing Library.

Policy Consideration: N/A

Financial Consideration: N/A

Action: None

AGENDA ITEM #

3



Proclamation Arbor Day

Whereas, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, Trees wherever they are planted, are a source of joy and spiritual renewal, and

Whereas, The City of Lansing has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways.

Now, Therefore, I, Michael W. Smith, Mayor of the City of Lansing, in the State of Kansas, do hereby proclaim the 12th day of April, in the year Two-Thousand Nineteen as

"Arbor Day"

in the City of Lansing, and I urge all citizens to support efforts to protect our trees and woodlands and to support our City's urban forestry program, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of present and future generations.

In witness thereof, I have hereunto set my hand and caused the official seal of the City of Lansing, Kansas to be affixed. This the 21st day of March, in the year Two-Thousand Nineteen.

City of Lansing

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator *T*
FROM: Sarah Bodensteiner, City Clerk *SUB*
DATE: March 18, 2019
SUBJECT: Ordinance No. 1020 – Cereal Malt Beverage Amendment Chapter 3, Article 2

In 2017, the Kansas Legislature passed House Sub. For SB 13, which amends the Kansas Liquor Control Act and the Kansas Cereal Malt Beverage Act. Under the new law, beginning April 1, 2019, any person licensed to sell Cereal Malt Beverages (CMB) will be allowed to sell enhanced cereal malt beverages and/or beer containing not more than six percent (6.0%) alcohol by volume. Convenience stores and grocery stores are among the examples of entities that might have a CMB license. The new law does not create any changes from the City's perspective; it merely allows someone licensed to sell CMB to now sell at a higher alcohol content.

Policy Consideration: This Ordinance amends the City Code to be in line with current state regulations.

Financial Consideration: N/A

Action: Motion to adopt Ordinance No. 1020.

AGENDA ITEM #

4

ORDINANCE NO. 1020

AN ORDINANCE OF THE CITY OF LANSING, KANSAS AMENDING CHAPTER 3, ARTICLE 2 OF THE CODE OF THE CITY OF LANSING, KANSAS, REGULATING THE SALE OF CEREAL MALT BEVERAGES TO INCLUDE ENHANCED CEREAL MALT BEVERAGES AND/OR BEER CONTAINING NOT MORE THAN 6% ALCOHOL BY VOLUME.

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

SECTION 1. For purposes of licensing and regulation under Chapter 3, Article 2 of the Code of the City of Lansing, Kansas, all references to cereal malt beverage shall be deemed to refer and include enhanced cereal malt beverages and/or beer containing not more than 6% alcohol by volume. Any retailer licensed under Chapter 3, Article 2 of the Code of the City of Lansing, Kansas shall be permitted to sell cereal malt beverage and enhanced cereal malt beverage and/or beer containing not more than 6% alcohol by volume within the City of Lansing, Kansas, subject to the rules and regulations otherwise provided in said Article 2.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall be published in the official City newspaper.

SECTION 4. This ordinance shall take effect and be in force from and after April 1, 2019.

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 21st day of March 2019.

{SEAL}

Michael W. Smith, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: *Leavenworth Times*

Date Published:

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1020: An Ordinance of the City of Lansing, Kansas Amending Chapter 3, Article 2 of the Code of the City of Lansing, Kansas Regulating The Sale of Cereal Malt Beverages To Include Enhanced Cereal Malt Beverages And/Or Beer Containing Not More Than 6% Alcohol By Volume.

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

Ordinance No. 1020 Summary:


On March 21, 2019, the City of Lansing, Kansas, adopted Ordinance No. 1020, amending Chapter 3 Article 2, of the Code of the City of Lansing. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

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

DATED: March 21, 2019

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: March 8, 2019
SUBJECT: Request for Cereal Malt Beverage License – Aldi Inc.

Aldi Inc., at 1217 North Main Street has applied for a cereal malt beverage license. The City Clerk, Police Chief, and City Inspector of the Community & Economic Development Departments have reviewed and approved the application. The licensing fee and Kansas State Stamp Tax have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License for Aldi Inc at 1217 North Main Street.



CITY OF LANSING

BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION

Name: Aldi Inc Date of Birth: / /
Address: 10505 South K7 Highway Olathe Kansas 66061
Street State Zip Code
Telephone (Day): 913-768-1119 Driver's License #/State Issued: None
Attach Copy
Vehicle Information (If operating from vehicle): N/A
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only):

Statement of Applicant (Ice Cream Vendor, Transient Vendor, Massage Establishment or Therapist Only): I have (), have not (), been convicted of any crime, misdemeanor, or violation of any municipal ordinances. If so, please provide the nature of the offense and the punishment or penalty assessed.

BUSINESS INFORMATION

Name of Business: Aldi Business Telephone: 913-424-8522
Type of Business: Grocery Store Business Fax: Website:
Would you prefer to receive correspondence by email? ☐ Yes ☐ No If yes, please provide email address:
Business Address: 1217 North Main Lansing Kansas 66043
Street City State Zip Code
Mailing Address (if different): 10505 S K7 Hwy Olathe Kansas 66061
Street City State Zip Code
On-Site Manager Name: Dominic Escobar Telephone: 913-424-8522
Kansas Sales Tax Number: 004-421112447-F01 Federal Tax ID #: 42-1112447
Owner Name: Aldi Inc. Owner Telephone: 913-768-1119
Owner Address: 10505 S. K7 Highway Olathe Kansas 66061
Street City State Zip Code

LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: CMB 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: Dominic Escobar Title: Vice President Date: 2/15/19

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

FOR OFFICIAL USE ONLY:			
Application Received By: <u>[Signature]</u>	Cost: <u>75</u>	License Period: <u>Annual-2019</u>	
Police Signature: <u>[Signature]</u>	Amount Received: <u>75</u>	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Credit	
Community Development Signature: <u>[Signature]</u>	Additional Information: <input type="checkbox"/> Insurance <input type="checkbox"/> Attachment B	<input checked="" type="checkbox"/> Cereal Malt Beverage Form <input type="checkbox"/> Articles of Incorporation	
	<input type="checkbox"/> Copy of Photo Identification <input type="checkbox"/> Copy of State License	<input type="checkbox"/> Additional Code Items <input type="checkbox"/> Late Fee	
Notify: <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Police <input checked="" type="checkbox"/> Economic Development			

Receipt # 69559

CORPORATE 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 licensed premises.

SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-421112447-F01

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

Name of Corporation ALDI INC. (Kansas)	Principal Place of Business		
Corporation Street Address 10505 South K7 Highway	Corporation City Olathe	State Kansas	Zip Code 66061
Date of Incorporation November 7, 1978	Articles of Incorporation are on file with the Secretary of State.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Agent Name The Corporation Company, Inc.	Phone No. 785-233-0593		
Residence Street Address 112 SW 7th Street, Suite 3C	City Topeka	State Kansas	Zip Code 66603

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Aldi #98	Name ALDI INC. (Kansas)
Business Location Address 1217 North Main	Address 10505 South K7 Highway
City Lansing	City Olathe
State Kansas	State Kansas
Zip 66043	Zip 66061
Business Phone No. 913-424-8522	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s)	

SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name George Mark Bersted	Position Vice President	Date of Birth 2-9-1960
Residence Street Address 11770 Pine Street	City Olathe	State Kansas
Zip Code 66061		
Spouse Name Laura Ann Bersted	Position spouse	Date of Birth 4-19-1960
Residence Street Address 11770 Pine Street	City Olathe	State Kansas
Zip Code 66061		
Name	Position	Date of Birth
Residence Street Address	City	State
Zip Code		
Spouse Name	Position	Age
Residence Street Address	City	State
Zip Code		
Name	Position	Date of Birth
Residence Street Address	City	State
Zip Code		
Spouse Name	Position	Age
Residence Street Address	City	State
Zip Code		

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
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Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State Zip Code

SECTION 5 – MANAGER OR AGENT INFORMATION

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 Dominic Escobar Phone No. 913-424-8522 Date of Birth June 4, 1988

Residence Street Address 2084 South 137th Street City Bonner Springs, Kansas Zip Code 66012

Manager or Agent Spousal Information*

Spouse Name Kelly Escobar Phone No. 636-352-7973 Date of Birth January 15, 1991

Residence Street Address 2084 South 137th Street City Bonner Springs, Kansas Zip Code 66012

SECTION 6 – QUALIFICATIONS FOR LICENSURE

Within 2 years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 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

Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:

(1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.

☐ Yes ☒ No

All of the individuals identified in Sections 4 & 5 are at least 21 years of age*.

☒ Yes ☐ No

SECTION 7 – DURATION OF SPECIAL EVENT

Start Date Time ☐ AM ☐ PM

End Date Time ☐ AM ☐ PM

Proceed to Section 8 on the next page.

SECTION 8 – 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 and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE Donna Bert DATE 2/15/19

FOR CITY/COUNTY OFFICE USE ONLY:

☒ License Fee Received Amount \$ 50 Date 3/6/2019
(\$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)

☒ \$25 CMB Stamp Fee Received Date 3/6/2019

☒ Background Investigation

☒ Completed Date 3/6/2019

☐ 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 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)


BAT #24 in the storm, IL



58 INCHES HIGH. NOTES:
FISHES JOIN TAIL TOGETHER, LEAVING NO GAP IN
MIDDLE. IN 7'-10" SR CONDUIT. 10'-0" SR END CAP.

98

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Steve L. Wayman, Chief of Police
DATE: 03/07/19
SUBJECT: Special Use Permit for 101 N Ethel Ln, Lansing, KS 66043

Michael Langlois has renewed his application for a special use permit to keep more than four animals at the residence. Attached is ACO Burr's findings in the request.

Action:

A motion to approve or deny the special use permit for 101 N Ethel Ln, Lansing, KS 66043

AGENDA ITEM #

6



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: McNary 19491015

Address: _____

Proposed Location (if different): 101 Ethel LN Lansing MI 48203

Mailing Address (if different): _____

Telephone (Day): _____ Telephone (Evening): _____ Email: _____

Property Owner Name: _____ Property Owner Telephone: 973 410 2689

Property Owner Address: 101 Ethel LN Lansing MI 48203

Number of Each Type of Animal: _____

General Description of Each Animal: 2 cats 1 German Shepherd

1 8 pound mutt 1 10 pound Shitzu

Noises or Odors Anticipated: none

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: locking fence

Interest in Such Animal(s): Pets

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

Safety Precautions to be Taken: none

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: _____ Date: 3/21/19

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 Seng 1/3/19

Signature

Date

Cost: \$25.00 License Period: Jan-Dec 2019

Amount Received: \$25.00 ☒ 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.) Langlois, Michael S	Report Date (MM/DD/YYYY): 03/07/19
Applicant's Address (Street, City, Zip): 101 N Ethel Lane, 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: Jeffrey/Jo Ann Shugart	Physical Address: 110 Ferncliff Street	Phone # (If applicable): N/A
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 03/07/19	

Adjoining Residential Contact: Name: Joseph/Vicki Welch	Physical Address: 103 N Ethel Lane	Phone # (If applicable): 913.775.2814
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 03/07/19	

Adjoining Residential Contact: Name: Matt/Candi Daniels	Physical Address: 707 Ida Street	Phone # (If applicable): 913.680.7490
How Notified: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Phone	Date Notified: 03/07/19	

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: Applicant is in compliance with City ordinances. Records checked from Jan 2017 to present and no complaints filed.

Council Presentation (MM/DD/YYYY & HHMM): 03/21/19@1900	Applicant Notified (of Council Presentation) On: 03/07/19
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Submitted By: ACO W. Burr/1548	Date:	Reviewed By:	Date:
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2019 Permit Renewal ~ More Than 4 Animals

Langlois, Michael & Nakima
101 N Ethel Lane
Lansing, KS 66043

3 Dogs & 2 Cats

DOI ~ 03/07/19
ACO W Burr/1548







City of Lansing
Police Department
Steven L. Wayman, Chief



March 7, 2019

Dear Joseph & Vicki,

This letter is to inform you that your neighbors at 101 N Ethel Ln have renewed their permit application to own more than 4 animals in the City of Lansing. The Langlois' are in possession of 3 dogs & 2 cats on the property. They are in compliance with City ordinance 2-507 by having their dogs/cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

You are welcome to attend the Lansing City Council Meeting being held on March 21, 2019 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,

W. Burr #1548
Animal Control Officer
Lansing Police Department



City of Lansing
Police Department
Steven L. Wayman, Chief



March 7, 2019

Dear Jeffrey & Jo Ann

This letter is to inform you that your neighbors at 101 N Ethel Ln have renewed their permit application to own more than 4 animals in the City of Lansing. The Langlois' are in possession of 3 dogs & 2 cats on the property. They are in compliance with City ordinance 2-507 by having their dogs/cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

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Animal Control Officer
Lansing Police Department



City of Lansing
Police Department
Steven L. Wayman, Chief



March 7, 2019

Dear Matt & Candi,



This letter is to inform you that your neighbors at 101 N Ethel Ln have renewed their permit application to own more than 4 animals in the City of Lansing. The Langlois' are in possession of 3 dogs & 2 cats on the property. They are in compliance with City ordinance 2-507 by having their dogs/cats registered with proof of current rabies vaccinations. The inspection for their permit has been completed.

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Respectfully,

W. Burr #1548
Animal Control Officer
Lansing Police Department

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Director, Community & Economic Development 
DATE: March 21, 2019
SUBJECT: Award of Contract for Retail Development Services

During the preparation of the budget for 2019, Staff increased the line item for Economic Development within the Transient Guest Tax Fund to accommodate an agreement with a Retail Development Services firm. A Request for Proposals (RFP) was issued December 3, 2018, and closed January 30, 2019. Staff received four responses to the RFP. A committee of four, made up of the City Administrator, the Director of Community & Economic Development, Councilmember McNeill, and Councilmember Buehler, has reviewed the submissions and scored them. The results of the scoring were unanimous among the committee members. The successful respondent's proposal is included for review.

The overall ranking was as follows:

1. **The Retail Coach**
2. **Retail Strategies**
3. **NaviRetail**
4. **Red City Planning**

Due to the nature of Economic Development work, it is advisable to sign a multi-year agreement with a firm, although Council could sign a single year contract and renew each year. All of the proposals received include renewal provisions, or the ability to sign a multi-year contract with each respective firm.

Policy Consideration: N/A

Financial Consideration: The financial cost was a consideration of the scoring process, but it made up only 10 points of the possible 100 for each respondent. The highest scoring respondent, The Retail Coach, included a cost of \$35,000 for the first year, along with \$3,000 in reimbursable expenses for a total of \$38,000 for the first year. This is within the budgeted amount of \$40,000 for this project. The second- and third-year cost, according to the proposal, would be \$25,000 each year, along with the \$3,000 reimbursable for a total of \$28,000 in years two and three.

Action: Staff recommends authorizing the mayor to sign a multi-year contract with The Retail Coach in the amount of \$38,000 for year one, \$28,000 for year two, and \$28,000 for year three, or a total contract price of \$94,000.

AGENDA ITEM

7



January 30, 2019



Retail Market Analysis & Recruitment Proposal

Contents

- I. Executive Summary
- II. Approach and Methodology
- III. Project Deliverables
- IV. Project Management Approach
- V. Detailed and Itemized Pricing
- VI. Appendix: References
- VII. Appendix: Project Team Staffing
- VIII. Appendix: Company Overview
- IX. Addendum No. 1

RFP #2018.004

Prepared For:
The City of Lansing, Kansas
Community & Economic Development Department

Prepared By:
The Retail Coach, LLC



I. Executive Summary

The City of Lansing is experiencing a significant amount of retail leakage across various industry sectors. A large portion of this leakage is likely due to close proximity to the Legends and Leavenworth developments, as well as other nearby retail clusters in the greater Kansas City MSA. Retail recruitment is a process, not an event, and a community must take a proactive approach to pursuing retailers, developers, and brokers that fit the market. Furthermore, smaller communities must work even harder to attract retailer's attention and stand out in today's fast-paced and competitive retail environment

Our research indicates that two of the most significant needs in Lansing are full-service grocery and sit-down restaurants. Lansing residents deserve a mix of independent, regional, and national retail and restaurants to choose from within their community, rather than being forced to travel to the Legends or other nearby areas. A successful retail recruitment strategy must combine current demographic data, leakage/surplus analysis, and in-depth market knowledge with proactive retail, developer, and broker recruitment. We call this comprehensive approach our "Retail360 Process."

Founded in 2000, The Retail Coach provides municipalities like Lansing custom-tailored retail recruitment and marketing strategies. Our firm was the first to offer communities access to their own in-house retail recruitment team. Leveraging the latest technologies with the industry's first "on-the-ground" technique, The Retail Coach aggressively introduces client markets to our vast network of nationwide retailers, developers, and brokers. Communities no longer need to take the "wait-and-see" approach, hoping new retail and restaurants happen to select their market. Our team can help start those conversations allowing Lansing to drive new development, rather than react to it.

For 19 years, The Retail Coach has been the go-to firm for municipalities seeking advice on retail strategy, property development, property redevelopment, and urban revitalization. We are consultants (not brokers) who offer expert staff and services to research, analyze, and develop a unique retail development strategy that will position Lansing for long-term retail recruitment success.

As part of The Retail Coach plan, Lansing will receive extensive market research and data analysis, highest and best use analysis of available real estate, marketing materials including an online dashboard, proactive retail recruitment services, and ICSC industry conference representation. Each step is vital to a successful retail recruitment plan.

Community development precedes economic development. We love working with communities that have a comprehensive plan outlining their future. "Lansing 2030: A Vision for Tomorrow," makes the growth of Lansing evident over the past 20 years, as well as where the city expects to go in the next 20 years. From continuing development along the Main Street Overlay District (MSOD), including the Lansing Towne Center, to future growth plans south of the current MSOD along the K-7 corridor and Eisenhower Road, Lansing has obvious potential for retail growth. A partnership with The Retail Coach will signal to retailers, developers, and brokers that Lansing is ready to expand its retail offerings. Allow The Retail Coach to become an extension of your team and proactively pursue retail on your behalf.

The following proposal offers a detailed outline of how The Retail Coach approach to recruitment will be successful in bringing retail to Lansing.

II. Approach and Methodology

A PROVEN PROCESS FOR RESULTS

Retail360® Process: Moving Beyond Data to Bring Retailers to Lansing

Retail recruitment is a process, not an event. Through our proprietary Retail360® Process, The Retail Coach offers a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.





II. Approach and Methodology

PHASE 1 Analyzing the Market

Custom Retail Trade Areas

The Retail Trade Area (RTA) is the foundation of retail recruitment strategy, and its accuracy is critical. The Retail Trade Area is the geographical area from which a community's retailers derive a majority of their business. Drive times and radial analysis are not the best way to depict an accurate Retail Trade Area. To best confirm a community's Retail Trade Area, we will execute the following strategic steps:

Mobile Data for Location Decisions

The Retail Coach will utilize mobile location technology that analyzes location and behavioral data collected from mobile devices to determine consumer visits to Lansing. This high-confidence data is used to verify Retail Trade Areas and validate retail site selection decisions.

Retail Trade Area Mapping

The Retail Coach will delineate a boundary map of the Retail Trade Area using mobile data collected.

Demographic Profiling

A community must be able to instantaneously provide information and data sets sought by retailers during the site selection and site evaluation process. The data must be accurate, current, and readily available.

The Retail Coach will create comprehensive 2010 Census, 2019, and 2024 demographic profiles for the Retail Trade Area and Lansing community. The profile includes population and projected population growth, race, ethnicities, average and median household incomes, median age, households and household growth, and educational attainment.

Psychographic Profiling

As retail site selection has evolved from an art to a science, psychographic lifestyle segmentation has become an essential element of retailers' preferred location criteria. Understanding a consumer's propensity to purchase certain retail goods and services—as well as specific retail brands—is valuable to national, regional, and independent retailers.

Based on the market segmentation system developed by ESRI, The Retail Coach will develop a Tapestry Segmentation profile of the households in the Retail Trade Area. This is done by using the most advanced socioeconomic and demographic data to measure consumer attitudes, values, lifestyles, and purchasing behaviors to understand the categories and brands of retailers that may be of interest.

Daytime Population

The workplace population, or daytime labor market area, is important to quick-serve and casual dining restaurants that rely heavily on lunch business.

The Retail Coach will provide an employment summary report detailing the total number of establishments, by industry, and employee counts within the designated labor market area. This report will provide insight into the "work here" population versus the "live here" population.



II. Approach and Methodology

PHASE 1 Analyzing the Market

Stakeholder Discussions

The Retail Coach will obtain strategy buy-in from public and private stakeholders through a series of individual and group meetings. Stakeholders will be approved, in advance, by the city and may include Lansing staff and representatives, community leaders, real estate brokers, retail developers, property owners, and owners of independent businesses.

Competing Community Analysis

Monitoring what is occurring in similar and competing market areas is essential. What are the advantages and challenges those markets are facing? The Retail Coach will look to both peer and competing communities to determine how Lansing can better position itself to attract new retail development. To name a few focus areas in Kansas: Leavenworth, The Legends, Basehor, Bonner Springs, and Kansas City. In Missouri: Platte City.

PHASE 2 Determining Retail Opportunities

Retail Gap Analysis

A Retail Gap Analysis (RGA) will determine the level of retail demand for a designated Retail Trade Area. The analysis computes the retail potential of the Retail Trade Area and then compares it to estimated actual sales in the community. The difference is either a leakage, where Lansing consumers are traveling outside the community to purchase certain retail goods and services, or a surplus, where consumers are traveling from outside to Lansing to purchase certain retail goods and services.

The Retail Coach will perform a Retail Gap Analysis to calculate the approximate flow of retail dollars in and out of Lansing.

The Retail Gap Analysis will:

- Identify retail sales surpluses and leakages for more than 77 retail categories and subcategories.
- Distinguish retail categories with the highest prospect for success and quantify their retail potential.

PHASE 3 Identifying Development & Redevelopment Opportunities

Identifying & Marketing Vacancies & Development/Redevelopment Sites

Retailers are interested not only in the market data on your community, but also in evaluating all available sites that fit their site selection and location preferences. A community must create and maintain a database of prime available properties along with accurate and current marketing information.

The Retail Coach will identify priority retail vacancies and development/redevelopment sites to market. Factors influencing site selection for priority sites will include:

- | | |
|--|---|
| • Existing market conditions | • Ingress/egress |
| • Retail Trade Area population | • Adequate parking |
| • Traffic counts and traffic patterns | • Site characteristics, Topography & Proximity to retail clusters |
| • Site-line visibility from primary & secondary traffic arteries | |



II. Approach and Methodology

PHASE 3 Identifying Development & Redevelopment Opportunities

Retail Site Profiles

The Retail Coach will create a retail site profile for each identified vacancy and site with current site-specific information, including:

- Location
- Aerial photographs
- Site plan
- Demographic profile
- Property size and dimensions
- Traffic count
- Appropriate contact information

PHASE 4 Identifying Retailers & Developers for Recruitment

The Retail Coach has been successful in recruiting leading retail brands to our client communities for more than 19 years. Our process is driven by providing accurate and current data sets as well as site-specific information to retailers, brokers, and developers.

Identification of Retail Prospects

The Retail Coach will target national and regional retail brands that are a good “fit” for the community. This means the Retail Trade Area population, disposable incomes, consumer spending habits, and education levels meet the retailers’ ideal location criteria.

The Retail Coach will review a master list with Lansing staff and work together to prepare a final target list of retailers for recruitment.

Identification of Developer Prospects

Retail recruitment is relationship based. Since 2000, The Retail Coach has worked to establish a reliable network of developer contacts.

Developer networking and developer recruitment have become key components in a community’s retail recruitment and development success. Retailers have specific property requirements based on their site location criteria. A mid-to high-tier retailer might show interest in a community; however, there may not be sufficient ready-to-lease properties matching their needs and brand requirements.

In this case it is important to illustrate the need for new development / redevelopment to developers in your market.

The Retail Coach will use its network to identify retail real estate developers active in Kansas and in the region for recruitment.



II. Approach and Methodology

PHASE 5 Marketing & Branding

To attract targeted retailers, the most critical step is providing accurate, current, and site-specific information on the community and its Retail Trade Area. It is important that this marketing information positively reflects your community's attributes and brand to corporate site selectors, real estate brokers, and developers.

Retail Market Profile

The Retail Coach will develop a retail market profile tailored to the specific needs of targeted retailers' essential site selection and location criteria. The profile serves as a community introduction and includes:

- Retail Trade Area Map
- Location Map
- Traffic Count Map
- Demographic Profile Summary
- Appropriate logo and contact information

Retailer Feasibility Packages

The Retail Coach will create a retailer-specific feasibility package to address essential location criteria. The feasibility package includes:

- Community Overview
- Retail Site Profiles
- Location Map
- Retail Trade Area Map
- Existing Retailer Aerial Map
- Retailer Location Map
- Retail Trade Area Demographic Profile Summary
- Retail Gap Analysis Summary Table
- Retail Trade Area Psychographic Profile
- Retail Trade Area Demographic Profile
- Community Demographic Profile
- Area Traffic Generators
- Appropriate logo and contact information

Real Estate Developer Opportunity Package

The Retail Coach will create a developer opportunity package to highlight the need for development / redevelopment. This will include:

- Community Overview
- Location Map
- Retail Trade Area Map
- Demographic Trends
- Aerial Imagery
- Traffic Counts
- Site-line visibility from major and secondary traffic arteries
- Ingress/egress for primary and secondary traffic arteries
- Median cuts or possibilities
- Traffic signal existence or possibilities
- Site characteristics and topography
- Appropriate zoning
- Area Retail
- Residential clustering and support
- Proximity to "anchor" retailers
- Top Employers
- Workplace Population
- Potential retail tenants



II. Approach and Methodology

PHASE 5 Marketing & Branding

Online Retail Dashboard & Interactive Map

The Retail Coach will create an online community dashboard, which will be available at Retail360.us/Lansing-KS, for visual presentation and easy downloading of marketing information and data sets.

Site Mapping

As an accredited ESRI Partner, The Retail Coach is able to create a Retail360® Community Retail Dashboard for Lansing. The dashboard provides easy access to the data reports and Retail Site Profiles. Considering retail site selectors do much of their research while in hotel rooms and in airports, a GIS platform that streamlines sites and data into one interactive and centralized location is a powerful tool.

Data can be presented by demographic, socioeconomic, psychographic, and retail spending layers that are detailed down to the block level to meet the needs of each individual user - whether that be a real estate broker, site selector, developer, or even a local entrepreneur. Additionally, this platform can be hosted as a stand-alone application on your iPad or embedded within your community's website for "touch of a button" access to important economic indicators such as: median household income, population density, population growth, psychographic lifestyle segmentation, ethnicity, median home value, and median age.

PHASE 6 Recruiting Retailers & Developers

Recruitment of Retailers

Founded in 2000, The Retail Coach was the first national retail advisory firm to introduce retailer and developer recruitment specifically for communities. The recruitment of retailers remains one of the primary metrics of success. Today, our experience has proved a community must move beyond data to be successful.

The retailer recruitment process includes the following steps:

- Introductory emails and retail market profiles are sent to each targeted retailer.
- Personal telephone calls are placed to measure interest level.
- Personal emails and retailer feasibility packages are sent to each targeted retailer.
- Personal emails and retail site profiles for prime sites are sent to the appropriate targeted retailer.
- Personal emails are sent to inform targeted retailers of significant market changes.
- A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities.
- Personal emails are sent to decision makers once per quarter to continue to seek responses regarding their interest level.

Retail Conference Representation

The Retail Coach will assist in marketing Lansing and its retail vacancies and real estate sites to retailers, developers, and brokers at retail industry conferences.

The Retail Coach will set-up retailer, developer, and broker meetings for Lansing at jointly attended conferences.



II. Approach and Methodology

PHASE 6 Identifying Retailers & Developers for Recruitment

Recruitment of Developers

Much of our recruitment success comes from establishing a network of national retail developers over the past 19 years.

Our developer recruitment process includes the following steps:

- Introductory emails and opportunity packages are sent to developers.
- Personal telephone calls are placed to measure interest level.
- Personal emails are sent to inform developers of the status of interested retailers and any significant market changes.

A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities.

PHASE 7 Retail Retention & Community Engagement

Focusing on Community Engagement

Retailer Workshop

The Retail Coach will conduct a retail workshop to share Retail Trade Area findings, demographic and psychographic profiles, and specific retail sector opportunities. The workshop focuses on existing retail businesses that may use the data to make "informed" decisions about expanding their merchandise lines and pursuing new sector opportunities, as well as entrepreneurs who are exploring new business opportunities.

PHASE 8 Coaching & Ongoing Support

Coaching

The Retail Coach will partner with Lansing on a long-term basis and be available when you have questions, new ideas, or need access to GIS mapping and current data and statistics. We are also available if Lansing needs to brainstorm opportunities as your community grows and develops.



III. Project Deliverables

PHASE 1

Analyzing the Market

Community Demographic Profile
Retail Trade Area (RTA) Maps based on Mobile Location Technology (Additional 3-, 5-, and 10-mile radial reporting)
Retail Trade Area Demographic Profiles (Historical, Current, and Projected)
Retail Trade Area Psychographic Profiles
Daytime Population Summary
Stakeholder Discussions
Competing Community Analysis

PHASE 2

Determining Retail Opportunities

Retail Gap Analysis (RGA)

PHASE 3

Identifying Development / Redevelopment Opportunities

Community-wide sites inventory
Analysis of priority sites and vacancies of highest and best use properties
10 Retail Site Profiles

PHASE 4

Identifying Retailers & Developers for Recruitment

Target list of 25 priority retailers and restaurants
Target list of real estate developers

PHASE 5

Marketing & Branding

Lansing Retail Market Profile (RMP)	Developer Opportunity Package
Lansing Retail Market Flyer (RMF)	Online Retail360 Dashboard
25 Retailer Feasibility Packages	Interactive Site Mapping with 10 Preloaded Sites

PHASE 6

Recruiting Retailers & Developers

Proactive Retail Recruitment & Recruitment Updates
Proactive Developer Recruitment & Recruitment Updates

PHASE 7

Retail Retention & Community Engagement

Discussions with Community Stakeholders
Retailer Workshop

PHASE 8

Retail Coaching

Ongoing Coaching & Support

IV. Project Management Approach

TIMELINE

The Retail Coach is available to begin work immediately upon agreement of terms with a project duration of 12 months. Your team at The Retail Coach utilizes a spin on the traditional phase approach to project management. **Phases 1 through 5 will be completed within the first 90 days of the project**, however continual updates will occur both reactively and proactively to account for the changing commercial real estate environment and market conditions in a recursive feedback loop, continually refining our “Macro to Micro” approach to customize it further for your community.



COMMUNITY TRIPS

The Retail Coach team will make a minimum of four (4) visits to Lansing during the project.

REPORTING AND COMMUNICATION

Communication is the key to any successful partnership and retail recruitment is no different. Beyond our bi-monthly update calls, you will have 24/7 access to your primary contacts at The Retail Coach via cell phone. We also utilize a number of tools for automatic updates, including project dashboard, a personal download link where all deliverables are made available, as well as a retail recruitment tracking form which is updated in real time regarding all communication between The Retail Coach and retailers concerning your community.

The screenshots display the The Retail Coach project dashboard and file management interface. The top dashboard shows project details for Covington, Georgia, including project description, status (100% COMPLETE), and progress metrics (14/15 APPROVED DOCUMENTS, 4/6 COMPLETE PHASES). Below this, a list of documents is shown, including 'Retailer Discussed' and 'Retailer Discussed' files. The bottom screenshot shows a file management interface with a search bar, filters, and a list of files, including '2017' and '2018' folders.



V. Detailed and Itemized Pricing

Work Fees

The total fee for completion of this work over a period of 12 months is **\$35,000**, payable in three installments:

- a) **\$12,000** upon execution of the agreement; and,
- b) **\$12,000** following completion of Phases 1-5 by 90 days; and,
- c) **\$11,000** following 2 full rounds of recruitment by 180 days following execution of contract.

If Lansing elects to extend the agreement period, the additional fee shall be **\$25,000** for 12 months of additional coaching, recruitment, and support.

*Work fees are payable within 7 days of receiving invoice.

Reimbursable Project Expenses

It is estimated that reimbursable expenses will be approximately **\$3,000**. Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;
- c) Cost of copies for reports and maps/drawings; and
- d) Cost of shipping expenses, if any.

*Project expenses are payable within 30 days after receipt of the expense invoice. The Retail Coach will provide a digital copy of the deliverables.

Optional Contract Extensions

Year 2 Contract Extension

\$25,000/yr.

Extends your agreement by an additional 12 months from initial contract execution. During that 12 month period, you will continue to receive the following:

- Updated Research, Analysis, and Reports
- Ongoing Recruitment of Retailers and Developers
- Coaching and Support from the The Retail Coach Team
- Designated Point of Contact for Recruitment and Data Needs
- Access to GIS Mapping and Data Resources

Year 3 Contract Extension

\$25,000/yr.

Extends your agreement by an additional 24 months from initial contract execution. During that 12 month period, you will continue to receive the following:

- Updated Research, Analysis, and Reports
- Ongoing Recruitment of Retailers and Developers
- Coaching and Support from the The Retail Coach Team
- Designated Point of Contact for Recruitment and Data Needs
- Access to GIS Mapping and Data Resources

VI. Appendix: References



Ray Dunlap

Community Development Manager
Fairview Economic Development Corporation
Fairview, Texas
Phone: 972.886.4222
rdunlap@fairviewtexas.org
www.fairviewtexasedc.com



Melody Whitten

Director of Development
58, Inc. (Client: Chelsea, Alabama)
Pelham, Alabama
Phone: 205.620.6658
mwhitten@58inc.org
www.58inc.org



Joe Dillon

Public Information Officer
City of Columbus, Mississippi
Columbus, Mississippi
Phone: 662.251.3746
jdillon@columbusms.org
www.columbusms.org



VI. Appendix: References

"In my opinion, The Retail Coach's strategy and assistance has netted us over 325,000 square feet of occupied retail development during one of the most significant retail downturns in the last 20 years. Money well spent."

Samuel D. R. Satterwhite
Executive Director
Wylie Economic Development Corporation

"United Supermarkets showed interest in Brownwood directly through the efforts of the consulting firm The Retail Coach which was hired by the City, Chamber and Brownwood Economic Development Corporation in 2010. Aaron Farmer of The Retail Coach initiated the idea of a location in Brownwood with United."

Mayor Stephen Haynes
City of Brownwood, Texas

"The location of Sprouts Farmers Market was a direct result of meetings coordinated by The Retail Coach between our community and site selectors at ICSC/Recon in 2012."

Warren Unsicker, CECD
Vice President, Economic Development
Broken Arrow Economic Development Corporation

"For years I researched firms to help me with retail development and The Retail Coach continued to surface as the best choice provider. Over and over again I heard about their 'service after the sale.' This was important. You see a lot of firms can run data and put together fancy reports. What allows The Retail Coach to stand out is their coaching. A tool is useless unless someone 'coaches' you on the best way to utilize it. When you hire The Retail Coach you are not just buying data, you are hiring a coach to help you with your retail development needs. I highly recommend them to any community seeking to effectively recruit retail development."

Dave Quinn, CECD, Executive Director
Previously Bastrop, Texas Economic Development Corporation; Currently Frisco, Texas

"As a customer of The Retail Coach I have witnessed first-hand success with Aaron Farmer and his skilled team. The staff at The Retail Coach deliver the knowledge, skill, and rapport necessary to recruit retail into regions seeking progression, all while taking the difficulty away from the municipalities. They are a strong catalyst in retail expansion for any community that is looking for increased economic growth."

Sean Overeynder
Economic Development Director
Floydada, Texas



VII. Appendix: Project Team Staffing

C. Kelly Cofer, CCIM
President & CEO



****PROJECT SUPPORT**
LICENSED REAL ESTATE BROKER

C. Kelly Cofer leads The Retail Coach with more than 25 years of experience in all aspects of retail real estate and economic development. Mr. Cofer's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national and regional retailers and restaurants in more than 150 cities throughout the United States. Mr. Cofer has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and attended the Economic Development Institute at the University of Oklahoma. He holds a Bachelor of Science degree from Texas A&M University in College Station.

Aaron Farmer
Senior Vice President



****PROJECT SUPPORT**

With a degree in Marketing from The Mays Business School at Texas A&M University in College Station and an MBA from Texas A&M University – Commerce, Aaron brings to The Retail Coach knowledge of the most current research on retail and marketing trends. Prior to joining The Retail Coach, Aaron was employed in marketing research and retail development where he worked on projects for some of America's leading retailers and restaurants including FedEx, Kinkos, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises (NAASF). Mr. Farmer's expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. Aaron is a sought after speaker for industry organizations including the Texas Municipal League and Texas Economic Development Council.

Frank Bullock
Executive Vice President
Henry S. Miller



****LANSING PROJECT CONSULTANT**
LICENSED REAL ESTATE BROKER

Frank has concentrated on representing corporate entrepreneurs, local tenants/buyers and landlords/sellers with a specialization in retail and mixed-use developments. His reputation and professional respect in the Dallas/Fort Worth marketplace is a direct result of his passion for aggressively and successfully representing his clients while simultaneously respecting the counterpart in the transaction. Prior to joining Henry S. Miller, Frank was Managing Director of Retail at Transwestern, Executive Vice President and Market Leader of Dallas at SRS Real Estate Partners (formerly Staubach Retail) after the merger of his firm, Revere Commercial Realty, with SRS Real Estate Partners.

Frank began his career as an office tenant representation specialist. For 12 years, Frank was the Master Broker for Black Eyed Pea and Taco Bueno, where he successfully completed the consolidation of their corporate headquarters relocation into one facility in Preston Center in Dallas, Texas and subsequently completed over 180 transactions for them. In addition, he has represented Bank One (Chase), and Century Bank (Wells Fargo) with the site selection of multiple locations throughout Dallas/Fort Worth. Most recently (2013-2015), Frank represented Sheplers Westernwear on a national basis resulting in an extremely profitable sale of Sheplers to Boot Barn in June, 2015.

Frank continues to represent numerous restaurants/retailers (i.e., Gatti's Pizza, Bush' Chicken, Coyote Ugly Saloons, Massage Luxe and Fernando's Mexican Cuisine), as well as other local entrepreneurial businesses.

Frank has also represented landlord listing assignments with Regency Centers, Inland American, Arrow Retail and Cypress Equities Companies. Frank also led the leasing efforts for West 7th in Fort Worth and the University of Texas at Arlington's mixed-use development, College Park.

VII. Appendix: Project Team Staffing

Will Kline
Project Director



****PROJECT LEAD
POINT OF CONTACT**

Will, a graduate of and former collegiate baseball player at the University of Mississippi, joined The Retail Coach after five and half years on Capitol Hill. While working for United States Senator Roger F. Wicker, Will focused on an array of policy issues including those related to the First and Second Amendments, the Judiciary, Immigration, Agriculture, Transportation, and Energy. In addition to his legislative responsibilities, Will served as Assistant to the Chairman during Wicker's time leading the National Republican Senatorial Committee (NRSC). In this role, Will acted as the chairman's liaison between the NRSC and his personal Senate office, traveling frequently with the senator and helping ensure that he fulfills all duties with maximum efficiency and effectiveness. Prior to his time in Washington, Will played professional baseball in the Tampa Bay Rays organization.

Will's time in college and professional baseball as well as on the Hill gives him unique insight into communities across the country.

Nancy Dees
Director of Finance



****BILLING CONTACT**

Nancy Dees' extensive management and accounting experience encompass some of America's favorite retailers including Kirkland's. A number cruncher and people person who loves getting lost in data, Nancy is a perfect fit at The Retail Coach where she directs all administrative functions with efficiency and care. Nancy's previous experience as a retail buyer and store inventory control manager provides helpful insight as she assists in the retailer research performed by The Retail Coach for each project.

Matthew Lautensack
Director of Research
& Development



****DATA ANALYSIS**

New York native, Matthew Lautensack, brings a specialization in critical theory and technology integration to The Retail Coach team. A philosopher and self-taught programmer Matthew is efficient in user experience, digital platform design, e-commerce, automation, digital advertising, GIS, and is a tremendous asset to our staff. During his tenure at The Retail Coach, he has brought efficiency to the operational processes, through automation, streamlining, and systematizing internal workflows. He was also the principal developer on a number of new products and services we are offering today. Prior to joining The Retail Coach, Matthew was the Director of Information Technology at a natural soap company based out of upstate New York.

Kyle Cofer
Project Manager



****PROJECT SUPPORT**

Kyle, a graduate of the University of Mississippi, joined The Retail Coach one year ago upon graduation. He was literally raised in the family business having various internship responsibilities at The Retail Coach through the years. Most recently, Kyle was able to build upon his retail real estate experience through an internship with The Henry S. Miller Company in Dallas, Texas.

Kyle will be supporting Project Directors with daily responsibilities, data collection, and client communication.

VII. Appendix: Project Team Staffing

Angela Chen
Associate
Henry S. Miller



****LANSING PROJECT CONSULTANT
LICENSED REAL ESTATE BROKER**

Angela Chen is an associate in the Retail Division at Henry S. Miller Brokerage, one of the largest independent full service commercial real estate firms in Texas. Our corporate office is based in Dallas, and regional offices are located in Houston, Austin, San Antonio and El Paso-New Mexico. Established in 1914 by Henry S. Miller Sr., it is one of the most respected companies in Texas with a reputation for service and integrity.

Prior to joining Henry S. Miller, Angela worked in finance and real estate investment, where she developed relationships with international partners, structured a real estate investment fund, and participated in marketing strategy.

Angela studied finance at the University of Macau and earned an M.B.A. in finance and real estate at the University of Texas at Dallas. She is fluent in English and Chinese.

Austin Farmer
Director of Marketing



****DESIGN CONTROL**

Prior to joining The Retail Coach, Austin founded Catalyst Growth Partners, a strategic marketing firm specializing in supporting high growth companies, and served as Vice President of Global Marketing and Sales for an international tax advisory firm where he led domestic and international marketing initiatives and oversaw international market development.

Austin started his career in marketing and digital strategy at GameStop, the world's largest video game and consumer electronics retailer. Since, he has held leadership positions in the economic development, non-profit, and financial services industries.

A graduate of Texas A&M University, Austin received a bachelors degree in Marketing with a concentration in Entrepreneurial Leadership and was a member of the distinguished Mays Fellows Program.

Caroline Hearnberger
Retail Recruitment Specialist



****RECRUITMENT LEAD**

With a Masters in Public Policy and Administration combined with almost 10 years in upper administration and project management, Caroline brings client oriented expertise to The Retail Coach. As the former experience as Director of International Services at Mississippi State University, she managed various international projects bringing a broader approach to The Retail Coach retail economic development recruitment methods. She loves learning about each new client and tailoring her recruitment and development strategies to fit those unique profiles. In the Recruitment Specialist role with The Retail Coach, Caroline is primarily responsible for spearheading the firm's retail recruitment nationwide. When not actively sourcing development opportunities for our clients, Caroline stays busy as a mom of two very active little girls with big personalities.

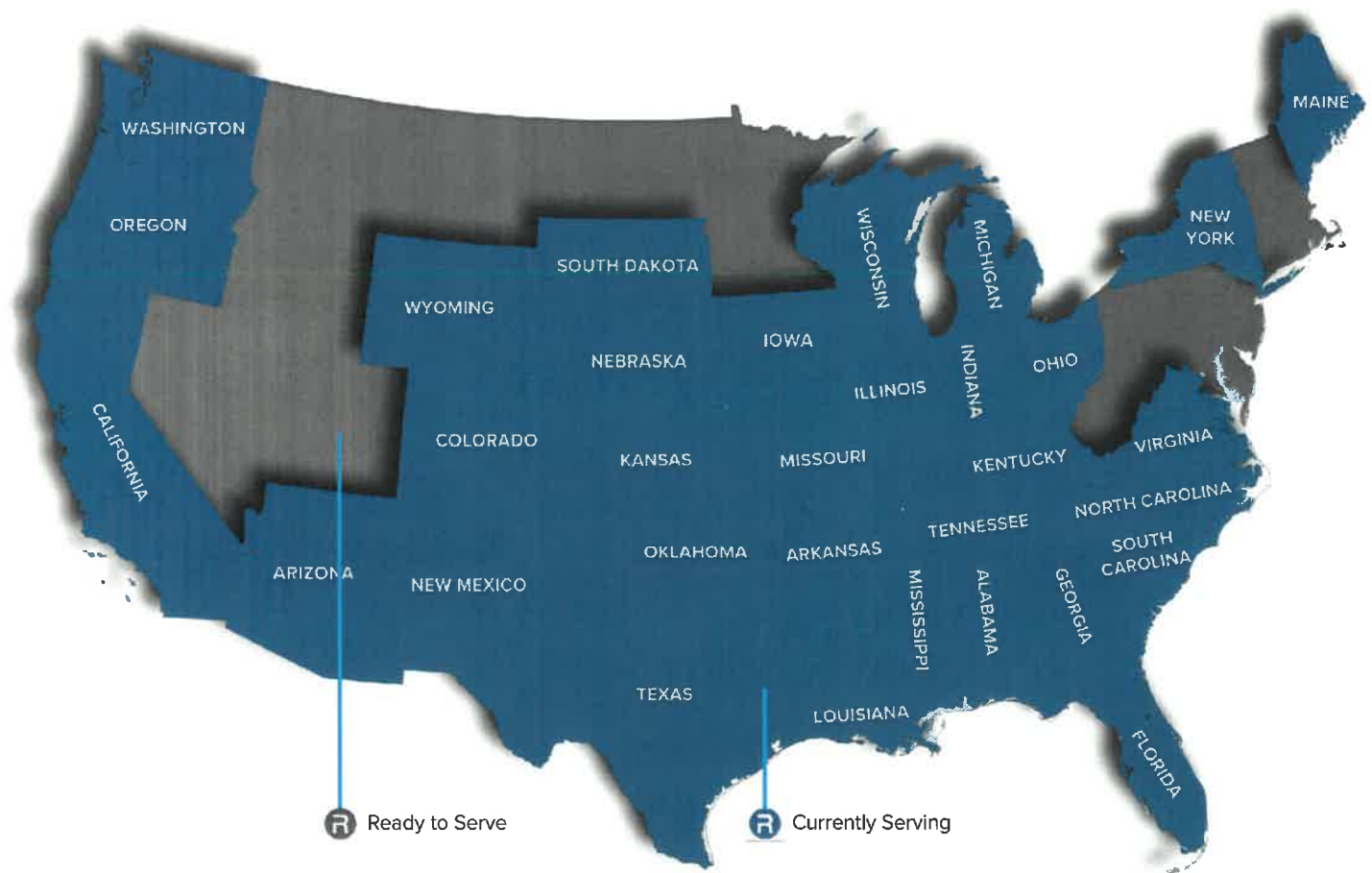
VIII. Appendix: Company Overview

WHO WE ARE

Your Retail Partner.

The Retail Coach, LLC, is a national retail consulting, market research, and development firm. Our experience combines strategy, technology, and creative marketing to execute high-impact retail recruitment and development strategies for local governments, chambers of commerce, and economic development organizations.

Since 2000, we have provided the research, relationships, and strategies needed to drive new retail developments in communities across the United States.



VIII. Appendix: Company Overview



RETAILERS WE'VE RECRUITED TO COMMUNITIES LIKE LANSING



And Hundreds More...

PROVEN RESULTS

3.5+ million

Square feet of new retail space
recruited to client communities
in the past five years

\$600 million

Additional sales tax dollars
generated in client communities
in the past five years

500+

Communities throughout the United States
have trusted The Retail Coach with their
retail recruitment efforts

WHAT WE DO

The Most Successful Retail Recruitment Firm in the U.S.

The Retail Coach, LLC, is a national retail recruitment and locational intelligence firm. We specialize in all aspects of retail recruitment. From retail trade area assessments to actively recruiting retailers on behalf of our clients, we are experts in helping communities get new retail.

We were the first national firm to offer active retail recruitment as a service to our clients. Through our proprietary **Retail360® Process**, we offer a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.

Official registered name:
The Retail Coach, LLC

Primary SIC:
87420406

Physical address:
**86 Clark Blvd.
Tupelo, Mississippi 38804**

Mailing address:
**P.O. Box 7272
Tupelo, Mississippi 38802**

Office Phone Number:
662-844-2155

Toll-free Phone Number:
800-851-0962

Fax Number:
662-844-2738

Primary Contact:
Will Kline

Title:
Project Director

Cell:
662-401-8844

Secondary Contact:
C. Kelly Cofer

Title:
President & CEO

Cell:
662-401-4327

**binding agent*



IX. Addendum No. 1

ADDENDA ACKNOWLEDGEMENT FORM

Re: **ADDENDUM NO. 1 – REQUEST FOR PROPOSAL (RFP)**
Retail Development Services
RFP #2018-004

The Retail Coach (Name of Company) acknowledges receipt and
acceptance of Addendum No. 1 to the Request for Proposals.

Will Kline — Project Director
(Printed Name and Title)

W. Kline (Signature) 1/22/19 (Date)

Signed acknowledgement form shall be included in the back of the Proposal.





PLEASE CONTACT:

Will Kline
Project Director
The Retail Coach, LLC
wkline@theretailcoach.net
P. 662.844.2155
C. 662.401.8844
F. 662.844.2738

**BUILDING PARTNERSHIPS.
DEVELOPING COMMUNITIES.**



AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Director, Community & Economic Development 
DATE: March 21, 2019
SUBJECT: Award of Contract for Phone System and Building Connection

During the preparation of the budget for 2019, Staff prepared and submitted a C&S request for a new phone system. This was approved and budgeted for installation during the 2019 year. As staff worked through the process of creating a Request for Proposal (RFP) for this project, it was determined that additional efficiencies could be gained by including a connection between the 800 First Terrace building and the 730 First Terrace building for both the phone system and the city's internal computer network. As a result, staff issued two separate RFP documents, one for the Unified Communications, VoIP Phone System, and one for Wide Area Network (WAN) Dark Fiber between the two buildings. Both of these RFP's were issued on January 23, 2019. The Fiber RFP was due on Feb. 22, 2019, and the Phone system RFP was due on March 1, 2019.

For the phone system, staff received two bids, one from Network Computing Solutions, whom the City also currently contracts with for IT services and Support, in the amount of \$78,254.90, and one from Towner Communications, in the amount of \$53,927.25.

For the building connection, staff received two bids as well, one from Lan-Tel in the amount of \$20,250.00, and one from K&W Underground in the amount of \$17,979.97.

The submitted cost proposals for each of these projects are included for your review.

Policy Consideration: N/A

Financial Consideration: The financial cost was a primary concern for this project. The combined low bid amount of \$71,907.22 for these two projects fits within the expected budgeted amount of \$75,000.

Action: Staff recommends authorizing the mayor to sign an agreement with Towner Communications in the amount of \$53,927.25 for the phone system, and an agreement with K&W Underground in the amount of \$17,979.97 for the installation of fiber.

AGENDA ITEM

8

Cost Proposal

Schedule of Equipment and Services

Qty	Part Number	Description	Unit Sell	Ext Sell
4	10298	IP Phone 655 GSA Bundle	\$854.00	\$3,416.00
4	10384	IP930D DECT Phone Starter Kit US CA MX	\$599.00	\$2,396.00
50	10577	IP PHONE, IP480G	\$369.00	\$18,450.00
1	30144	LICENSE, VIRTUAL EDGE GATEWAY SERVER	Incl.	Incl.
5	30146	LICENSE, TELEPHONY ONSITE	\$159.00	\$795.00
1	60196	BUNDLE, CONNECT SBE 100 SW: 50 USER	\$5,500.00	\$5,500.00
1	60219	BUNDLE, CONNECT SBE 100: UC30 SERVER, ST100DA SWITCH & TRAY	\$4,249.25	\$4,249.25
1	10582	Mitel Voice Switch ST100DA	\$6,710.00	\$6,710.00
2359	94111	Partner Support (1 Year No Phones)	\$1.00	\$2,359.00
		Miscellaneous		
1	NetworkA	Network Assessment	\$500.00	\$500.00
1	8301	Paging Adapter	\$552.00	\$552.00
		EQUIPMENT SUB-TOTAL		\$44,927.25
		Services		
		Installation and Design		
	ProServices	Implementation & design	\$125.00	\$6,000.00
	ProjMgmt	Project Management	\$125.00	\$3,000.00
		First Year Support		
	PartsWarranty	1st Year Parts Warranty	Incl.	Incl.
	Support24X7	1st Year 24x7 Labor Support	Incl.	Incl.
		SERVICES SUB-TOTAL		\$9,000.00
		TOTAL PRICE		\$53,927.25

Pricing excludes taxes and is valid until 3/30/2019

K&W Underground, Inc.
15608 S. Keeler Terr.
Olathe, KS 66062
Phone: (913) 782-7387
Fax: (913) 782-1907

QUOTE

QUOTE NO

2191

TO City Of Lansing
800 First Ter
Lansing, KS 66043

QUOTE DATE	VALID THRU	FOR	PAGE
2/18/2019	3/19/2019	730-800 First Ter Lansing, KS	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	400	Bore/Excavate for 2" Conduit	22.50	9,000.00*
	400	Installation of 2" Conduit	2.50	1,000.00*
	1	Excavate for 24"x36"x24" Handhole	400.00	400.00*
	1	Install 24"x36"x24" Handhole	50.00	50.00*
	2	Includes to each bldg riser installation, pull box mounting (all surfaces) wall penetrations, seal openings, cable routing, backboard or rack FDP installation, bonding	1,500.00	3,000.00*
	400	Pull fiber in conduit	1.90	760.00*
	24	Fiber Splicing	20.00	480.00*
	24	Testing of spliced fiber.	6.00	144.00*
	1	Flowable fill per city requirements	500.00	500.00*
	5	Square yards concrete for restoration	38.85	194.25*
	2	12 Strand Singlemode SC Pigtales	47.85	95.70*
	2	4 Panel wal mount enclosures	174.89	349.78*
	4	6 Port Duplex SC 62.5 Panels	80.29	321.16*
	800	24ct Loosetube Singlemode Fiber	0.60	480.00*
	1	24"x36"x24" Handhole	423.50	423.50*
	450	2" HDPE conduit with tracer wire	0.85	382.50*
	2	18"x18"x10" Hoffman pull box/enclosure	199.54	399.08*
	0	****Rock Adder--If determination is made that solid rock is to be bored along bore path, K&W Underground will consult and gain pre-approval thru the Office of Community and Econmic Development 730 First Ter, Lansing, KS.	55.00	0.00

* means item is non-taxable

Customer Approval:

K&W Underground, Inc.
15608 S. Keeler Terr.
Olathe, KS 66062
Phone: (913) 782-7387
Fax: (913) 782-1907

QUOTE

QUOTE NO
2191

TO City Of Lansing
800 First Ter
Lansing, KS 66043

QUOTE DATE	VALID THRU	FOR	PAGE
2/18/2019	3/19/2019	730-800 First Ter Lansing, KS	2

Date Approved: _____

TOTAL AMOUNT 17,979.97

Thank you for your business!



Lan-Tel Communications And Underground Services, Inc.
A WBE Company

520 N MO Hwy 7
Independence, MO 64056
Office: 816-650-5038
Fax: 816-650-5862

Quote Date: 2/22/2019
Version: 1

City of Lansing, KS - WAN Fiber
800 1st St to 730 1st St
Lansing
KS
66043

Project Description:

Provide and install a 2" Conduit Pathway and a 24-Strand Singlemode cable between 800 1st St and 730 1st St.

Quotation Prepared By:

Stephen Havelka
Project Estimator
(816)-650-5038 Ext 212
shavelka@lantelkc.com

Total Material Price = \$6,904.57

Total Installation (Labor) Price = \$13,345.43

Grand Total (excluding expedited shipping or taxes) = \$20,250.00

Rock Bore Adder = \$45.00 per foot



108 SE 29th Street, Topeka, KS 66605

Exp. Date **3/20/2019**

Your Sales Rep

United States

bdelong@ncs-arp.com

Exhibit F - Mitel Shoretel Phone System RFP # 2019 - 001

10	Mitel IP Phone IP480g, 10/100/1000
2	Mitel IP Phone IP655 Conference Phone
2	Satellite microphones for IP Phone IP655 QTY 2 per set per phone
10	Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.
2	Connect ONSITE Courtesy lic. Extension Only with no Connect client capability.
12	Mitel Virtual Phone Capacity License
1	Network Switch Accessory - GBic Fiber Transceiver
12	Patch Cable Cat5E 3 FT - (Patch Closet Cables)

10	Mitel IP Phone IP480g, 10/100/1000
10	Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.
10	Mitel Virtual Phone Capacity License
1	Netgear ProSafe 24 Port POE Gigabit Ethernet Switch
1	2U 19in Steel Vertical Wall Mount
11	Patch Cable Cat5E 3 FT - (Patch Closet Cables)

6	Mitel IP Phone IP480g, 10/100/1000
6	Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.
6	Mitel Virtual Phone Capacity License
1	TZ300 Secure Firewall Upgrade Plus with 2 Years CGSS
1	Netgear ProSafe 24 Port POE Gigabit Ethernet Switch
1	2U 19in Steel Vertical Wall Mount
8	Patch Cable Cat5E 3 FT - (Patch Closet Cables)

5 Mitel IP Phone IP480g, 10/100/1000
5 Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.
5 Mitel Virtual Phone Capacity License
5 Patch Cable Cat5E 3 FT - (Patch Closet Cables)

Qty	Description	Unit Price	Ext. Price
[Public Works Building - Community & Economic Development Dept.]			
5	Mitel IP Phone IP480g, 10/100/1000		
5	Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.		
5	Mitel Virtual Phone Capacity License		
5	Patch Cable Cat5E 3 FT - (Patch Closet Cables)		
[Public Works Building - Public Works Dept.]			
1	Mitel Voice Switch ST100DA		
1	Rack Mount Tray Kit for SG switch 1U half width		
6	Mitel IP Phone IP480g, 10/100/1000		
1	Mitel IP Phone IP655 Conference Phone		
1	Satellite microphones for IP Phone IP655 QTY 2 per set per phone		
6	Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.		
13	Connect ONSITE Courtesy lic. Extension Only with no Connect client capability.		
1	Telco Cable CAT3 25 pair 10FT M-F and 24 Port Analog Patch Panel		
1	DMark Hardware Supplies		
1	Netgear ProSafe 48 Port POE Gigabit Ethernet Switch		
1	2U 19in Steel Vertical Wall Mount		
1	Network Switch Accessory - GBic Fiber Transceiver		
1	QNAP Turbo NAS TS-251 - Two Drive- 4TB Total		
1	StorageCraft ShadowProtect SPX (Windows - Virtual Server)		
1	Win Server Standard 2019 2-Core		
25	Patch Cable Cat5E 3 FT		
[Waste Water Building - Waste Water Dept.]			
1	Mitel Voice Switch ST100DA		
1	Rack Mount Tray Kit for SG switch 1U half width		
12	Mitel IP Phone IP480g, 10/100/1000		
1	Mitel IP Phone IP655 Conference Phone		
1	Satellite microphones for IP Phone IP655 QTY 2 per set per phone		
12	Connect ONSITE Essentials lic.bundle. Includes Ext+Mbx, Connect desktop client.		
13	Connect ONSITE Courtesy lic. Extension Only with no Connect client capability.		
1	Mitel Additional Site License		
1	Mitel Distributed Voice Services License		
1	Telco Cable CAT3 25 pair 10FT M-F and Analog Patch Panel		
1	DMark Hardware Supplies		
1	TZ300 Secure Firewall Upgrade Plus with 2 Years CGSS		
1	Netgear ProSafe 24 Port POE Gigabit Ethernet Switch		
1	2U 19in Steel Vertical Wall Mount		
2	Network Switch Accessory - GBic Fiber Transceiver		
1	StorageCraft ShadowProtect SPX (Windows - Virtual Server)		
1	QNAP Turbo NAS TS-251 - Two Drive- 4TB Total		
1	Mitel DVS Server (Redundant Server)		
30	Patch Cable Cat5E 3 FT		

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

Mitel Support

***Minimum 1 Year Subscription Required at Purchase**

**Mitel Support covers the following advanced exchange,next-business-day delivery for ShoreGear® switches. Software documentation,patches, and down grade rights for software updates and upgrades.
NCS highly recommends the client keep this support active.

Not included is the labor to install the upgrades or change out any defective hardware Phone tech consultant rate is \$115.00 per hour. See your lead consultant for an estimate on upgrading your system. NCS recommends at least one major upgrade per year. Mitel typically releases at least one minor revision and one major per year.

1	1 Year Mitel Support - No Phones	\$3,465.87	\$3,465.87
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NCS Consulting Labor

125	NCS Phone Consultant Labor Includes - Setup, Install, Training Plan, Documentation and Project Management -Turn Key Operation		
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SubTotal \$78,254.90

Phone System Options and Additional Items

Mitel Support Options

1	5 Year Shoretel Mitel Support - No Phones	\$14,729.95	\$14,729.95
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Data Wire Drop Costing

1	Standard Data Wire Drop	\$250.00	\$250.00
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*Standard Wire Drop only includes faceplate,Cat5E jack/RJ45, wire and labor. Not included is raceway, patch panels, and any special hardware or special labor needed to complete data run.

Payment Options and Terms

Proposal NCSQ8777 \$78,254.90

Mitel Shoretel Phone System RFP # 2019 - 001

*TERMS

50% Down hardware/software/fixed labor required at time of approval. Remaining 50% is due upon delivery. Proposal does not include sales tax.

*Proposal does not include any possible data wiring needed and each location is subject to a final walk through to determine network readiness.

Lease to Own Option Available

Estimated Monthly Lease Price- 60 monthes, 0\$ down, \$1 buyout = \$1605.75 per month



(* Phone System with 1 year Shoretel/Mitel Support)

Print Name: _____

Signature: _____ **Date:** _____

Please fill out & return.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Jeff A. Rupp, Director of Public Works 
DATE: March 12, 2019
SUBJECT: Benesch & Company Construction Inspection Services Agreement for the Bittersweet Road and Bridge Improvements Project (Project No. 18-03)

Policy Consideration: In 2017 the Council approved the Bittersweet Road and Bridge Improvements project. As part of the project total, general construction and bridge inspection services were included. That portion of the project is now needed for the construction observation.

Financial Consideration: \$32,900 is required for inspection services for the Bittersweet Road and Bridge Improvements project. This amount will be paid from Fund 70-010-43337.

Action: Staff requests the City Council authorize the Mayor to sign the Construction Inspection Services Agreement for Benesch & Company for the Bittersweet Road and Bridge Improvements project in the amount of \$32,900.

AGENDA ITEM

9

March 6, 2019

Mr. Jeff Rupp
Director of Public Works
City of Lansing, Kansas
730 First Terrace; Suite 3
Lansing, KS 66043

Subject: Letter Agreement – Part-Time Construction Engineering Services for Bittersweet Road & Bridge Upgrades

Mr. Rupp:

This document serves as a LETTER AGREEMENT between the City of Lansing, Kansas Public Works Department (Lansing) and Alfred Benesch & Company (Benesch). This LETTER AGREEMENT is for requested part-time construction engineering (inspection) services related to the City of Lansing's Bittersweet Road and Bridge Upgrades Project. The project footprint extends from Mary Street at the south to Ida Street at the north. The scope of services, man hours, and fee for this project are described in the subsequent Table A. The scope, as defined in this LETTER AGREEMENT, was established during discussions between Lansing and Benesch. The scope of services was based on 60 working days, beginning on May 22, 2019 and extending to a completion date of August 13, 2019. Part-Time construction engineering, as it pertains to this scope of services, is defined as 3 hours per day (which includes driving time to and from site).

Table A – Scope & Manhours (Part-Time Construction Engineering Services)

Task Description	Manhours	Total
Project Start-Up	4 hrs	\$508
Pre-Construction Meeting (1)	4 hrs	\$508
Part-Time Construction Engineering/Observation	180 hrs	\$22,842
Project Progress Meetings (Max of 4 Meetings)	8 hrs	\$1,016
Invoicing/Pay Requests (4)	4 hrs	\$508
Weekly Progress Report (By Email – 12 Total)	12 hrs	\$1,522
Shop Drawing & Mix Design Reviews *	16 hrs	\$2,032
Project Close-Out	12 hrs	\$1,522
Project Management & Administration	12 hrs	\$1,522
Total (Manhours & Dollars) =	252 hrs	\$31,980
Direct Cost – Mileage (\$0.54/Mile x 148 Miles) – Meetings	---	\$80
Direct Cost – Mileage (\$0.54/Mile x 26 Miles x 60 Trips)	---	\$840
Total Lump Sum Cost =	---	\$32,900

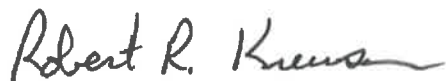
❖ Reviews limited to what can be completed in 16 hours prescribed.

Exclusions:

1. No material testing included with scope of services.
2. No public meetings included with scope of services.
3. No "As-Built" Drawings included with scope of services.

If additional services are required by Lansing beyond the tasks described in Table A, Benesch will coordinate with Lansing to determine a mutually agreed upon supplemental to this LETTER AGREEMENT. Benesch will keep Lansing updated weekly and try to expedite the process. Benesch's Lump Sum Fee for these services is \$32,900. We will invoice monthly based on the actual man hours used. Please approve this LETTER AGREEMENT by signing and dating this letter. Please return one copy of the letter to Benesch at the address shown above or by email to Joe Rishmany at jrishmany@benesch.com.

Respectfully,



Robert R. Krewson, P.E.
Kansas/Missouri Division Manager/Senior Vice President


CC: Mr. Christopher Harker, P.E.
Mr. Joe Rishmany, P.E.

Approved by City of Lansing, Kansas

Authorized Signature

Date

AGENDA ITEM

TO: Mayor; Lansing City Council
FROM: Tim Vandall, City Administrator 
DATE: March 18, 2019
SUBJECT: Kansas Regional Prisons Museum

Explanation: On February 22nd, 2019, the Kansas Regional Prisons Museum Board voted unanimously to disband. Article Ten, Section Two, of the KRPM by-laws states assets will be "given/transferred to the City of Lansing, Kansas." The by-laws are included on the agenda materials. Staff has consulted with our auditor Wendling, Noe, Nelson & Johnson to ensure full compliance. If the funds are transferred to the City, we believe a recreational/cultural use would be most appropriate.

Financial Considerations: As of February 28th, there was \$139,797.41 in the Kansas Regional Prisons Museum Fund. No funds have been spent from this fund for several years. In the past, the City worked with the KRPM Board on fundraisers and even allocated revenues from Lansing DAZE to the KRPM Fund.

Policy Considerations: If approved, this transfer is in accordance with the KRPM by-laws and is legal according to our auditors.

Action: Approve transfer of Kansas Regional Prisons Museum Funds to the City of Lansing for a recreational/cultural purpose.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Leonard Lockwood called the Kansas Regional Prisons Museum Board meeting to order at 4:10pm on February 22nd, 2019. Board Members Gene Young and Mayor Mike Smith were also present. Also, in attendance were City Councilman Gene Kirby and City Administrator Tim Vandall.

Mr. Young and Mr. Lockwood discussed the initial intentions of the Kansas Regional Prisons Museum. Mr. Lockwood and Mr. Young are the only board members remaining in addition to the presiding Mayor of Lansing, currently Mike Smith. The Board discussed Article Ten of the KRPM By-Laws which discusses dissolution. Based on the challenges of fund raising and the lack of new volunteers, the board felt there was not a legitimate path forward to establish a museum devoted to prisons in the region.

Following discussion, Mr. Lockwood motioned to dissolve the Kansas Regional Prisons Museum, Inc. Mr. Young seconded the motion. Motion passed unanimously with Mr. Lockwood, Mr. Young, and Mayor Smith all voting AYE.

Mr. Lockwood will submit paperwork to IRS notifying them of disbanding the 501C3. Mr. Lockwood asked Mr. Vandall to get the financial report in case it is needed for dissolution paperwork. Mr. Vandall will inform the City Council of the decision at an upcoming City Council meeting.

Mr. Lockwood made a motion to adjourn. Mr. Young seconded the motion. Motion to adjourn passed unanimously with all members voting AYE. The meeting concluded at 4:38pm.

A handwritten signature in cursive script, reading "Leonard Lockwood", written over a horizontal line.

Leonard Lockwood, KRPM Board

A handwritten signature in cursive script, reading "Gene Young", written over a horizontal line.

Gene Young, KRPM Board

A handwritten signature in cursive script, reading "Mike Smith", written over a horizontal line.

Mayor Michael W. Smith, KRPM Board

A handwritten signature in cursive script, reading "Gene Kirby", written over a horizontal line.

Councilman Gene Kirby, Witness

A handwritten signature in cursive script, reading "Timothy Vandall", written over a horizontal line.

Timothy Vandall, City Administrator-Minutes

KANSAS REGIONAL PRISONS MUSEUM, INC.

By-Laws

Article I - Name, Location, Seal

Section 1. The name of the organization shall be Kansas Regional Prisons Museum, Inc.. The organization is incorporated under the laws of the State of Kansas as a not-for-profit corporation.

Section 2. The principal office of the Corporation shall be located in the County of Leavenworth, Kansas.

Section 3. The corporate seal shall bear the name of the Corporation, location of the Corporation, and name of the four prisons represented by the Corporation.

Article II - Purpose

Section 1. This is a not-for-profit corporation. Its purpose is to preserve, collect and interpret the history of four prisons in Leavenworth County. This purpose shall include but not limited to (1) promoting public participation in local historical preservation and heritage commemoration; (2) recognizing exceptional historic preservation; (3) publishing materials on Leavenworth County prisons history; (4) providing community education in areas of local history and culture; and (5) collaborating with relevant heritage organizations.

Article III - Membership

Section 1. Membership in this organization shall be closed.

Article IV - Directors

Section 1. The directors and management of the affairs of the Corporation shall be vested in a Board of Directors. The Board shall consist of not less than nine members nor more than thirteen members. The Directors of the Corporation shall remain in office unless a resignation has been received by the members of the board of directors or the spirit of the Articles of Incorporation of the Kansas Regional Prisons Museum has been violated. No part of the net income or assets of this corporation shall ever inure to the benefit of any Director. Upon resignation of any Director, the remaining members of the board of directors shall recommend a replacement to the city of Lansing by voting a 2/3 majority. Upon the act of violating the Articles of Incorporation (by using the organization for personal gain) the board of directors will recommend a replacement to the city of Lansing by voting a 2/3 majority. The directors must consist of two members of the Lansing Historical Society, two members of the city of Lansing staff, four representatives from the four prisons and one to five members of the community.

Section 2. Honorary Directors may be appointed by the President, or proposed by any Director and approved by a majority of the Board. They shall serve in an advisory capacity to the Board, but shall have no vote and may not exercise any of the power of the members of the Board.

Section 3. More than one-half the number of Directors shall constitute a quorum for the transaction of business. In absence of a quorum a meeting may be adjourned by a majority vote of those present.

Article V - Officers

Section 1. The officers of the Board shall be a President, Vice President, Secretary and Treasurer. Excepting the President, all officers shall be elected from and by the Board of Directors to serve until their successors are elected and qualified. The Mayor of the city of Lansing, or the Mayor's designee, shall serve as President of the Board of Directors.

The President may appoint, subject to Board approval, such other Vice-Presidents from among the Board members as the President shall deem appropriate, for specific or "at large" functions.

Section 2. The President shall preside at all meeting of the Board of Directors. He or she shall sign all conveyances or instruments in writing to which the Corporation is a party and which have the approval of the Board of Directors, and where required, the city of Lansing. The President, or his/her designee, will sign all purchase requests or purchase orders, and shall in all cases conform to the city of Lansing's purchasing policy.

The President shall have the authority to create with the Board's approval, such other offices in the Corporation as shall best further the purpose of the Corporation, and the President shall have the authority to fill such other offices provided however, that such offices shall not infringe upon nor interfere with such offices as are created by these By-Laws. In the absence of the President, his or her duties shall be performed by the Vice-President, Secretary or Treasurer, in that order.

The President shall designate the duties of the Vice-President. The President shall be an ex-officio member of committees.

Section 3. The Secretary shall keep the records of the meetings of the Corporation and of the Board of Directors and send out notices of meetings when scheduled. The Secretary shall sign, execute and deliver on behalf of the Corporation all documents under its corporate seal, when required, as may be ordered by the members of the Board of Directors (such documents shall also be signed by the President), shall keep a full record of the same and shall perform such other duties as the Board of Directors may from time to time, by its vote, direct.

Section 4. The Treasurer shall help oversee and coordinate the finances of the organization and aid in the operation of the organization. The Treasurer working with the Finance Committee shall prepare a budget for Board approval and recommendation to the city of Lansing in May of each year. This budget proposal shall be for the following calendar year.

The Treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting.

Section 5. No officer shall for reason of his/her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the organization for duties other than as a director or officer.

Section 6. An Officer or Director may be reimbursed for reasonable expenses.

Section 7. Based on current case law and Attorney General opinions the Corporation will be subject to the Kansas Open Meetings Act and the Kansas Open Records Act, except for any records which may be exempt by law.

Article VI - Order of Business

1. Roll Call.
2. Reading of the minutes of the preceding meeting.
3. Treasurer's Report.
4. Reports of Committees.
5. Reports of Officers.
6. Old and unfinished Business.
7. New Business.
8. Adjournment.

Article VII - Salaries

Section 1. The Board of Directors shall in accordance with current established City of Lansing policies and guidelines recommend to the Lansing City Administrator for hire and compensation any and all employees which they in their discretion may determine to be necessary for the conduct of business of the organization. Such employees shall be subject to the city of Lansing's personnel policies and procedures.

Article VIII - Committees

Section 1. All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.

Permanent committees shall be:

- a. Funding Committee
- b. Infrastructure Committee

Article IX - Amendments

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than one-half of the board members.

Article X - Dissolution

Dissolution shall occur only after a unanimous vote of the Board of Directors of the organization. Should the vote be affirmative, the assets and/or properties of the organization shall be distributed as follows after making provisions for payment of all liabilities:

1. All minutes of the organization shall be disposed of in accordance with the laws of the Federal and State governments.
2. The Kansas Regional Prisons Museum will be given/transferred to the City of Lansing, Kansas.
3. Should the City of Lansing not accept the assets the Kansas Regional Prisons Museum will be given/transferred to the Lansing Historical Society a 501(c)(3) organization.
4. Should the Lansing Historical Society not accept the assets, such assets shall be offered to the Kansas State Historical Society.
5. In the event the Kansas Regional Prisons Museum is unable to dispose of any assets in the manner described above, the assets shall be disposed of by the district court in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Date Adopted: Jan 30, 2008

Kenneth Bernard
Kenneth Bernard, Board President

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 07 2006**

KANSAS REGIONAL PRISONS MUSEUM INC
C/O LEONARD LOCKWOOD
115 E KANSAS
LANING, KS 66043-1667

Employer Identification Number:
48-6106171
DIN:
17053036308048
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 17, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2011
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g 509(a)(1) and 170(b)(1)(A)(v)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐
- 8 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.
- a Request for Advance Ruling: By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☒

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

Leonard E. Lockwood
 (Signature of Officer, Director, Trustee, or other authorized official)

Leonard E. Lockwood 1/31/08
 (Type or print name of signer) (Date)
TREASURER
 (Type or print title or authority of signer)

For IRS Use Only

Robert Choe

AUG 07 2008

IRS Director, Exempt Organizations

(Date)

- b Request for Definitive Ruling: Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a) Enter 2% of line 8, column (e) on Part IX-A, Statement of Revenues and Expenses. ☐
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box. ☐
- (b) For each year amounts are included on line 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A, Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐
- 7 Did you receive any unusual grants during any of the years shown on Part IX-A, Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ Yes ☐ No

KANSAS REGIONAL PRISONS MUSEUM INC

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

RON THORNBURGH
Secretary of State



Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594
(785) 296-4564

STATE OF KANSAS

August 17, 2007

LEONARD LOCKWOOD
KANSAS REGIONAL PRISONS MUSEUM, INC.
28220 183RD ST
LEAVENWORTH KS 66048

RE: KANSAS REGIONAL PRISONS MUSEUM, INC.

ID. # 4108056 (USE IN ALL CORRESPONDENCE WITH OUR OFFICE)

Enclosed are your certified articles of incorporation for a Kansas not for profit corporation. Your corporation's business entity identification number is at the top of this page. This business entity identification number should be used in all correspondence with our office.

Every not for profit corporation must file an annual report with the Secretary of State and pay a filing fee. The annual report and fee are due together on the 15th day of the 6th month following the entity's tax year end (for example, June 15, 2005 for entities with a December 31, 2004 tax year end). An annual report is not required if the corporation has not been incorporated for six months prior to its first tax year end. If your corporation operates on a tax year end other than the calendar year, you must notify our office in writing prior to December 31.

The annual report may be filed electronically at www.kssos.org or you may obtain a paper form from the Web site.

cne

4108056

(Page 2)

Contact Information

Kansas Secretary of State
 Ron Thornburgh
 Memorial Hall, 1st Floor
 120 S.W. 10th Avenue
 Topeka, KS 66612-1594
 (785) 296-4564
 kssos@kssos.org
 www.kssos.org

KANSAS SECRETARY OF STATE
Not For Profit Articles of Incorporation

CN

All information must be completed or this document will not be accepted for filing.

51

1. Name of the corporation:

Kansas Regional Prisons Museum, Inc.

08-17-2007 13:24:00
 0141 01 \$20.00
 051 002 PP 1
 FILE#: 4108056 FILED BY KS SOS



02044180

2. Address of registered office in Kansas:

Address must be a street address. A post office box is unacceptable.

115 East Kansas

Street address

Lansing

City

Kansas

State

66043

Zip

3. Name of resident agent at above address:

Leonard Lockwood

4. Nature of corporation's business or purpose:

Museum Representing the past, present and future of the
 four prisons located in Leavenworth County, Kansas. See Attached
 for purpose.

5. Will this corporation have authority to issue capital stock? Yes ☐ No ☒

If yes, the total number of shares authorized:

_____ shares of _____ stock, class _____ par value of _____ dollars each
 _____ shares of _____ stock, class _____ par value of _____ dollars each
 _____ shares of _____ stock, class _____ without nominal or par value
 _____ shares of _____ stock, class _____ without nominal or par value

If applicable, state any designations, powers, rights, limitations or restrictions applicable to any class of stock or any special grant of authority to be given to the board of directors:

6. Are conditions of membership fixed by the bylaws? Yes ☒ No ☐

If no, state conditions of membership:

FILED
 SECRETARY OF STATE
 2007 AUG 17 PM 12:10

7. Name and mailing address of incorporator(s):

Name	Street address	City	State	Zip
Leonard Lockwood	28220 183rd St	Leavenworth	Kansas	66048

8. Name and mailing address of each director:

Name	Street address	City	State	Zip
See Attached				

9. Is this corporation perpetual? Yes ☒ No ☐If no, the term for which this corporation is to exist is: _____
Month Day Year• Tax closing date, if known: December 31
Month Day

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

Executed on the 14th of August, 2007.
Day Month Year

(Signatures must correspond exactly to the names of the incorporators listed in number 7.)

Leonard Lockwood _____

Mailing Information

Where would you like the Secretary of State's office to send official mail? If no address is given, the mail will be sent to the registered office.

28220 183rd St. Leavenworth Kansas 66048
 Street address City State Zip

The mail should be addressed to the following named individual: Leonard Lockwood

Instruction

Submit this form with the \$20 filing fee.

Notice: There is a \$25 service fee for all returned checks.

Aug. 17, 2007

Notice:

Not for Profit Corporations do not automatically qualify for exemption from federal taxes. In order to qualify for exemption, the Internal Revenue Service (IRS) requires that the articles of incorporation contain certain provisions. This form does not contain these requisite provisions. Accordingly, if the corporation plans to seek federal tax exemption from the IRS, you should refer to section 501(c)(3) of the Internal Revenue Code. The IRS publication "Tax Exempt Status for Your Organization," IRS Publication 557, contains explanations and sample language for the provisions required. You can call the IRS at (800)829-3676 for a copy of the publication or download the publication at www.irs.ustreas.gov. If you have any additional questions about federal tax exemption you should contact the IRS.

4. Nature of corporation's business or purpose.

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Upon dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation in such manner, or to such organization or organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the district court in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

8. Name and mailing address of each director.

<u>Name</u>	<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Kenneth Bernard	119 E. Lois	Lansing	Kansas	66043
Peter Grande	1301 N. Warehouse Rd	Ft. Leavenworth	Kansas	66027
Sarah Huffman	1119 Sycamore Ridge	Lansing	Kansas	66043
Bill Johnson	4225 Valley View Rd.	Leavenworth	Kansas	66048
Fred Lawrence	100 Highway Terrace	Leavenworth	Kansas	66048
Leonard Lockwood	28220 183 rd Street	Leavenworth	Kansas	66048
David McKune	115 Southfork	Lansing	Kansas	66043
Jerry Reilly	2115 Lecompton Rd.	Leavenworth	Kansas	66048
Harley Russell	3013 Garland Street	Leavenworth	Kansas	66048
Kenny Wilk	715 Cottonwood Drive	Lansing	Kansas	66043

March 11, 2019

City Of Lansing, Attn. Mike Smith
800 First Terrace
Lansing, Kansas 66043

Re. Dissolution of the Corporation known as KANSAS REGIONAL PRISONS
MUSEUM, INC

Dear Mayor Mike Smith,

The Kansas Prisons Board of Directors met on February 22, 2019 to discuss the future of the corporation. Following a discussion of the initial intentions and future of the corporation, it was decided due to challenges of fund raising and the lack of new volunteers to dissolve the corporation in accordance with Article Ten of the By-laws of the Corporation.

Following discussion, Mr. Lockwood motioned to dissolve the Kansas Regional Prison Museum, Inc. and Mr. Young seconded the motion. The motion was passed unanimously by the board members. The Treasurer, Mr. Lockwood, was directed to submit the required paperwork to dispose of the assets of the corporation as directed by it's Certified Articles of Incorporation registered with the Kansas Secretary of State. Mr. Lockwood will also notify the Internal Revenue Service of the dissolution of the corporation.

In accordance with Article Ten of the By-Laws the assets are transferred to the City of Lansing to be utilized for a public purpose. The only assets of the corporation are as follows:

Cash and Bank Accounts	\$ 2,312.90
Certificate of deposit	137,008.79
Idle funds in investment pool	<u>475.72</u>
Total Assets	\$139,797.41

Sincerely yours,



Leonard E. Lockwood, Treasurer

Fair Housing Month

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Lansing is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved,

I, Michael W. Smith, Mayor of the City of Lansing, on behalf of its citizens, do hereby proclaim the month of April as

FAIR HOUSING MONTH

And express the hope that this year's observance will promote housing practices throughout the City of Lansing.

In Witness Whereof, I have hereunto set my hand this 21st day of March, in the Year of Two Thousand and Nineteen.

City of Lansing

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

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	19233	19,285	52	
						0	
						0	
						0	
						0	
Total						52	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	16.25	17.03	0.78	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	53.5	53.5	0	
						0	
						0	
						0	
						0	
Total						0.78	

Parks and Recreation Fleet Report February 2019

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2002	Ford	Explorer	SUV	128,381	128,450	69	Parks maintenance	
2011	Dodge	Charger	passenger car	77,419	77,479	60	Activity Center use	
2014	Ford	F-350	Dump truck	11664.7	12061.7	397	Parks maintenance	
2017	Chevrolet	Silverado	truck	9218	9688	470	Parks maintenance	
2018	Ford	F-350	4-dr crew	3789	4745	956	Parks maintenance	
Total						1952		

Equipment

Year	Make	Model	Description	Hours End	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	1017.5	1028.2	10.7	Parks maintenance	
2012	Wright	ZK	stander mower	993.5	993.5	0	Parks maintenance	
2014	Kubota	ZD331LP-72	mower	1277	1277	0	Parks maintenance	
2016	ABI	Force	infield groomer	149.1	149.1	0	Parks maintenance	
2017	Kubota	ZD1211	mower	350.2	350.2	0	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	76	79.4	3.4	Parks maintenance	
2019	Exmark	LZ 72	mower	0.5	0.5	0	Parks maintenance	
2019	Emark	LZ 96	mower	0.7	0.7	0	Parks maintenance	
Total						14.1		

Lansing Police Department
Vehicle Fleet End of Month Report

Feb-2019

Unit	Year	Make/Model	Last 5 VIN	Mileage 4-Feb	Mileage as of 03/01	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	40459	75446	76119	673	Detective	Detective	Limited Use - Detective
2	2012	Dodge Charger	07028	49436	49850	414	Sergeant	Sergeant	Fit for patrol duty
3	2015	Ford Explorer	40975	48567	50177	1610	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	40976	33313	33681	368	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	07027	37030	37150	120	Lieutenant	Lieutenant	Limited Use - Lieutenant
6	2013	Ford Explorer	40458	62627	63748	1121	Patrol	Patrol	Fit for patrol duty
7	2018	Ford Explorer	34004	2420	2588	168	Captain	Captain	Limited Use - Captain
8a	2017	Dodge Charger	86270	30023	31319	1296	Patrol	Patrol	Fit for patrol duty
9	2018	Ford Explorer	34003	7317	8006	689	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	52349	47793	47994	201	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	64639	80763	80891	128	Animal Control	Animal Control	Fit for animal control duty
13a	2017	Dodge Charger	96163	29140	30202	1062	Patrol	Patrol	Fit for patrol duty
15	2018	Ford Explorer	34002	9260	10209	949	Patrol	Patrol	Fit for patrol duty
17	2016	Dodge Charger		25190	25735	545	Patrol	Patrol	Fit for patrol duty
					Mileage Total:	9344			

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

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	LT. Pick-up Ext	55,700	55,713	13	
2007	Ford	Ranger XLT	LT. Pick-up Ext	43,397	43,623	226	
1998	Ford	1/2 ton	Pick-up	64,652	64,658	6	
2001	Ford	Ranger	LT. Pick-up Ext	117,366	117,378	12	
2005	Ford	Ranger	LT. Pick-up Ext	42,615	42,821	206	
2000	Ford	Explorer	SUV	188,638	188,968	330	
2005	Sterling	LT 8500	Dump Truck	50,345	50,904	559	
2007	Elgin	Crosswind J+	Street Sweeper	5,766	5,766	0	
1992	Ford	700	Dump Truck	63,807	63,976	169	
2017	Chevrolet	3500	Pick-up Truck	9,369	10,053	684	
2002	Ford	F350 4x4	Dump Truck	74,699	75,181	482	
2011	International	7400	Dump Truck	14,948	16,188	1,240	
2016	Ford	F350 4x4	One-ton Dump Truck	7,272	7,749	477	
2006	Dodge	Charger	Sedan	123,646	123,842	196	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	5,052	5,052	0	
2004	IR	DD-24	Asphalt Roller	271	271	0	
2006	IR	185	Air Compressor	197	198	1	
1993	Ford	5030	Tractor	523	523	0	
1997	Bobcat	763	Skid Steer	2,120	2,123	3	
2014	Case	580 SNWT	Backhoe	1,031	1,135	104	
2002	Crafc	110	Crack Sealer	808	808	0	
2003	Kubota	L3710	Tractor	1,573	1,573	0	
2009	Case	465	Skid Steer	603	605	2	
2004	Case	621D	Front Loader	2,186	2,186	0	at treatment plant

February 2019

City Influent	32.73 MG	City Avg Daily	1.17 MG
LCF Influent	11.50 MG	LCF Daily Avg	.411 MG
Total Biosolids	.677 MG	Precip	1.72 inches

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	94208	94258	50	Ops/Maint.	
2012	Chevrolet	Tahoe	SUV	97317	97599	282	Ops/Maint.	
2005	Ford	550	Flatbed Truck	42900	42900	0	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	300	333	33	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	20265	20326	61	Biosolids Disposal	
Total						426		

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	2236	0	Collection System	
1999	Aries	Saturn III	Camera Trailer	344	344	0	Collection System	
2004	John Deere	7920	Tractor	1218	1218	0	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1241	1241	0	Operations	
2004	Case	621D	Loader	2294	2297	3	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1224	1230	6	Maintenance	
2006	JCB	531-70	Telehandler	570	570	0	Plant Activities	

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

TO: Tim Vandall, City Administrator

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

DATE: March 5, 2019

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	14	34
Number of permits for new single-family housing	0	1
Number of permits for new multi-family housing	0	0
Number of occupancy certificates issued	3	3
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$132,330.78	\$538,641.38
Permit fees.....	\$1,669.50	\$8,256.50
Number of inspections performed	52	77
Number of trade licenses issued	16	233
Total trade contractor licenses issued.....	7	73
Number of occupational licenses issued	7	55

CODE ENFORCEMENT:	<u>Current Month</u>	<u>Year to Date</u>
<u>Nuisance Report</u>		
Three Day Warnings:.....	34	52
Certified Letters Sent:.....	0	0
Compliance:.....	32	47
Compliance Review:.....	35	50
<u>Vehicle Report</u>		
Warning Letters/Verbal:.....	2	9
Certified Letters Sent (20 Days):	0	0
Compliance:.....	2	6
Compliance Review:.....	4	8
<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