



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

COUNCIL AGENDA
Regular Meeting
Thursday, February 7, 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

AMENDED

OLD BUSINESS:

1. Approval of Minutes

NEW BUSINESS:

Audience Participation

Presentations:

2. Military Saves Week Proclamation

Council Consideration of Agenda Items:

3. Meeting Date Reschedule – July 4, 2019
4. Lansing Library Board Appointment
5. Request to Approve Highland Park Improvements
6. Request to Approve Highland Park Playground Replacement
7. Request to Purchase – Police Department Portable Radios
8. Request to Purchase – Police Department Fingerprint System
9. Approval of Contract – 2019 Fireworks Displays
10. Ordinance No. 1017 – Rezone Request 00000 N. Main Street
11. Resolution No. B-3-2019 – Long Range CIP Projects
12. Resolution No. B-4-2019 – Condemnation Resolution for Realignment of City Project 18-02
13. Ordinance No. 1018 – Approval of Fee Schedule
14. Ordinance No. 1019 – City Code Text Amendment Chapter 2
15. Executive Session – Economic Development
16. Executive Session – Consultation with Attorney

Reports:

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

Proclamations

Other Items of Interest:

- Grant Award Letter – Police Department

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator
THRU: Sarah Bodensteiner, City Clerk *SB*
FROM: Shantel Scrogin, Assistant City Clerk *SS*
DATE: January 23, 2019
SUBJECT: Approval of Minutes

The Regular Meeting Minutes for January 17, 2019, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for January 17, 2019, as presented.

AGENDA ITEM #

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
January 17, 2019

Call To Order:

The regular meeting of the Lansing City Council was called to order by Mayor Mike Smith at 7:00 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby and Dave Trinkle

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Tony McNeill

Councilmembers Absent: Gregg Buehler

OLD BUSINESS:

Approval of Minutes: Councilmember Kirby moved to approve the regular meeting minutes of January 3, 2019, as presented. Councilmember Pawlowski seconded the motion. The motion was approved with Councilmember Brungardt abstaining from the vote.

Audience Participation: Mayor Smith called for audience participation and 2 audience members came forward.

Stan Cherrie introduced the new Executive Director, Jennifer Marsh, for Alliance Against Family Violence.

Jennifer Marsh stated Alliance Against Family Violence would like to re-open their doors within the first quarter of this year and are looking for volunteers for the program. Those open positions will be posted soon. Services provided will include emergency shelter, 24/7 hotline, and case management.

Janette Labbee-Holdeman let the Council know that Chad Schimke has been selected as the Republican Party nominee for Leavenworth County Commissioner for District 4.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Operation Green Light Briefing and Cooperative Agreement: Ray Webb from Mid-America Regional Council briefed the Council on the Operation Green Light Traffic Control System. Operation Green Light monitors and manages the existing transportation system through safe and efficient traffic signal operations to reduce travel time, fuel consumption and air pollution. Estimated program numbers reduce vehicle stops by 220 million, saves 1.9 million hours, saves 1.8 million gallons of gas, reduces 3,000 tons of pollutants and saves \$35.2 million dollars. The overall goal is to move traffic from an intersection to the next intersection while utilizing the program elements such as Traffic Signal Timing, the Regional Communication Network, Advanced Traffic Signal Management Software and a Video Server. The City's costs are projected to be \$2,400 annually with 4 traffic lights.

Councilmember Brungardt moved to approve the Cooperative Agreement for Funding Operations of the Operation Green Light Traffic Control System. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Waste Management Contract Addendum: City Administrator Tim Vandall stated Mr. John Blessing is here from Waste Management if anyone has any questions. At that last Council meeting, I got a lot of different feedback from the governing body. So, I guess what I did, we ended up putting it into an amendment and however the Council votes, is how the Council votes. But we did try to implement some of the Council's concerns. I think one of the concerns was if something changes with China or Waste Managements recycling costs, we would try to negotiate that number to go back to what it was before. And then the other thing we had talked about a little bit, I think someone had made the comment 'what good is it if Lansing does this if we're the only city in the metro that does it'. So, I know Mr. Blessing passed along a few other communities that have taken similar steps. So, with that, like I said Mr. Blessing is here if anyone has any questions.

- Councilmember Pawlowski asked and Waste Management is ok with this, with what we're doing.

- John Blessing responded correct, we've worked with Tim and staff to take that feedback that we got from the last meeting and try to incorporate that verbiage in there but I know one of the things was adding an unincreased year, kind of giving that back to the city at the end of the contract and adding verbiage to the addendum that should the situation change allow us to re-evaluate, reduce or eliminate the charge all together.
 - Councilmember Garvey asked and it's .87 cents per household, right.
 - John Blessing stated correct.
 - City Administrator Tim Vandall stated and to clarify too, our citizens would see 50 cents per month of that. We'd be able to knock down our administrative costs a little bit.
 - Councilmember Kirby asked if your cost for this goes down, we're taking your word that you're going to come back and say it went down. Correct?
 - John Blessing replied true, true. It's all over the news.
 - Councilmember Kirby stated we can prick his finger and make him sign it.
 - John Blessing responded it's certainly something we couldn't hide. This is all over the industry news.
 - Councilmember Kirby stated I don't know about everybody up here but I don't have time to check your bottom line.
 - John Blessing replied true.
 - Councilmember Kirby responded so it's a matter of trust if it goes down, you're going to come back and say it went down.
 - Councilmember Garvey stated I guess the way I look at that is if he lies to us, comes back to renew the contract four years later, we find out he lied, we wouldn't renew the contract.
 - John Blessing replied certainly, certainly and the real lynch pin there is the allowable level of contamination. Should that move that is definitely something we'd come back and re-evaluate.
 - Councilmember McNeill asked can you explain, so paragraph three basically says what he just said, if in fact the cost to process goes down that they would negotiate or renegotiate a lower cost. Is that how that reads?
 - City Administrator Tim Vandall responded yes.
 - Councilmember McNeill replied ok, I mean that's the part you are talking about. Ok I'm just going to make a few comments. One is that I don't agree with renegotiating in the middle of a contract. Bottom line is we've been paying for recycling and the original agreement which was if you collected more than x we would get rebated. We never get a rebate since I've been here using Waste Management so that means you either took all the profits which I understand in a contract you have to make a profit. So, you made a profit on the waste and a profit on the recycling over x amount of years. The reason you do a term contract is so you can lock in your profits. So, you know what it is. Alright so coming back in the middle of the contract and renegotiating because you're not making a larger profit in recycling irritates me, ok. I know it'll probably pass because folks are going to want to do recycling but I personally don't think we should renegotiate until the contract is over. That's how I feel, so.
 - Mayor Smith asked anyone else.
 - Councilmember Trinkle asked but this is locking us in even if something happens, we're still where we're at tonight, right.
 - John Blessing stated correct.
 - Councilmember McNeill responded I think it's going to get worse than .5 percent.

- Mayor Smith stated ok we need a motion one way or the other.

Councilmember Pawlowski moved to approve the amendment to the municipal recycling and solid waste agreement. Councilmember Kirby seconded the motion. The motion was approved with Councilmember McNeill, Councilmember Studnicka and Councilmember Garvey voting against the motion.

Treasurer's Report for Quarter Ending December 31, 2018: Councilmember Brungardt moved to approve the Treasurer's Report for the quarter ending December 31, 2018. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Request to Purchase – Police Department – Records Management System: Police Chief Steve Wayman stated Mayor, Council I am here tonight to request a purchase of a Records Management System for the Police Department. Currently, our Records Management System is on an Excel spreadsheet so it's not much of a Records Management System. This is probably something that should have been done years ago. It hasn't been and it's been brought up. We looked at several different companies. Tyler Technologies is currently the company that provides our Encode for our court system so this will bolt right onto our court management software too. The other companies promised patches and they thought things could work. You know, it's just not reliable. We also did some research on other stuff and this is a decent system. The end run on this in what we want to go to is as much paperless as we can right now because if anybody's went over to the Activity Center and went up to Records Room, you'll realize we're running out of space really quick. So, this Records Management System will allow us to keep track of reports that we have coming in, anytime anybody accesses, puts anything together it'll automatically put that data together in the individual files that it needs to go. There is opportunity here that with what we're currently doing that we could lose track of statements, we could lose track of reports. It is entirely possible, so this management system will help alleviate that. Also included in this bill or this request is for several, four digital ticket systems which means Officers will have the ability to issue digital tickets instead of handwritten, hand printed four copy citation system that we currently use. We'll be able to do them with a handheld unit, bring it up here to the station, document it in and it automatically downloads all the information off the citation into the computer which saves us time and data entry on that also. It won't eliminate us having handwritten citations, but they'll definitely cut some of that process out of there. Handwritten citations will never be 100% gone, I don't believe. So, this is the system we're really looking at that we're saying will do the best for us with what we have especially with what we already have on board in the court side of it.

- Mayor Smith asked there's a training part of this also.
 - Police Chief Steve Wayman responded yes Tyler Technologies they along with the price. This isn't something we're going to buy and they're going to ship us a box tomorrow. This will take about 7-8 months for them to build because they build it to Lansing City, Lansing Police Department. Also included in this is all the training for the Officers are going to have to get trained on how to use this also as well as our support staff. They also provide the updates and any technical support, any issues we may have with any of the system. If there are any issues that arise, they'll take care of it, they'll fix it, they'll do the best by us.
 - Mayor Smith asked Chief any idea, just curiosity, maybe it was there, and I didn't see it any idea how long this company has been in business.
 - Police Chief Steve Wayman replied Tyler Industries, 1966.
 - Mayor Smith stated well that answers that.
- Councilmember Trinkle asked are we going to download any of the old files or is that just going to be stored away.
 - Police Chief Steve Wayman responded right now those will be stored. That may be something that we look at in the future of putting them digitally. I know Christie has talked about that and there's other cities that have done that and what they have gone in and done is, if we go back to 1959. I can go over to the Activity Center and pull up some reports from the '60's.
 - Councilmember Trinkle asked say you do go back and pull up something and you have to go over and get. Is it something you can download in the system

beings you already pulled it and put it in manually put it in if you pull records you know what I mean.

- Police Chief Steve Wayman responded I don't believe this system. Can they be loaded into this system? Police Clerk/Records Technician Christie Gately we do right now.
 - Police Chief Steve Wayman stated come on up here Christie.
 - Mayor Smith replied I think everyone knows who you are but go ahead.
 - Councilmember Kirby stated name, address, blood type.
 - Mayor Smith replied Gene's got it right.
 - Police Clerk/Records Technician Christie Gately stated hi Mayor, hi Council. The way we do it now, it's somewhat digitalized because we can take a report, scan it in through our scanning system and then upload it as a PDF file. Then we label it. There's a lot of steps involved with it and we can do that with old records certainly but not with just one of me because there's too many records for me to get that accomplished. Now there is the option and if we looked at this in the future with the budget. You could hire a company to digitize your records. So, say we allocated \$3,000-4,000 each year to catch it up until we got caught up. It would take a long time. I'm sorry.
 - Mayor Smith stated we talked about that awhile back. For the cost last year.
 - Police Clerk/Records Technician Christie Gately responded where i came from, that's what we did. It worked out pretty well and they were still catching it up when I left but they were getting closer and closer every year. So, what was your other question.
 - Mayor Smith stated you answered mine.
 - Councilmember Trinkle responded maybe I'm confusing the two things. I was saying, say you pull some files and work with old files you worked with a case. Instead of putting them back over in moth balls, maybe put in the system.
 - Police Clerk/Records Technician Christie Gately asked into the new ARMA system?
 - Councilmember Trinkle replied beings they are already out. You're talking about, I understand

- Mayor Smith responded that's what we've got over at the Activity Center.
 - City Attorney Gregory Robinson stated good.
 - Mayor Smith asked anything else.
 - Councilmember Trinkle stated I think we're stepping into the hand that we need to be in.
- Mayor Smith replied I think so too.

Councilmember Trinkle moved to approve the purchase of a records management system from Tyler Technologies in an amount not to exceed \$73,973.00. Councilmember Kirby seconded the motion. The motion was unanimously approved.

Executive Session: Consultation with Attorney: Councilmember Kirby 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 7:37 PM and returning to the Council Chambers at 7:52 PM. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Kirby moved to return to Open Session at 7:52 PM. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Ordinance No. 1016 – Issuance of GO Bonds, Series 2109-A: Councilmember Kirby moved to approve Ordinance No. 1016. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Resolution No. B-1-19 – Sale and Delivery of GO Bonds, Series 2019-A: Councilmember Trinkle moved to adopt Resolution No. B-1-19. Councilmember Kirby seconded the motion.

- Councilmember Pawlowski stated I do have a question. So, this \$3 million dollars that we're doing, does that cover both projects?
 - City Administrator Tim Vandall replied yes.
 - Councilmember Pawlowski asked and we're not going to pay cash for any of it. Because remember we were going to pay cash for the one.
 - City Administrator Tim Vandall replied yeah and then since the Saddle Ridge Estates one popped up, we would expect that to be four or five hundred thousand dollars. We felt like it didn't make sense to do two separate bond issuances. So, I think we're just going to probably pay cash for that. But I think the principal cost for this one was a little north of \$2 million.
 - Councilmember Pawlowski stated right and then all the other incidentals. So, you think between \$450 - \$500 for Saddle Ridge?
 - City Administrator Tim Vandall responded I think that was Tony's estimate. I'm not positive about that off the top of my head but I know we felt like that one was small enough where it didn't make a lot of sense to issue debt for that one.
 - Councilmember Pawlowski stated it's nice we're in a position we can do that.
 - City Administrator Tim Vandall replied well that's a good segue to something we already approved a number for on the agenda when you look at the Treasurer's Reports and the balances of a lot of our funds. We have the capability to do things like that now. So, this one there's no cash payments or anything like this. This is debt service.

The motion was unanimously approved.

Charter Ordinance 1-2019 – Transient Guest Tax: Councilmember Trinkle moved to adopt Charter Ordinance 1-2019, as presented. Councilmember Pawlowski seconded the motion.

- Councilmember McNeill asked so how's it going to work now with the shall and the may? Are we still going to offer it to them and say, hey if you show us what you would do your repairs or upgrades on, we'll determine whether we'll give you x?
 - City Administrator Tim Vandall replied so right now some of it is deposited into one fund and some of it is deposited into a separate fund. This would deposit all of it in the Transient Guest Tax Fund. I did speak about that with the owner of one of the lodging facilities in town and I told him that. I said we're switching the language from shall to may so if you have something substantial that you think you could ask the Council about, you can do that. There's no guarantee because it's not shall anymore it's may.
 - Councilmember McNeill asked so they would come in and propose what they'd use the money for and we'd vote on whether or not.
 - City Administrator Tim Vandall stated correct. The example I gave him, I know one of the things we had talked about awhile back is it caused heartburn that maybe the reimbursements were being spent for a bunch of things that cost \$1,000 rather than one big thing. I remember a couple of you guys mentioning that to me and I told him that. I said the Council doesn't want twenty reimbursement requests for \$500 each or something like that. But I said if there is one substantial thing, feel free to bring it to the Council.
 - Councilmember Kirby asked it's pretty wide open what they could ask for to, wasn't it?
 - Councilmember Pawlowski stated the way it use to be was, I was signing checks once and it was office supplies.
 - Mayor Smith responded it's wide open.
 - Councilmember Pawlowski and junk that to me is the cost of doing business and was not what I thought it was intended it to be. Which would be capital improvements to keep the hotel up to speed.
 - Councilmember Garvey responded appearances.
 - City Attorney Gregory Robinson stated to attract people.
 - Councilmember Garvey responded signage, lighting, cosmetics.
 - Councilmember Pawlowski replied so in my mind if they came in and said we want to re-landscape this or put in a new sign or whatever and asked for the money. I'd be like yeah but if it's like we want to buy reams of paper, sheets and bedspreads, no. That's the cost of doing business in my opinion.
 - Councilmember Brungardt replied I agree.
 - Councilmember McNeill responded I just wanted to know what the process was but thanks.

The motion was unanimously approved by all Councilmembers in attendance and Mayor Smith voting in favor of the motion.

Resolution No. B-2-19 – Transient Guest Tax: Councilmember Trinkle moved adopt Resolution No. B-2-19. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

REPORTS:

Department Heads: Department Heads had nothing to report.

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer had nothing to report.

City Administrator: City Administrator Tim Vandall stated the Police Chief and Library Director had announcements to make. Police Chief Steve Wayman invited the Mayor and Councilmembers to the Annual Employee Chili Cookoff on Jan 25th at 11:30 am. Library Director Terri Wojtalewicz invited the Mayor and Councilmembers to listen to a former Lansing resident, Author Cote Smith speak about writing his novels on January 23rd at 5:30 pm. City Administrator Tim Vandall reminded the Council a meeting had been set up with the Townships but the turnout was not quite what the City had hoped for as both Townships backed out of the meeting at the last minute. Councilmember Pawlowski asked City Administrator Tim Vandall if he could write an article for the Lansing Connection about the Fire District. Councilmember Studnicka echoed Councilmember Pawlowski's statement of need for an article in the paper. Councilmember Studnicka stated the article should state what we did, the way we did it, why we did and the benefits from it, etc.

Governing Body: Councilmember Trinkle mentioned the yellow light on the stoplight near the high school changes quickly. Public Works Director Jeff Rupp stated there was a glitch but it has been fixed. Councilmember Pawlowski, stated on this day in history, Gregg Buehler was absent.

ADJOURNMENT:


Councilmember Pawlowski moved to adjourn. Councilmember Brungardt seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:21 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk 
DATE: January 28, 2019
SUBJECT: Proclamation – Military Saves Week

The City was approached by Armed Forces Bank to sign a proclamation declaring the importance of making savings a habit for our Military families and residents of Lansing. A representative of the Military Saves movement and Armed Forces Bank will be present to receive the proclamation.

Policy Consideration: N/A

Financial Consideration: N/A

Action: None

AGENDA ITEM #

2



Military Saves Week Proclamation



Whereas: Personal and household savings are fundamental to America's stability and vitality; and

Whereas: adequate emergency savings, retirement funds, and safe debt-income ratios are critical components of personal financial security; and

Whereas: Military Saves is a national social marketing campaign to persuade, encourage, and motivate service members and their families to take financial action in building wealth through saving money and reducing debt; and

Whereas: Armed Forces Bank, N.A. is a partner in the Military Saves campaign and is committed to helping its customers, employees, and their family members, as well as all service members, take immediate financial action to build wealth, not debt,

Now, Therefore: I, Michael W. Smith, Mayor of the City of Lansing, State of Kansas, do hereby proclaim the week of February 25 thru March 2, 2019 to be

"Military Saves Week"

and call upon the residents of Lansing, Kansas to set a personal savings or debt reduction goal, make a simple savings plan, and take action on that plan or take another positive wealth-building action during Military Saves Week and pledge to sustain that action during the following year.



In witness thereof, I have hereunto set my hand and caused the great seal of the City of Lansing to be affixed this 7th day of February, in the Year of Two Thousand and Nineteen.

City of Lansing

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: February 1, 2019
SUBJECT: Meeting Date Reschedule – July 4

There is a conflict with a holiday and meeting date falling on the same day this year. July 4, 2019, falls on a Thursday, which would be a regular Council Meeting night. Per the City Code, we will need to designate a different day to hold our meeting on, by a majority vote of the Council.

At the January 31, 2019 Work Session, the Council agreed upon holding the meeting on Tuesday, July 2, 2019.

Policy Consideration: Per the City Code, we will need to designate a different day to hold our meeting on, by a majority vote of the Council.



Financial Consideration: N/A

Action: Approve the rescheduling of the Regular City Council Meeting for Tuesday July 2, 2019.

AGENDA ITEM #

3

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Terri Wojtalewicz, Library Director 
DATE: January 31, 2019
SUBJECT: Lansing Library Board Appointment

After meeting with Library Board Applicant, Karen Averill, the Lansing Community Library Board voted unanimously to recommend Karen Averill to serve on the Lansing Community Library Board for a term expiring on April 30, 2021. This is filling a position that became open with due to a resignation of a board member.

Action: Staff recommends a motion to approve the appointment of Karen Averill to the Lansing Community Library Board to fill an unexpired term ending April 30, 2021.

AGENDA ITEM #

4



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

APPLICATION FOR LIBRARY ADVISORY BOARD MEMBER

Name: Karen Averill

Lansing Address: 619 S. Desoto Rd, Lansing, KS 66043

Home Phone: 913-704-8946 cell

Secondary Phone: —

E-mail: averillkaren@hotmail.com

Please attach a written statement expressing your interest in being appointed to the Lansing Community Library Board. Your written statement should address the following three topics:

1. Qualifications for the position.
2. Desired accomplishments as a Board Member.
3. Willingness to attend board meetings and trustee training.

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

This appointment is to fulfill a vacated position on the Lansing Community Library Advisory Board with a term expiring April 30, 2021. Applicants must be a resident of Lansing Unified School District # 469, 18 years of age, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk".

Karen Averill
Application for Library Advisory Board Member

I'm interested in becoming an Advisory Board Member. I have a Bachelor's Degree in Music Education K-12 from the University of Kansas and a Master's Degree in Library Science from Emporia State University. After teaching in the classroom for 7 years, I've been the Teacher/Librarian at Lansing Middle School now for 12 years and at Lansing High School for 2 years.

I would like to be a Board Member to support the Librarian and Staff and their programs. I'd also like to partner with them to promote their programs with my students at the MS and HS. I feel like my experience in the school libraries would be good to help connect our students and community. I could also offer support and advice to the Librarian when needed. I'm willing to attend the board meetings and trustee training.

Thank you for this opportunity.

Karen Averill
619 S. Desoto Rd
Lansing, KS 66043
913-704-8946 cell



References:

Kerry Brungardt
Lansing Middle School
220 Lion Lane
Lansing, KS 66043
913-727-1197 wk
913-683-9211 cell

Gary Mattingly
Lansing High School
1412 147th Street
Lansing, KS 66048
913-727-3357 wk
913-240-6102 cell

Tina Matzeder
506 Hillcrest Street
Lansing, KS 55048
913-683-2961 cell

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Jason Crum, Parks and Recreation Director 
DATE: January 31, 2019
SUBJECT: Request to approve Highland Park improvements

The Parks and Recreation Department advertised for bids in the Leavenworth Times for improvements to Highland Park to include removal of the existing equipment, grading, safety bollards, concrete work and fencing. The following bid was received:

Linaweaver Construction, INC.

\$32,905.00

Financial Consideration:

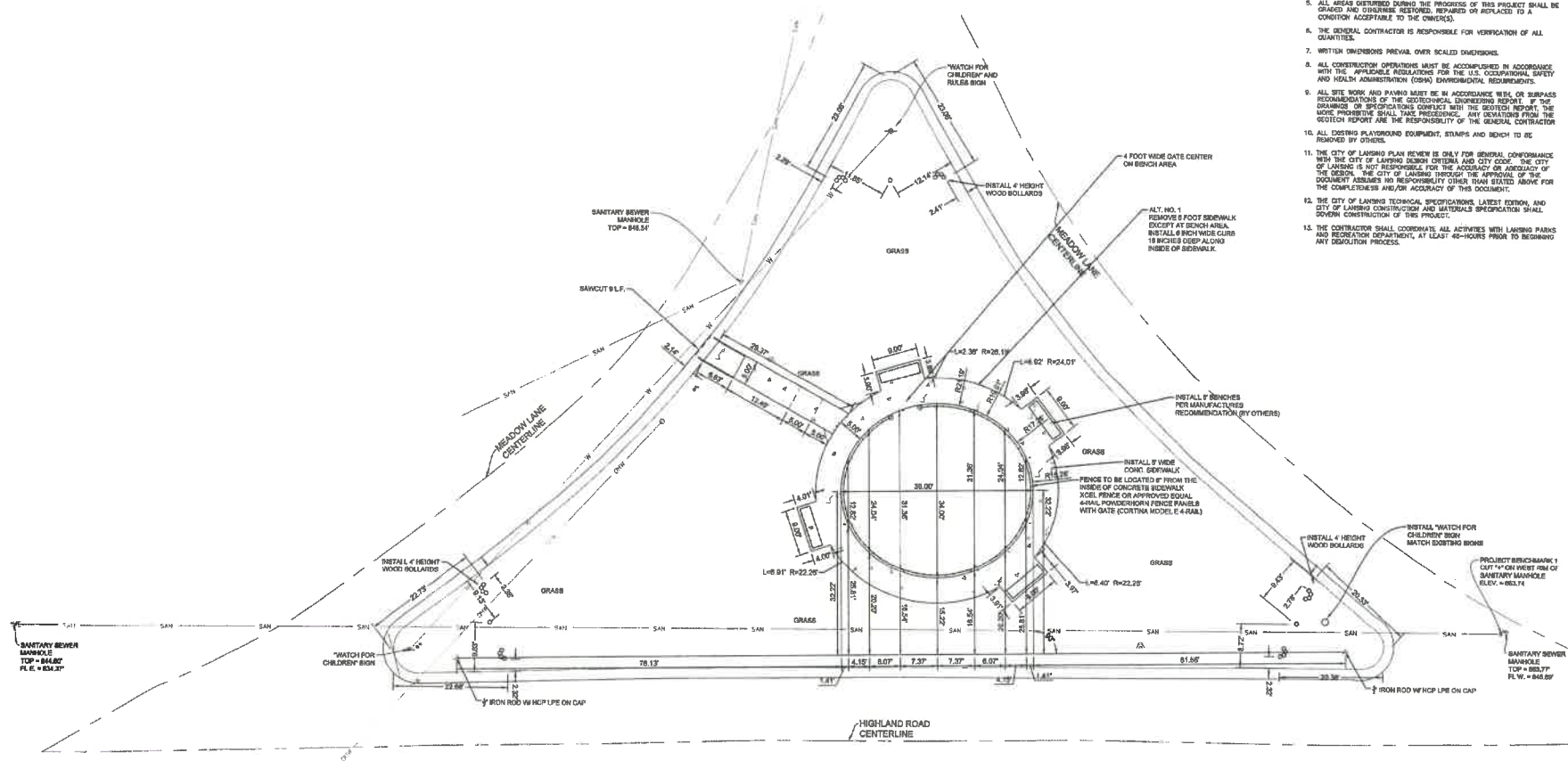
This item as well as the request for the playground replacement was a suggestion brought from PRAB to the City Council for discussion and consideration. General improvement of the park and user safety were the primary concerns. City Council discussed that the upgrade of this park would be appropriate to show forward momentum with the new sales tax which was passed in part for park improvements. City Council suggested a budget of \$75,000.00 - \$85,000.00 to complete this project. As a reminder, the first bid attempt came back far above the suggested budget. This project would be funded through reserve in the Park Land Trust and the Special Parks and Recreation account.

Policy Consideration: N/A

Action: Staff recommends a motion to approve Highland Park improvements to be completed by Linaweaver Construction, INC. for \$32,905.00, \$16,500.00 from account number 59-010-43301 Park Land Trust and \$16,405.00 from account number 23-030-43301 Special Parks and Recreation Acquisition.

AGENDA ITEM #

5



Legend:

-  BOLT
 BEAM
 BENCHMARK
 FLOWLINE
 GULLY ANCHOR
 UTILITY POLE
 WATER METER
 WATER VALVE
 LIGHT POLE
 H2 CONTROL
 OVERHEAD WIRE
 SANITARY LINE
 WATERLINE

Layout Notes

1. THE GENERAL CONTRACTOR SHALL CALL KANSAS UTILITY ONE CALL TO LOCATE ALL UTILITIES PRIOR TO ANY EXCAVATION. CONTRACTOR MUST ALLOW SUFFICIENT TIME FOR LOCATING AND MARKING UTILITIES WITH AN APPROPRIATE UTILITY AUTHORITIES.
2. DO NOT INTERFERE WITH ANY EXISTING UTILITIES OR FACILITIES LAIASED (POSTED) IN WRITING BY THE OWNERS). NOTIFY THE CITY OF KANSAS CITY (2) DAYS IN ADVANCE OF PROPOSED UTILITY INTERFERENCE. IF THE CITY OF KANSAS CITY REQUESTS A MEETING FOR MORE THAN ONE (1) 1/2-HOUR PERIOD, NOR WITHIN ONE (1) HOUR OF THE MEETING TIME, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MEETING.
3. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL DAMAGES THAT OCCUR DUE TO FAILURE TO LOCATE AND PRESERVE ANY AND ALL UTILITIES.
4. THE GENERAL CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE DURING GRADEWORK AND IS RESPONSIBLE FOR ALL DRAINAGE NECESSARY FOR CONSTRUCTION.
5. ALL AREAS DISTURBED DURING THE PROGRESS OF THIS PROJECT SHALL BE GRADED TO ORIGINAL SURFACE OR TO REPLACED TO A CONDITION ACCEPTABLE TO THE OWNERS(S).
6. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL ELEVATIONS.
7. WRITTEN INSTRUCTIONS PREVIEW OVER SCALES DIMENSIONS.
8. ALL CONSTRUCTION OPERATIONS MUST BE ACCOMPLISHED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS OF THE U.S. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA).
9. ALL SITE WORK AND PAVING MUST BE IN ACCORDANCE WITH THE KANSAS RECONSTRUCTION OF THE GEOTECHNICAL ENGINEERING REPORT. IF THE CONTRACTOR DEVIATES FROM THE SPECIFICATIONS OF THE REPORT, THE CONTRACTOR MUST PROVIDE SUFFICIENT EVIDENCE TO THE CITY OF KANSAS CITY TO PROVE MORE PROTECTIVE SHALL TAKE PRECEDENCE. ANY DEVIATIONS FROM THE SPECIFICATIONS OF THE REPORT AND THE CITY OF KANSAS CITY SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
10. ALL EXISTING PAVEMENTS, CURBS, STAMPS AND SIGNS TO BE REMOVED BY OTHERS.
11. THE CITY OF KANSAS PLAN REVIEW IS ONLY FOR GENERAL PERFORMANCE WITH THE CITY OF KANSAS CITY REVIEWING ONLY THE GENERALITY OF THE CITY OF KANSAS IS NOT RESPONSIBLE FOR THE ACCURACY OR ADEQUACY OF ANY DESIGN OR CONSTRUCTION. THE CITY OF KANSAS CITY SHALL NOT BE DOCUMENTED AGAINST NOR RESPONSIBILITY OTHER THAN STATED ABOVE FOR ANY DAMAGE TO OR DESTRUCTION OF ANY EXISTING UTILITY OR STRUCTURE.
12. THE CITY OF KANSAS TECHNICAL SPECIFICATIONS, LATEST EDITION, AND THE CITY OF KANSAS CONSTRUCTION AND MATERIALS SPECIFICATION, LATEST EDITION, SHALL GOVERN THE CONSTRUCTION OF THIS PROJECT.
13. THE CONTRACTOR SHALL COORDINATE ALL ACTIVITIES WITH KANSAS PARKS AND RECREATION DEPARTMENT, AT LEAST 40-DAYS PRIOR TO BEGINNING ANY CONSTRUCTION PROCESS.

COUNTRY CLUB ADDITION UNIT NO.2
HIGHLAND DRIVE PLAYGROUND
CONSTRUCTION DOCUMENTS
LAYOUT PLAN
LANSING, KANSAS

[illegible]

CARL L. M. 518

DATE:	April 27, 2017
PROJECT NO.:	2017.2402
DESIGNED BY:	CLB
DRAWN BY:	WBM
CHECKED BY:	CLB

ISSUE	INSET NO.
A	3

OF 5 SHEETS

HIGHLAND PARK

SITE IMPROVEMENTS

BID FORM

Place LANSING, KANSAS

Date JANUARY 30, 2019

Bid of LINAWEAVER CONSTRUCTION, INC.

hereinafter referred to as "Bidder",

* a corporation organized and existing under the laws of the State of KANSAS

* a partnership consisting of _____

* an individual doing business as _____

PROJECT: HIGHLAND DRIVE PLAYGROUND CONSTRUCTION DOCUMENTS
213 Highland Road
Lansing, Kansas
PR-2018-01
LPE Project No. 2017, 3007

OWNER:
City of Lansing
Parks and Recreation
Lansing Activity Center
108 S. 2nd Street
Lansing, Kansas 66043

The Bidder, in compliance with the Bidding Documents and Contract Documents, hereby proposes to construct the Project within the time set forth herein, for the prices stated herein.

Bidder acknowledges receipt of the following addenda:

Addendum No. _____, _____, _____, _____.

HIGHLAND PARK SITE IMPROVEMENTS (Base Bid):

Perform all Work for the sum of (\$ 32,905.00)

THIRTY TWO THOUSAND, NINE HUNDRED FIVE & ^{NO}/₁₀₀ Dollars.

HIGHLAND PARK

SITE IMPROVEMENTS

TIME:

The Bidder, if awarded the Contract, hereby agrees to commence work on the date stated in a written "Notice to Proceed" and complete the site work by August 1, 2019.

MARK-UP:

The Bidder agrees to furnish all labor and materials for any additional general work ordered by the OWNER and for which no pre agreed price has been fixed for the net cost of such additional labor and materials plus 10% per cent for all overhead and profit.

DECLARATION:

The undersigned hereby declares that he has examined the Contract Documents, has visited the Site, and submits his Proposal in compliance therewith. The undersigned understands that his competence and responsibility and that of his subcontractors, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award.

The undersigned agrees, if awarded the Contract, to complete it within stated time after execution of such Contract, subject to the conditions of the Contract.

The undersigned, by agreeing to the stated date required to complete the Work to substantial completion, further agrees that he shall be liable for, and pay to the Owner Liquidated Damages in the amounts outlined in the Supplementary Instructions to Bidders.

In submitting this Bid, it is understood that the Owner reserves the right to reject any and all Bids, and that this Bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

Dated this 30 day of JANUARY, 2019.

LINAWEAVER CONSTRUCTION, INC.
Name of Bidder

719 E. GILMAN ROAD, LANING. KS 66043
Address of Bidder

(Corporate Seal)

Mark PRESIDENT
Authorized Officer Title

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Jason Crum, Parks and Recreation Director 
DATE: January 31, 2019
SUBJECT: Request to approve Highland Park Playground replacement

This is the request to replace the playground at Highland Park after the site improvements are complete. This equipment is what the Highland Park improvement plan was based around. Several different layouts and manufacturers were explored with the design consultant, and this was the theme that seemed most appropriate for the location and was a substantial amount of equipment for the money without sacrificing quality. This will include the compacted undersurface, the fall surface, the equipment, the park benches and professional installation. The total cost for this is \$52,662.08 by Fry and Associates.

Financial Consideration:

By dealing directly with the installer we eliminate any upcharges from the General Contractor. We also receive a 9% discount reflected in this price by using the NPP joint purchasing program. This improvement would be funded through reserve in the Special Parks and Recreation account.

Policy Consideration: N/A

Action: Staff recommends a motion to approve Highland Park playground replacement by Fry and Associates for \$52,662.08 from account number 23-030-43301 Special Parks and Recreation Acquisition.

AGENDA ITEM

6







QUOTE

Fry & Associates, Inc.
101 E 15th Ave, North Kansas City MO 64116
t. 816-221-4825 f. 816-221-4831

Number FRYQ60986-F
Date Dec 17, 2018

End User	Ship To	Bill To
City of Lansing, KS Jason Crum Highland Park Highland & Valley Lansing, KS 66043	City of Lansing, KS 400 Santa Fe Lansing, KS 66043	City of Lansing, KS Jason Crum 800 First Terrace Lansing, KS 66043 USA

Pricing is Good Through December 31, 2018

NPP Member No:

Associates	P.O. Number	Ship Via	Terms
Ashley Trammell Steve Jones		Common	Net 10

Qty	Description	List Price	Adj. Price	Ext. Price
1	<i>PG</i> <i>Playworld Systems, Inc.</i> Custom Playground Concept Per Dwg# 18-221-1R	\$25,053.00	\$22,798.23	\$22,798.23
4	<i>BRT08-C-20-000</i> <i>MyTCoat</i> 8' Bench with Back - Expanded Metal - Surface Mount - Industry Standard Coating	\$373.00	\$335.70	\$1,342.80
1,045	<i>Install</i> <i>Fry & Associates, Inc.</i> Compaction 4" Compacted Rock Base 1045 Sq.Ft.	\$0.00	\$3.00	\$3,135.00
1,045	<i>PTN</i> <i>Fry & Associates, Inc.</i> PrimoTurf Natural Select: Rustic, Jungle, or Rainbow Turf Approx. 1045 Sq.Ft. @ 2.5" Depth Customer is responsible to secure site during and after installation. Fry & Associates cannot be responsible for damage to site after installation is complete.	\$14.10	\$12.69	\$13,261.05
1	<i>Install</i> <i>Fry & Associates, Inc.</i> Equipment Installation into Dirt Surface Customer Responsible for Site Preparation.	\$0.00	\$9,290.00	\$9,290.00

Continued On Next Page ...

Qty	Description	List Price	Adj. Price	Ext. Price
NPP Member Number Required at Time of Order				
		SubTotal		\$49,827.08
		Tax		\$0.00
		Shipping		\$2,835.00
		Total		\$52,662.08

Shipping Contact: Jason Crum
Email: jcrum@lansing.ks.us

Phone: (913) 727-2960
Fax: (913) 727-1538

Quote Accepted By: _____ Date: _____

Pricing is CASH pricing. 3.5% will be added to the total for credit card transactions.
Unless otherwise indicated all pricing good for 30 days from quote date

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Steve Wayman, Chief of Police
DATE: February 4, 2019
SUBJECT: Purchase of Portable Radios

Portable Radios

The Lansing Police Department is requesting to purchase five (5) replacement portable radios from TBS Electronics in Topeka, Ks. The current portables are beginning to wear out with at least two radios being non-repairable. The current radios, MTX 2500, are no longer available and we will be switching to Motorola APX 6000 series radios. This item was approved for the 2019 budget.

Policy Consideration: None for this Item

Financial Consideration: \$24,000.00 was approved for 2019 budget for the purchase of these items. This item will come out of the Police Equipment reserve fund 45-011-43301.

Action:

The Lansing Police Department is requesting to purchase 5 portable radios and equipment from TBS Electronics in the amount of \$20,005.00



EQUIPMENT PROPOSAL

To:	Steve Wayman	From:	Brad Grabar
Company:	Lansing PD	Company:	TBS Electronics, Inc.
Address:	800 1 st Terr	Address:	5225 SW Topeka Blvd.
	Lansing, KS 66043		Topeka, KS 66609
Phone:	913-727-3000	Phone:	785-862-7450
Fax:		Fax:	785-862-7647
Project:	APX6000Li Accessories	Date:	1/11/19

Qty	Description	Your Price	Extended
5	NNTN8860 APX6000 Charger	\$120	\$600
5	PMNN4486 Spare Battery	\$115	\$575
5	PMMN4062 Speaker Microphone	\$90	\$450
5	V1-10433 Earpieces	\$44	\$220
		TOTAL:	\$1,845

Feel free to call me at 1-800-530-5550 with any questions about this quote.

Thanks,

Brad Grabar

TBS Electronics

**MOTOROLA SOLUTIONS****Quote Number:** QU0000464213**Effective:** 11 JAN 2019**Effective To:** 12 MAR 2019**Bill-To:**

LANSING POLICE DEPT, CITY OF
800 FIRST TERR
LANSING, KS 66043
United States

Ultimate Destination:

LANSING POLICE DEPT, CITY OF
800 FIRST TERR
LANSING, KS 66043
United States

Attention:

Name: Steve Wayman
Email: wayman@lansing.ks.us
Phone: 913-727-3000

Sales Contact:

Name: Brad Grabar
Email: bgrabar@tbselectronics.com
Phone: 7858627450

Contract Number: KANSAS STATE**Freight terms:** FOB Destination**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	5	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	\$4,806.00	\$3,632.00	\$18,160.00
1a	5	QA02756AA	ADD: 9600 TRUNKING OR 3600 DIGITAL TRUNKING			
1b	5	Q58AL	ADD: 3Y ESSENTIAL SERVICE			
1c	5	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH			

Total Quote in USD**\$18,160.00****THIS QUOTE IS BASED ON THE FOLLOWING:**

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.


4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Steve Wayman, Chief of Police
DATE: January 29, 2019
SUBJECT: Purchase of Desktop fingerprint system

The Police Department is requesting to purchase a Desktop fingerprint system from Dataworks Plus. This system will replace the current chemical pad system that we currently have. This system will allow the police department to take fingerprints electronically, send fingerprint cards to the state electronically, and keep digital storage for court records.

Policy Consideration: NONE



Financial Consideration: This item was a budgeted item for 2019 to be taken out of the police department equipment replacement fund.

Action: Council approval to purchase a Desktop Fingerprint system with printer from Dataworks Plus in the amount of \$22,487.00

AGENDA ITEM #

8

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Community & Economic Development Director 
DATE: February 7, 2019
SUBJECT: Approval of Contract for 2019 Fireworks Displays

Explanation: The Department of Community & Economic Development solicited bids to perform displays for Lansing DAZE/Brew, Blues & Bar-B-Q and the Lansing Independence Day Celebration. Staff received four bids for the maximum allowable amounts of \$5,000 and \$17,000, respectively. Of the four bids, one company clearly provided the most artillery shells for both events. This company, Victory Pyrotechnics & FFX, LLC, if chosen, will also provide a combined laser/pyrotechnic show for the Lansing Independence Day Celebration.

Financial Consideration: \$5,000 for Lansing DAZE/Brew, Blues & Bar-B-Q and \$17,000 for the Lansing Independence Day Celebration, for a total of \$22,000. This will be budgeted from the Transient Guest Tax fund, 63-060-43501 and 63-060-43502.

Action: Staff recommends that council give approval for the city of Lansing to enter into a contract with Victory Pyrotechnics & FFX, LLC to perform both fireworks displays in 2019 for the total amount of \$22,000.

AGENDA ITEM #

9



Victory Pyrotechnics & Special Effects, LLC

**14921 W. Morning Dove
Clearwater, Kansas 67026**

Cody Hanna, Account Manager & Senior Pyrotechnician

Cell Phone: (316) 631-5631

Email: Cody.Hanna@VictoryPyro.com

Proposal To: Tim Dossey
Event & Marketing Coordinator
City of Lansing
730 First Terrace, Suite 2
Lansing, KS 66043

Event: Lansing DAZE Festival
Date: Friday, May 3, 2019
Time: 9:15-9:30pm
Rain Date: None

Budget: Not to exceed \$5,000.

Location: Kenneth W. Bernard Community Park,
1560 Gilman Road, Lansing, Kansas, 66043

Display Type: A fully choreographed pyromusical (to music), including pyrotechnics choreographed in Finale Fireworks and electrically fired with Cobra.

Product Type: Three, four, and five-inch shells, as well as single shots, fan sweeps, and multi-shot cakes. An estimated 2,000 to 2,500 pyrotechnic effects or breaks.

Display Site: To be roped and flagged by sponsor, access by truck and trailer required.

Setup: State licensed pyrotechnician and support staff provided.

Clean-up: Provided in compliance with sponsor's guidelines.

Insurance: See the "Insurance, licensing, & permitting..." section, page ten, of this packet.

Permits: Victory Pyrotechnics & Special Effects, LLC will secure the necessary permitting from Leavenworth County Fire District #1.

Sales Tax: Tax not included.

Terms: A 30% down payment is due at the time of contract signature, with the remaining balance due within seven days after the show.

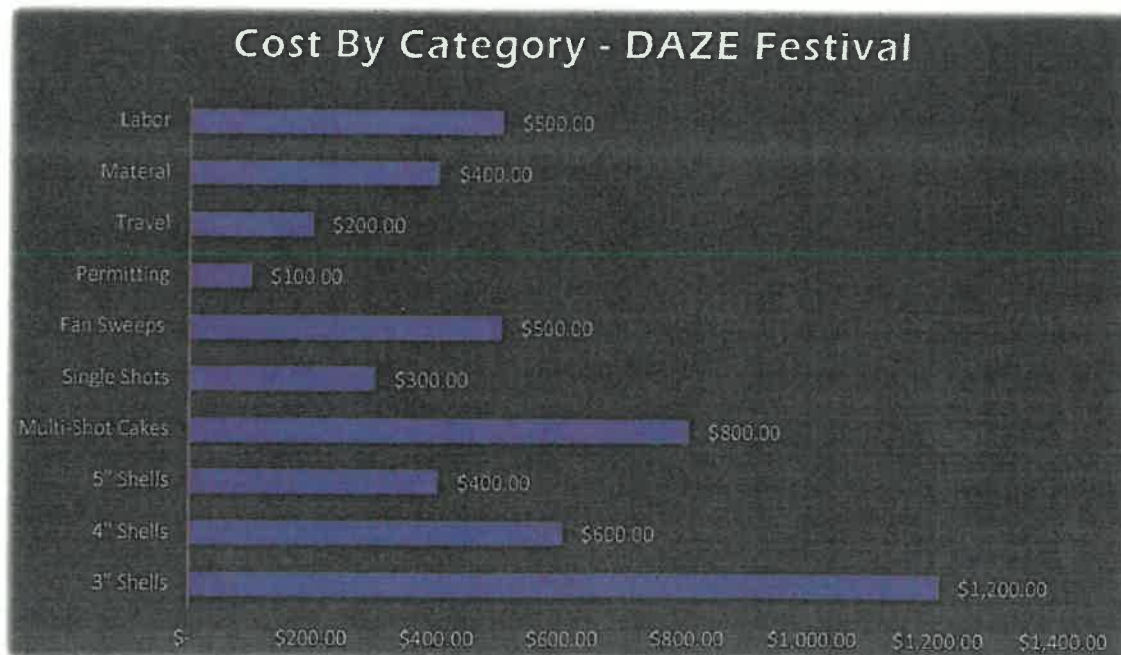
City of Lansing Proposal Catalog

Lansing DAZE Festival & Independence Day Celebration

Our vision for Lansing DAZE Festival...

We will produce a fifteen-minute pyromusical choreographed to a southern-rock themed soundtrack, which is the theme indicated on your website. The pyromusical will be choreographed in Finale Fireworks and shot electronically with the Cobra Firing System. Refer to pages six and seven of this packet for more information. The design process will begin by creating a soundtrack for the show. Our audio engineer will work with you to create the perfect mix of music. Once the soundtrack for the show is complete and approved by you, your pyrotechnics designer, Cody, will begin to choreograph the show in Finale Fireworks.

This show will use a multitude of both medium and high-altitude effects. Effects which will include, three, four, and five-inch shells, as well as single shots, fan sweeps, and multi-shot cakes. It's estimated that we will use anywhere between 2,000 and 2,500 pyrotechnic effects or breaks in this show. As we explained earlier, we have yet to determine the exact number of each effects to be used, instead we have given budget allowances for each category below in a bar-a-graph. The categories pertaining to permitting, travel, material, and labor are also included. Please note that these categorized budgets are subject to change and are only valid for 90 days after proposal submittal.



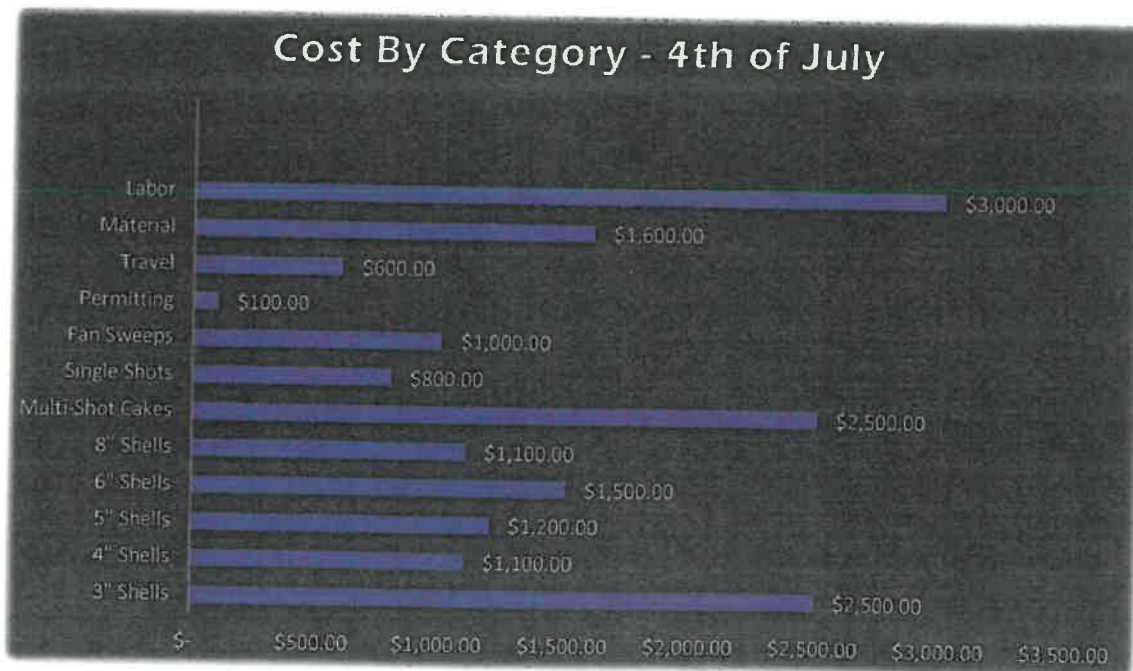
City of Lansing Proposal Catalog

Lansing DAZE Festival & Independence Day Celebration

Our vision for Lansing's Independence Day Celebration...

We will produce a twenty-minute multimedia pyromusical choreographed to a patriotic themed soundtrack, which is the theme requested in the RFP. The multimedia pyromusical will include a fully synced laser light show programmed in X-Lights and Beyond, as well as a pyrotechnic display choreographed in Finale Fireworks and shot electronically with the Cobra Firing System. Refer to pages six, seven, eight, and nine of this packet for more information. The design process will begin by creating a soundtrack for the show, our audio engineer will work with you to create the perfect mix of music. Once the soundtrack for the show is complete and approved by you, your designers, Lee, Cody, and Kelly will begin to program and choreograph the show using the programs discussed on page six.

We will utilize both our Alpha Beam Fixtures, KVANT Laser System, and a multitude of both medium and high-altitude pyrotechnic effects. Effects which will include, three, four, five, six, and eight-inch shells, as well as single shots, fan sweeps, and multi-shot cakes. **It's estimated that we will use anywhere between 5,000 and 5,500 pyrotechnic effects or breaks in this show.** As explained earlier, we have yet to determine the exact number of each effects to be used, instead we have given budget allowances for each category below in a bar-a-graph. You will also find categories pertaining to permitting, travel, material, and labor in the same graph. Please note that these categorized budgets are subject to change and are only valid for 90 days after proposal submittal.





Victory Pyrotechnics & Special Effects, LLC

**14921 W. Morning Dove
Clearwater, Kansas 67026**

Cody Hanna, Account Manager & Senior Pyrotechnician

Cell Phone: (316) 631-5631

Email: Cody.Hanna@VictoryPyro.com

Proposal To: Tim Dossey
Event & Marketing Coordinator
City of Lansing
730 First Terrace, Suite 2
Lansing, KS 66043

Event: 4th of July Celebration
Date: Friday, June 28, 2019
Time: 9:45-10:00pm
Rain Date: Saturday, June 29, 2019

Budget: Not to exceed \$17,000.

Location: Kenneth W. Bernard Community Park,
1560 Gilman Road, Lansing, Kansas,

Display Type: A fully choreographed multimedia pyromusical (to music), including a completely synced laser light show and pyrotechnics choreographed in Finale Fireworks and electrically fired with Cobra.

Product Type: Three, four, five, six, and eight-inch shells, as well as single shots, fan sweeps, and multi-shot cakes. An estimated 5,000 to 5,500 pyrotechnic effects or breaks.

Display Site: To be roped and flagged by sponsor, access by truck and trailer

Setup: State licensed pyrotechnician and support staff provided. Trained lighting professional also included. Requesting to arrive on the display site a day early, Thursday, June 27, to begin preliminary

Clean-up: Provided in compliance with sponsor's guidelines.

Insurance: See the "Insurance, licensing, & permitting..." section, page ten, of this packet.

Permits: Victory Pyrotechnics & Special Effects, LLC will secure the necessary permitting from Leavenworth County Fire District #1.

Sales Tax: Tax not included.

Terms: A 30% down payment is due at the time of contract signature, with the remaining balance due within seven days after the show.

REQUEST FOR PROPOSALS

LANSING DAZE FESTIVAL FIREWORKS DISPLAY ON FRIDAY, MAY 3, 2019 & INDEPENDENCE DAY CELEBRATION FIREWORKS DISPLAY ON FRIDAY, JUNE 28, 2019

I. Purpose of Request:

- A. The City of Lansing is requesting proposals for a pyrotechnic fireworks show, choreographed to music for display at the Lansing DAZE Festival on Friday, May 3, 2019. The cost should not exceed \$5,000. The Fireworks Display is scheduled for approximately 9:15-9:30 p.m. The Fireworks Display will take place at the Kenneth W. Bernard Community Park, 15650 Gilman Road, Lansing, Kansas, 66043.
 - i. The Lansing DAZE Festival shoot must be a minimum of 15 minutes **with a minimum of 850 shells**. Shoots for other festivals at this location have included shells up to and including 10".
 - ii. A rain date has **not** historically been scheduled for this event.
- B. The City of Lansing is also requesting proposals for a pyrotechnic fireworks show, choreographed to music for display at the Independence Day Celebration on Friday, June 28, 2019. The cost should not exceed \$17,000. The Fireworks Display is scheduled for approximately 9:45-10:00 p.m. The Fireworks Display will take place at the Kenneth W. Bernard Community Park, 15650 Gilman Road, Lansing, Kansas, 66043.
 - i. The Independence Day Celebration fireworks show must be a minimum of 20 minutes, **with a minimum of 1100 shells**, and include a grand finale. Historically we have used shells up to and including 10". This show must have a patriotic theme (at least 75% patriotic music, closing with patriotic music).
 - ii. **Rain date would be scheduled for the day following the originally scheduled day at the same time and location.**

II. Instruction for Submittal:

- A. Please mail or hand deliver sealed proposals labeled **"RFP City of Lansing Fireworks Display"** by **5:00 PM on Thursday, January 3, 2019** to the following:

Tim Dossey, Event & Marketing Coordinator, 730 First Terrace, Suite 2, Lansing, KS 66043

B. All proposals must include the following information:

- The names of the individual(s) who will be working on the project.
- Information on Vendor's experience and a minimum of three (3) references with contact name, address and telephone number.
- Attach a list including the quantity and types of shell products to be used, including shell size, with an estimated length of time for the fireworks show.
- The total price, including, but not limited to, all costs associated with travel expenses, setup, cleanup, insurance, security, and all materials and equipment used to set up and fire the display for both the Lansing DAZE Festival and Independence Day Celebration.
- Verification of all insurance requirements.
- Willingness to provide materially similar display, for similar costs, if the City of Lansing exercises the right to renew for 2020.

III. Insurance

- A. Vendor shall provide verification of a minimum \$5,000,000 in liability insurance, and prior to approval of a contract must include the City of Lansing as additional insured.
- B. Vendor shall provide worker's compensation insurance.

IV. Terms and Conditions

- All bid proposals must comply with NFPA 1123 Code for Fireworks Display.
- All bidders must provide licensed fireworks operators, with their own setup and cleanup crew. Bid price will include delivery, setup, and cleanup of the shooting area. In addition, bid price includes a sweep of the area where the shells were fired, as well as the entire fallout area where the exploded shells fall, and a search for unexploded shells. The contractor shall be responsible to return to the show site and remove any unexploded shells located by City Personnel.
- The vendor will be required to obtain necessary permits from Leavenworth County Fire District #1.
- The vendor must notify the City of Lansing and Leavenworth County Fire District #1 on the time of arrival for the display setup.
- The City of Lansing shall be responsible for the setting up of the display area this will include roping off the area, but not setting up the fireworks display, utilizing the criteria set forth in NFPA 1123.
- The vendor must do a ground clean up immediately following the fireworks display.
- The City of Lansing event staff will make a final inspection of the display area in the morning after the display, at which time the City may request a representative(s) of the company responsible for the display to accompany the City of Lansing staff on their inspection.
- The City of Lansing reserves the right to contact any reference or any client listed in the proposal for information which may be helpful to the City of Lansing in evaluating the vendor's performance on previous assignments.

- The City of Lansing reserves the right to request clarification and/or additional information from any proposer to the RFP.
- The City of Lansing reserves the right to reject any and all proposals.
- The City of Lansing is not responsible for any expenses incurred in connection with preparing a response to this RFP.

V. Criteria for Selection:

- Responsiveness: The City of Lansing will consider if the proposed Vendor is in compliance with all requirements listed in the RFP.
- Price
- Creativity, variety and content of fireworks show
- Responsibility: The City of Lansing will consider materials submitted, and any other evidence obtained, to determine the Vendor's ability and experience.



VI. Selection Process:

- Department of Community & Economic Development staff will open and review all bids after 5:00 PM on Thursday, January 3, 2019.
- Staff will make a recommendation to the Lansing City Council based on the criteria for selection listed within this RFP.
- The Lansing City Council will consider the recommendation at its regular meeting on Thursday, January 17, 2019, at 7:00 PM.
- The selected vendor will be notified following the Lansing City Council's decision.

For additional information or questions, please contact Tim Dossey at 913.727.5488 or tdossey@lansing.ks.us.

The City of Lansing, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Community & Economic Development Director 
DATE: February 7, 2019
SUBJECT: Ordinance No. 1017: An Ordinance to Rezone 00000 North Main Street from R-4 Multi-Family Residential to B-3 Commercial Business

Explanation: A rezone application has been submitted by Joe Herring, authorized agent for Chad Schimke and Matt Warner, SW Investment Group, LLC, property owners, for property currently addressed as 00000 North Main Street, Lansing, Kansas. The property will be addressed within the Lansing grid once there is a building permit applied for on the property.

The property is a combination of lots platted as Schmidt's Subdivision, combining to form one 2.297-acre parcel, currently zoned as R-4 Multi-Family Residential. The applicant is requesting the parcel be rezoned to B-3 to accommodate a future project on the parcel. This lot was recently created by a lot split that separated it from the current Multi-Family apartment complex at 101 North Main Street, which is in the former High School building.

Please refer to the attached checklist for detailed staff analysis of the application.

As of the date of this memo, staff has not received feedback from surrounding residents, but staff has fielded questions about the potential future use of the property, etc. During the Planning Commission meeting, there was a question about access from Main Street. Mr. Herring responded that an entrance off of Main Street would not be possible due to the lack of a deceleration lane for turning off of Main Street.

The Planning Commission voted to approve this rezoning application at its January 16, 2019, meeting with a 5-0 vote. The minutes from that meeting, the rezoning checklist, and a drawing of the property showing potential future improvements are included for your review.

Policy Considerations: The proposed rezoning aligns with the Comprehensive Plan.

Action: Approve or approve with conditions, remand back to the Planning Commission, or deny adoption of Ordinance No. 1017: An Ordinance to Rezone 00000 North Main Street from R-4 Multi-Family Residential to B-3 Commercial Business.

ORDINANCE NO. 1017

AN ORDINANCE GRANTING A CHANGE OF ZONING TO CERTAIN PROPERTY WITHIN THE CITY OF LANSING, KANSAS

WHEREAS, the Planning Commission of the City of Lansing, Kansas, has recommended to rezone particular real estate property within the City of Lansing, Kansas; and

WHEREAS, after proper legal publication and notice pursuant to the statutes of the State of Kansas, a public hearing was held on January 16, 2019, at 7:00 p.m. at the Lansing City Hall, Lansing, Kansas; and

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

Section 1. Change of Land Uses. The land uses for the following property located on the west side of Main Street in the 100 block of North Main Street and currently addressed as 00000 North Main Street, within the city limits of the City of Lansing, County of Leavenworth, State of Kansas, legally described as follows:

LEGAL DESCRIPTION:

Tract of land being a part of Lots (Blocks) 8, 9 and 12, Township of Lansing, City of Lansing, Leavenworth County, Kansas, more fully described as follows: Beginning at the Southwest corner of said Lot 8; thence S 01°35'04" E for a distance of 99.50 feet to the Northerly right of way line of Kansas Avenue; thence S 87°05'51" W for a distance of 5.96 feet along said Northerly right of way line; thence N 41°26'10" W for a distance of 28.72 feet along right of way; thence N 07°59'15" W for a distance of 32.81 feet along right of way; thence S 82°00'51" W for a distance of 49.21 feet along right of way to the apparent centerline of abandoned Atchison, Topeka, & Santa Fe Railroad; thence N 08°25' 37" W for a distance of 316.64 feet along said centerline; thence N 02°19'47" W for a distance of 90.00 feet along said right of way; thence N 61°39'54" E for a distance of 129.70 feet; thence S 01°35'04" E for a distance of 148.03 feet; thence N 88°04'08" E for a distance of 331.23 feet to the Westerly right of way line of U.S. Highway 7-73 (N. Main Street); thence S 01°35'28" E for a distance of 105.50 feet along said Westerly right of way; thence S 88°24'32" W for a distance of 189.07 feet; thence S 01°35'28" E for a distance of 159.88 feet; thence S 88°04'08" W for a distance of 142.19 feet along the South line of said Lot 8 to the point of beginning; together with and subject to covenants, easements, and restrictions of record. Said property contains 2.35 acres, more or less;

less any part taken or used for road; presently zoned as "R-4" Multi-Family Residential is hereby changed to "B-3" Commercial Business and

Section 2. Amend Zoning District Map. That upon the taking effect of this ordinance, the above zoning change shall be entered and shown on the Zoning District Map and said official zoning map shall be and is hereby reincorporated as a part of the Zoning Ordinance as amended.

Section 3. Effective Date. This ordinance shall take effect and be enforced from and after its passage, approval, and publication in the official city newspaper, as provided by law.

PASSED AND APPROVED by the governing body of the City of Lansing, Kansas, this 7th day of February 2019.

Michael W. Smith, Mayor

ATTEST

Sarah Bodensteiner, City Clerk

(SEAL)

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

Publication Date: _____

Published: The Leavenworth Times

**CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE**

**Ordinance No. 1017: An Ordinance Granting A Chang Of Zoning To Certain Property Within The City Of
Lansing Kansas**

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. 1017 Summary:

On February 7, 2019, the City of Lansing, Kansas, adopted Ordinance No. 1017, granting a zoning change to certain property within the City of Lansing, Kansas. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory 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: February 7, 2019

Gregory C. Robinson, City Attorney

REZONING CHECKLIST

Checklist Completed by: Matthew R. Schmitz
Case No. 2019-1



Date Filed: December 12, 2018
Date Advertised: December 21, 2018
Date Notices Sent: December 26, 2018
Public Hearing Date: January 16, 2019

APPLICANT: Joe Herring, authorized agent for Chad Schimke and Matt Warner

LOCATION OF PROPERTY: West side of Main Street in the 100 block of North Main Street

PRESENT ZONING: R-4

REQUESTED ZONING: B-3

PRESENT USE OF PROPERTY: Vacant, undeveloped property

SURROUNDING LAND USE AND ZONING:

<u>Direction</u>	<u>Land Use</u>	<u>Zoning</u>
North	Residential Home/Business	B-3
South	Residential Home/Businesses	R-4
East	Multi-Family/Fire Department/Prison	R-4
West	Single-Family Residential Homes	R-4

CHARACTER OF THE NEIGHBORHOOD: Single-Family homes to the west, within an area zoned for R-4 Multi-Family. There is one directly to the south of the property, and on the southeast corner of the property, there is the multi-family apartments (the old High School). To the east across Main Street is the Fire Department, and the Lansing Prison grounds. To the south across Kansas Avenue is what remains of the original downtown of Lansing (zoned B-3). Along the north edge of this property is one parcel that is zoned as B-3, which is a single-family home that has been used as a business in the past. This property lies within the Main Street Overlay District (MSOD), and along Main Street, which is the main commercial corridor in Lansing.

NEAREST EQUIVALENT ZONING:

LOCATION: North edge of property

CURRENT USE: Single-Family home used as a business, currently for sale.

RELATIONSHIP TO EXISTING ZONING PATTERN:

1. Would proposed change create a small, isolated district unrelated to surrounding districts? No. There is a parcel that adjoins this one to the north that is currently zoned B-3, and there are parcels directly across Kansas Avenue that are zoned B-3 as well. This would create a mixture of uses in this location, since there will remain a parcel that is zoned and used as R-4 Multi-Family.

2. Are there substantial reasons why the property cannot be used in accord with existing zoning? Yes If yes, explain: The proposed project for this property is not allowed in the current zoning classification.

3. Are there adequate sites for the proposed use in areas already properly zoned? Yes If yes, where? There are other properties along Main Street that could potentially be used for this type of development, but each has its own challenges, and are not owned by the current developer.

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Consistent with Development Policies? The Comprehensive Plan shows this parcel as commercial, therefore it is consistent with the development policies.

2. Consistent with Future Land Use Map? The future land use map within the Comprehensive Plan shows this parcel as commercial.

3. Are Public Facilities adequate? Public facilities in the area are adequate to support development of this property, as the property is currently served by sewer and other pertinent utilities for the existing multi-family located at 101 North Main.

TRAFFIC CONDITIONS:

1. Street(s) with Access to Property: West Kansas Avenue and North Main Street

2. Classification of Street(s):
Arterial ☒ Collector ☒ Local ☐

3. Right of Way Width: The right of way width of North Main varies in this area, and was set during the Main Street System Enhancement project. To date, KDOT has not expressed any interest in additional right of way at this location. The right of way width along West Kansas Avenue was set during the Main Street System Enhancement project, and is adequate along this property.

4. Will turning movements caused by the proposed use create an undue traffic hazard? Staff believes the entrance from North Main Street will be required by KDOT to be a right-in/right-out only entrance, and the entrance from West Kansas Avenue will be far enough back from the intersection of West Kansas and Main Street that no undue traffic hazards should be created by this proposal.

5. Comments on Traffic: Staff will work with the owner and KDOT to determine specific requirements from KDOT for the Main Street access as the project moves forward. Due to the MSOD in this area, a Preliminary Development Plan will need to be submitted, and traffic can be discussed in more detail once a site layout is prepared.

SHOULD PLATTING OR REPLATTING BE REQUIRED TO PROVIDE FOR:

1. Appropriately Sized Lots? No.

2. Properly Sized Street Right of Way? No.

3. Drainage Easements? Drainage Easements will be established during the preparation of the Development Plan for the MSOD. They will be required to be filed with the County after acceptance of the Final Development Plan.

4. Utility Easements:

Electricity? Easements are unknown at this time, but electric service is available in the area, and easements are presumed to be adequate.

Gas? Easements are unknown at this time, but gas service is available in the area, and easements are presumed to be adequate.

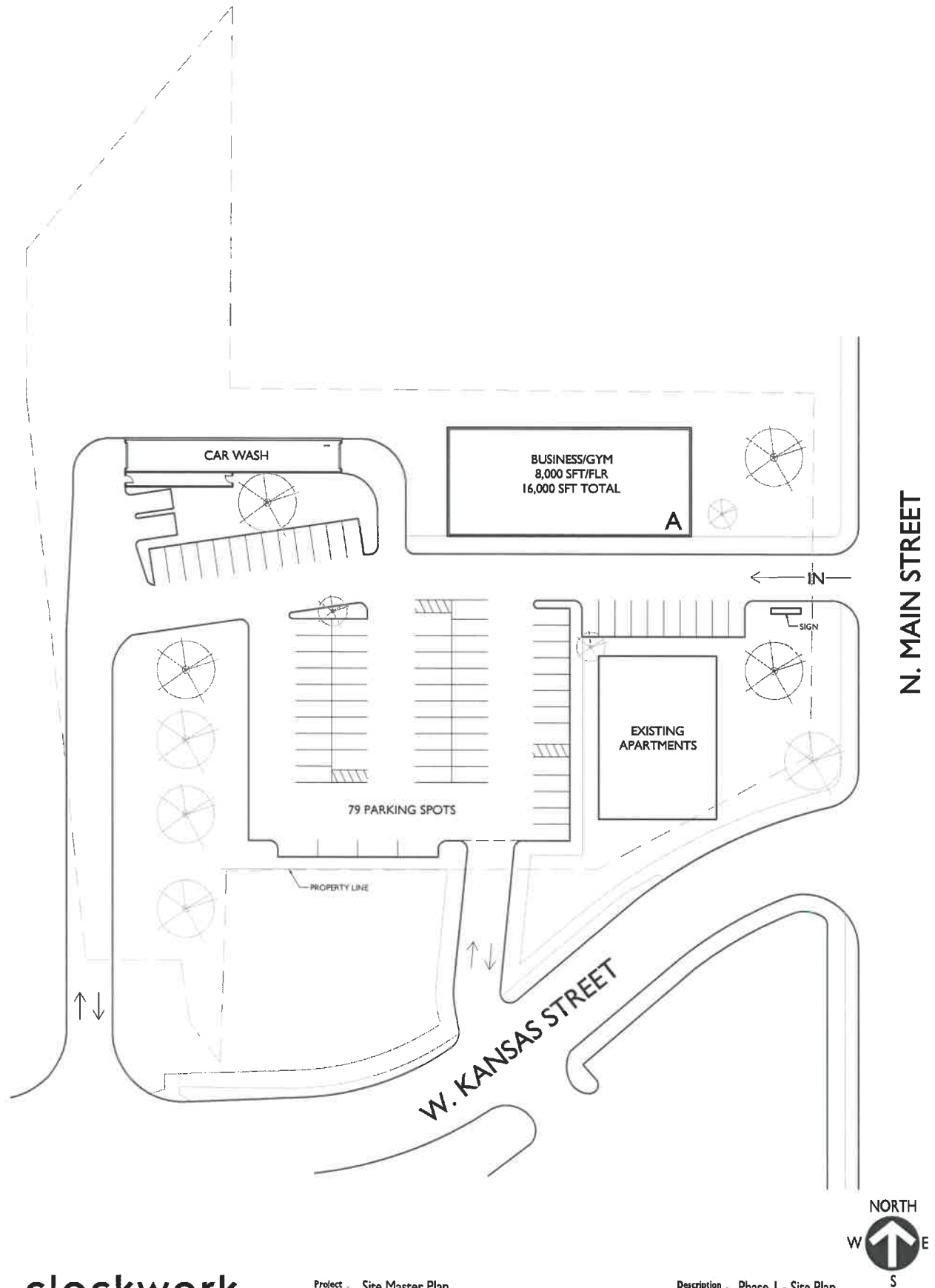
Sewers? Easements are unknown at this time, but sewer service is available in the area, and easements are presumed to be adequate.

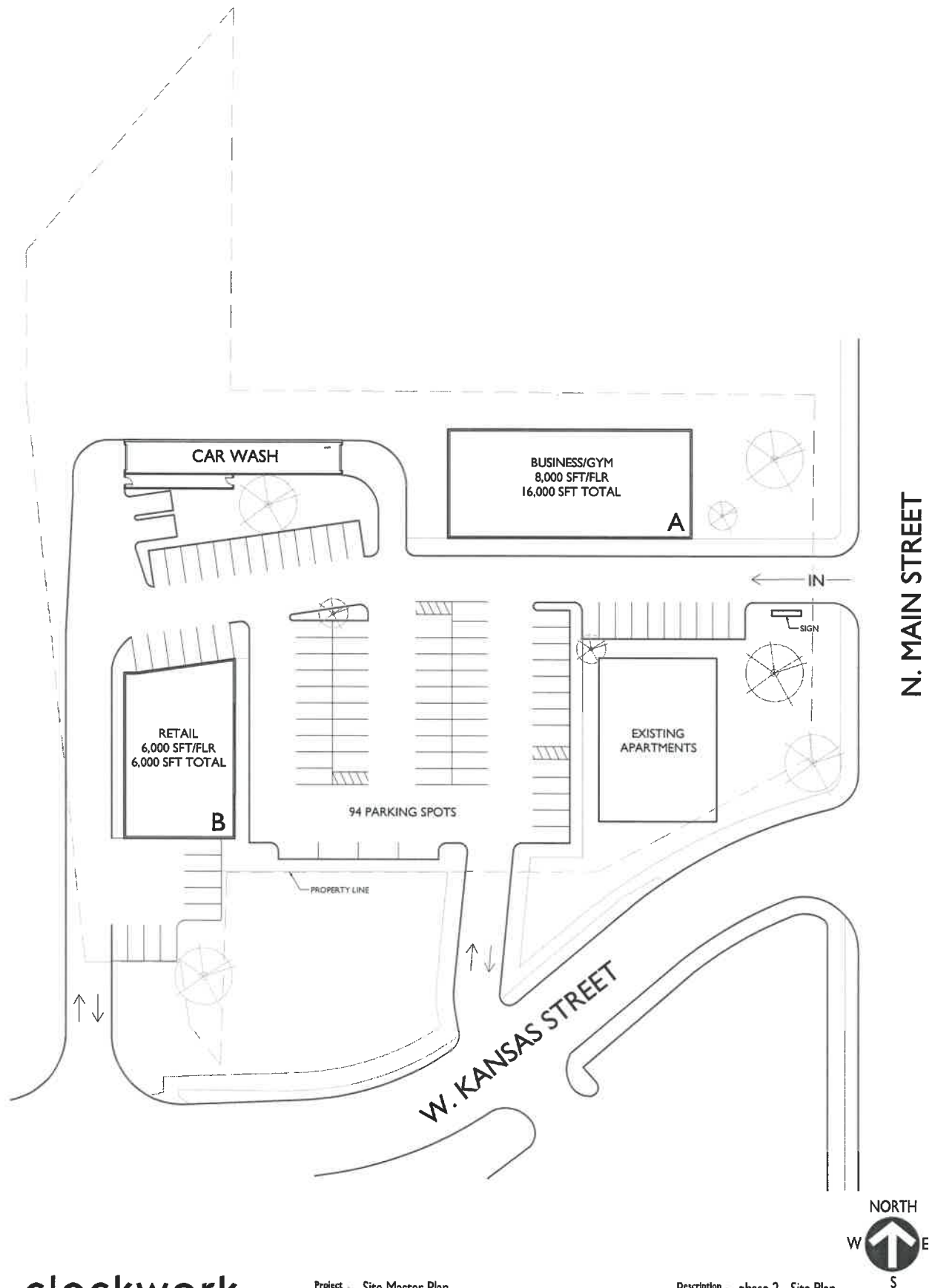
Water? Easements are unknown at this time, but water service is available in the area, and easements are presumed to be adequate.

5. Additional Comments: Easements are unknown because the area has not been platted in recent history, and the original plat did not dedicate easements.

UNIQUE CHARACTERISTICS OF PROPERTY IN QUESTION: None at this time.

ADDITIONAL COMMENTS: Because this property is located in the Main Street Overlay District, if this rezoning application is approved, the owners or their agent will need to submit and gain approval of both a Preliminary Development Plan and a Final Development Plan before any building permits can be issued for the subject property.





clockwork

www.clockwork-ad.com

Project - Site Master Plan
101 N. Main Street, Lansing, KS 66043

Date - 29 August 2017

Description - phase 2 - Site Plan

Scale - N.T.S.

Call to Order – The regular monthly meeting of the Lansing Planning Commission was called to order at 7:00 p.m. by Chairman Ron Barry. Also in attendance were Vice-Chairman Kirsten Moreland, and Commissioners Marcus Bean, Nancy McDougal, and Mike Suozzo. Commissioners Chad Neidig and Jerry Gies were unable to attend. Chairman Barry noted there was a quorum present.

Approval of Minutes, December 19, 2018, Regular Meeting – Vice-Chairman Moreland made a motion to approve the minutes of the December 19, 2018, regular meeting, seconded by Commissioner McDougal. The motion passed unanimously.

Old Business – none

New Business: 1. Public Hearing - Rezoning Application - West side of Main Street in the 100 block of North Main Street, Lansing, Kansas. Chairman Barry stated that an application had been submitted by Joe Herring, acting as the authorized agent for Chad Schimke and Matt Warner, property owners. He said the request is to rezone the parcel from R-4 Multi-Family Residential to B-3 Commercial Business.

Chairman Barry opened the public hearing at 7:03 p.m. He asked Mr. Herring if he would like to give a brief overview. Mr. Herring stated his name and company, Herring Surveying, and said this project came before the Commission a month or two ago for a lot split, to separate this parcel from the old Zinser Apartments. He said the property owners would like to rezone this property to match the neighboring zoning to the north of it for a potential office building space to rent out to tenants.

Commissioner McDougal asked if this is just a one-way entrance off of Main Street or would it go in and out. Mr. Herring stated that Mr. Schimke had a conversation with a firm to look at a traffic study, but does not believe an entrance will happen at this time. He said the owners, for now, will not pursue an entrance off of Main Street as it's too close to Kansas Avenue and are unable to get a deceleration lane for turning.

Vice-Chairman Moreland stated that the only entrance and exit then will be off of Kansas Avenue and Mr. Herring said they would be off Kansas Avenue and off a Centre Drive extension in the future.

Chairman Barry asked if more than one building can be put on that lot and Community and Economic Development Director Matthew R. Schmitz stated that two options were submitted with this application and the second option does show two buildings there. He said there is room on the property for two buildings and still meet our setbacks and other requirements. Mr. Schmitz stated he assumed the owners wanted to put up one building, see how that goes, and if it goes well, then perhaps put up a second one. Mr. Schimke said the plan is based on occupancy, and if the occupancy is there and the demand is still there, then a second building could be looked at as an option, but not in the initial phase. Mr. Schmitz also stated the site would hold the required parking for two buildings.

Since no one else in the audience wished to speak, Chairman Barry closed the public hearing at 7:07 p.m.

At this time Chairman Barry asked if members had any questions about the checklist. Chairman Barry asked if the Fire Chief had weighed in on the proposal in terms of being able to support one or two buildings as far as hydrants are concerned. Mr. Schmitz stated there was no feedback from the Fire Department and that we typically wouldn't ask for any feedback on a rezoning application since there are no plans yet to look at. Chairman Barry stated that would come later in the process then and Mr. Schmitz said it would.

Vice-Chairman Moreland asked if a car wash, which had been shown as one of the options, would be allowed in this zoning and Mr. Schmitz said it would as B-3 is our least restrictive zoning for business.

At this time Chairman Barry stated he would entertain a motion to approve the checklist as a finding of fact. Commissioner McDougal made a motion to approve the checklist as a finding of fact for the rezone application for the parcel located on the west side of Main Street in the 100 block of North Main Street. Commissioner Suozzo seconded the motion and it was unanimously approved.

Since there was no further discussion, Vice-Chairman Moreland made a motion to recommend approval to the City Council the rezone application for the parcel located on the west side of Main Street in the 100 block of North Main Street from R-4 Multi-Family Residential to B-3 Commercial Business. Commissioner Bean seconded the motion and it passed unanimously.

Chairman Barry said this now begins the 14-day protest period and Mr. Schmitz stated it would go before the Council at its February 7 meeting.

Notices and Communications – none

Reports – Commission and Staff Members – none

Adjournment – Vice-Chairman Moreland made a motion to adjourn, seconded by Commissioner McDougal and approved by acclamation. The meeting adjourned at 7:12 p.m.

Following the regular meeting, a work session was held to review Articles 8 and 9 of the proposed Unified Development Ordinance.


Respectfully submitted,

Cynthia Tripp, secretary

Reviewed by,

Matthew R. Schmitz, Community and Economic Development Director 

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jeff A. Rupp, Director of Public Works 
DATE: January 28, 2019
SUBJECT: Resolution No. B-3-2019: A Resolution of Support for Long-Range Capital Improvement Projects

Policy Consideration: The Mid-America Regional Council (MARC) that serves as the Greater Kansas City area metropolitan planning organization has called for re-submission of long-term projects to be considered for funding through planning years beginning now through 2050. The projects listed on the resolution have been submitted previously, but will be modified and updated to current plans for three-lane projects for possible completion during this time period.

Financial Consideration: The resolution intends to indicate the serious desire of the city to move forward with these long-range projects and alerts MARC of desired recommended projects for support and funding assistance. Funding sources will need to be fully determined as each project becomes plausible.

Action: A motion to adopt Resolution No. B-3-2019: A Resolution of Support for Long-Range Capital Improvement Projects.

AGENDA ITEM #

11

CITY OF LANSING

RESOLUTION NO. B-3-2019

RESOLUTION OF SUPPORT

A RESOLUTION DECLARING THAT THE CITY OF LANSING HAS DETERMINED, AS PART OF ITS LONG-TERM CAPITAL IMPROVEMENTS PROJECT PLANNING, TO PROVIDE SUPPORT FOR RECONSTRUCTION WORK ON 147TH STREET, DESOTO ROAD, AND 4-H ROAD, AS WELL AS THE EXTENSION OF WEST GILMAN ROAD, WHEN FUNDS BECOME AVAILABLE.

WHEREAS, the city of Lansing, Kansas, as part of Capital Projects planned from now through the year 2050, resolves to support the reconstruction of certain roads, as well as the extension of another road, as funds become available for each project. These projects have been part of planning considerations by, and will be forwarded to, Mid-America Regional Council, the metropolitan planning organization, for metro planning and funding inclusion considerations.

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

Section 1. That the city of Lansing, Kansas, has already begun road reconstruction on segment one of a three-segment planned reconstruction project of DeSoto Road from Ida Street to Eisenhower Road and intends to complete the remaining project segments.

Section 2. That the city of Lansing, Kansas, further resolves to support reconstruction work on DeSoto Road from 4-H Road to Ida Street, including intersection approaches, as funds become available.

Section 3. That the city of Lansing, Kansas, further resolves to support reconstruction work on 147th Street from McIntyre Road to 4-H Road as funds become available.

Section 4. That the city of Lansing, Kansas, further resolves to support reconstruction work on 4-H Road from DeSoto Road to K-7 (Main Street) as funds become available.

Section 5. That the city of Lansing, Kansas, further resolves to support the extension of West Gilman Road from Willow Street to DeSoto Road as funds become available.

ADOPTED AND PASSED by the Governing Body of the city of Lansing, Kansas, this 7th day of February, 2019.

Michael W. Smith, Mayor

ATTEST

Sarah Bodensteiner, City Clerk

(SEAL)


APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

Publication Date: _____

Published: The Leavenworth Times

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Anthony J. Zell, Jr., Wastewater Utility Director 
DATE: February 4, 2019
SUBJECT: Condemnation Resolution No. B-4-2019 (enabling action) for Sewer Realignment for City Project 18-02 (Northwest Relief Sewer Project)

During easement negotiations for the Northwest Relief Sewer Project, staff and the design engineer were asked to examine an alternate route across two commercial properties to allow for better future land utilization. The new alignment adds approximately 100' more feet of pipe to the project but will allow the city to abandon an existing easement that essentially bisects a commercial parcel and potentially make it more marketable. As such, a new enabling resolution for condemnation is required.

The accompanying resolution is the first enabling steps to pursue condemnation, if necessary, of interests in property (permanent and temporary easements) necessary for the construction of the above referenced project. Enactment of the resolution clears the way to later enact a condemnation ordinance listing any specific easements that cannot reasonably be obtained through negotiation, if needed.

It is prudent to enact the resolution at this time so that the governing body does not have to wait an extra meeting cycle to enact a condemnation ordinance if it is needed. Delays due to the length of time required for condemnation have the potential to delay the completion of the project.

Every reasonable effort will be made to obtain all easements through negotiation with the City's subcontractor (Skeens Consulting), regardless of whether this resolution is enacted.

Policy Consideration: N/A

Financial Consideration: N/A

Recommended Action: A motion to enact Resolution No. B-4-2019, a resolution of condemnation for permanent and temporary construction easements for City Project No. 18-02, Northwest Relief Sewer Project.

RESOLUTION NO. B-4-2019

RESOLUTION FINDING AND DECLARING THE NECESSITY OF APPROPRIATION OF PRIVATE PROPERTY BY ACQUIRING PERMANENT EASEMENTS AND TEMPORARY CONSTRUCTION EASEMENTS FOR THE USE OF THE CITY FOR THE CONSTRUCTION OF A PUBLIC SANITARY SEWER IMPROVEMENT, PROJECT NUMBER (18-02).

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS, AS FOLLOWS:

1. Pursuant to K.S.A. 26-201, the City Council deems it necessary and hereby finds and declares the necessity to appropriate private property by acquiring by condemnation for permanent easements and temporary construction easements for the use of the City for construction of City Project 18-02, a public sanitary sewer improvement located in the city limits of the City of Lansing.
2. A survey has been conducted by Andrew J. Riddle, Kansas Registered Land Surveyor #1530, with a description of the land or interest to be condemned, and has been filed with the City Clerk.

This resolution shall be published once in the official city newspaper, *The Leavenworth Times*.

ADOPTED AND APPROVED by the governing body of the City of Lansing, Kansas, on this 7th day of February 2019.

Michael W. Smith, Mayor

(SEAL)



ATTEST:

Sarah Bodensteiner, City Clerk

Published: *The Leavenworth Times*

Date Published: _____

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: January 25, 2019
SUBJECT: Ordinance No. 1018 – Approval of Fee Schedule

At the January 17, 2019 Council Meeting, the Council approved the Contract Addendum with Waste Management to increase the trash collection fee. Ordinance No. 1018 adopts the updated fee schedule for service charges and fees for various departments. Attachment A summarizes the schedule. To implement the changes, a new fee schedule must be adopted by ordinance.

Changes: Under Finance - Residential Refuse Collection Service Charge increase to \$16.69
Residential Refuse Collection Service Charge (Senior) increase to \$14.69

Action: Staff recommends a motion to adopt Ordinance No. 1018.

ORDINANCE NO. 1018

AN ORDINANCE ESTABLISHING SERVICE CHARGES AND FEES FOR ACTIVITY CENTER, ADMINISTRATION, COMMUNITY CENTER, COMMUNITY DEVELOPMENT, FINANCE, LANSING COMMUNITY LIBRARY, PARKS & RECREATION, POLICE, PUBLIC WORKS, AND FOR ADMINISTRATION THEREOF.

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

Section 1. That the service charges and fees for the departments and divisions of activity center, administration, community center, community development, finance, Lansing community library, parks & recreation, public works, and for administration thereof are hereby established. (See attachment A Schedule of Fees)

Section 2. Ordinance 1003 is hereby repealed, it being the intent to supersede the repealed provisions.

Section 2. That this ordinance shall take effect and be in force from and after its approval, passage, and publication in the official city newspaper as provided by law.

PASSED AND APPROVED by the governing body of the City of Lansing, County of Leavenworth, State of Kansas, this 7th day of February 2019.

Michael W. Smith, Mayor

ATTEST

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: Leavenworth Times
Publication Date:

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1018: An Ordinance Establishing Service Charges and Fees for Activity Center, Administration, Community Center, Community Development, Finance, Lansing Community Library, Parks & Recreation, Police, Public Works, and for Administration Thereof.

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. 1018 Summary:

On February 7, 2019, the City of Lansing, Kansas, adopted Ordinance No. 1018, repealing Ordinance No. 1003, setting the service charges and fees for the departments and divisions of activity center, administration, community center, community development, finance, Lansing community library, parks and recreation, and public works. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory Robinson, City Attorney.

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

DATED: February 7, 2019.

Gregory Robinson, City Attorney

**ATTACHMENT A
SCHEDULE OF FEES**

ACTIVITY CENTER	FEES
Classroom Rental	
Resident	\$5.00 per hour
Non-Resident	\$15.00 per hour
Deposit	\$75.00
Gym Rental	
Resident	\$15.00 per hour
Non-Resident	\$30.00 per hour
Deposit	\$150.00
ADMINISTRATION	FEES
Election Filing Fee if not filing by petition	\$20.00
Faxing	\$1.00 per page
Open Records Fees:	\$25.00 deposit
Open Records Research/Inspection Fees	\$18.00 per hour
Copies	\$0.25 per pg/\$5.00 min for 1st 5 pgs
Electronic Documents on Disc	\$5.00
Notary Stamp	\$3.00 per stamp
Video Copies on Disc	\$25.00
BUSINESS LICENSES	FEES
License Fee for all Home Based Businesses	\$25.00
License Fee for all Non-Home Based Businesses	\$50.00
Late Fee for all Business Licenses - 30 days past due	\$10.00 per day
Lansing Business Door to Door License	\$30.00 per person for 6 month period
License Fees for new businesses will be Prorated based on the date an Occupancy Permit is issued to the Business	
Adult Retail Business Licensing Fees:	
Adult Business License	\$500.00
Managers License	\$50.00
Employee License	\$20.00
Independent Contractor License	\$20.00
Alarm Company Licenses:	
Alarm Responses (False):	
1-3 False Alarms Responses	\$50.00 each
4-5 False Alarm Responses	\$100.00 each
Over 5 False Alarm Responses	\$200.00 each
Alcoholic Beverages:	
Cereal Malt Beverages:	
Consumption on Premises/General Retailer	\$200.00
Not for Consumption on Premises/Limited Retailer	\$50.00
State Stamp Tax	\$25.00
Application Fee to Change Location	\$25.00
Temporary CMB License	\$50.00
Occupation Taxes Levied To Manufacture Alcohol & Spirits	\$2,500.00
Occupation Taxes Levied To Manufacture Beer:	
1-100 Barrel Daily Capacity or an part thereof	\$200.00
100-150 Barrel Daily Capacity	\$400.00
150-200 Barrel Daily Capacity	\$700.00
200-300 Barrel Daily Capacity	\$1,000.00
300-400 Barrel Daily Capacity	\$1,300.00
400-500 Barrel Daily Capacity	\$1,400.00
500 or More Barrel Daily Capacity	\$1,600.00
Occupation Taxes Levied To Manufacture Wine:	
First Year's Operation	\$1000 paid in advance
Spirits, Wine, or Beer Distributor (first and each additional place of	\$1,000.00
Non-Beverage User:	
Class 1 (not to exceed 100 gallons)	\$10.00
Class 2 (not to exceed 1000 gallons)	\$50.00

Class 3 (not to exceed 5000 gallons)	\$100.00
Class 4 (not to exceed 10000 gallons)	\$200.00
Class 5 (in excess of 10000 gallons)	\$500.00
Temporary Alcohol Liquor Permit	\$25 per day
Drinking Establishment	\$600.00
Private Clubs	\$600.00
Retail Liquor	\$600.00
Arborist:	
Arborist Initial License Fee	\$60.00
Arborist License Fee (certified by KS Arborist Assoc.)	\$30.00
Arborist Dead Tree Removal License Only	\$30.00
Arborist Dead Tree Removal Renewal License Only	\$30.00
Animals:	
Permit Fee for Dangerous Animals	\$25.00
More than 4 Animals	\$25.00
Administrative Fee for Appeal	\$10.00
Auction:	
New Goods	\$25.00 per day
Other than New Goods	\$25.00 per day
Bath House or Massage Establishment:	
License Fee	\$300.00
Massage Establishment Renewal License Fee	\$150.00
Employee Permits	\$50.00
Carnivals and Circuses:	
Per Day	\$50.00
Per Week	\$250.00
Fireworks Stands/Retail Sale	\$500.00
Food Establishment License Fee	\$50.00
Food Service (Mobile Vehicle or Cart)	\$50.00
Garage Sales	NO CHARGE
Ice Cream Vendor	\$75.00 per vehicle
Kennel License	\$25.00
Pawnbroker or Precious Metal Dealer License Fee	\$25.00
Solid Waste & Construction Disposal Refuse Collector	\$25.00 per truck
Special Use Permit	\$50.00
Temporary Special Event Permits:	
Types requiring Administrative Approval	\$50.00
Type 5 Permit & others requiring Government Body Approval	\$100.00
Tent Shows and Meetings	\$25.00
Tow Lot Conditional Use Permit	\$500.00
Transient Vendor License:	
3 consecutive days	\$25.00 per vendor
7 consecutive days (one week)	\$60.00 per vendor
One month	\$125.00 per vendor
Other Vendors Operating from a Motor Vehicle	\$75.00 per vehicle
COMMUNITY CENTER	FEES
Cleaning/Damage Deposit	\$75.00
Set-up Fee - Room 1, Room 2, and Room 2 with Kitchen Access	\$25.00 per event
Set-up Fee - Both Rooms 1 and 2 with Kitchen Access	\$50.00 per event
Napkins	\$2.00 per item
Tableclothes	\$10.00 per item
Table Skirts	\$10.00 per item
Selling or Serving Alcohol - Off Duty Officer Retainer Fee	\$35.00 per hour
Tier I - Residential Rates:	
Room 1 or Room 2 (No Kitchen Access)	\$20.00 per hour
Room 2 with Kitchen Access	\$25.00 per hour
Room 1 & 2 with Kitchen Access	\$30.00 per hour
Tier II - Non-Residential Rates:	
Room 1 and Room 2 (No Kitchen Access)	\$35.00 per hour
Room 2 with Kitchen Access	\$45.00 per hour
Room 1 & 2 with Kitchen Access	\$50.00 per hour
Tier III - Lansing Civic Organizations***	

Room 1 or Room 2 (No Kitchen Access)	\$10.00 per hour
Room 2 with Kitchen Access	\$15.00 per hour
Room 1 & 2 with Kitchen Access	\$20.00 per hour
***501c Designation Required	
COMMUNITY DEVELOPMENT	FEES
Appeals	\$75.00
Blasting Application Fee	\$500.00
Comprehensive Plan/Zoning Ordinance - Electronic Copy	\$35.00
Comprehensive Plan/Zoning Ordinance - Copies	\$45.00
Lot Split	\$100.00
Maps	\$25.00
Nuisance Fees	
First Remediation Administrative Fee	\$100.00
Second Remediation Administrative Fee	\$150.00
Further Remediations Administrative Fee	Increases an additional \$100.00 for each offense
Chronic Nuisance Annual Monitoring Fee	\$300.00
Rezone	\$150.00
Variances	\$75.00
Conditional Use Permit:	
Application (Renewed every 5 years)	\$150.00
Occupational and Trade Licenses:	
Occupational License Fee (Construction other than trade licenses)	\$100.00
Trade Licenses	
Electrical & Plumbing:	
Contractor plus Master	\$125.00
Master	\$25.00
Journeyman	\$10.00
Apprentice	\$5.00
Mechanical:	
Contractor plus Master	\$125.00
Master	\$25.00
Installer	\$10.00
Exam Sponsors - Trades Test	\$50.00
Oil & Gas:	
Permit Filing Fee	\$300.00
Processing Fee (if permit is refused or withdrawn)	\$200.00
Parkland Fees:	
Residential Development Parkland Fee	\$400.00 per residential unit
Commercial/Industrial Development Parkland Fee	\$0.10 per sq. ft. of lot area
Plats:	
Preliminary Plats	\$5.00 per Lot/\$300.00 Minimum
Final Plats	\$5.00 per Lot/\$300.00 Minimum
Permits:	
Building Permits (Other)	\$15.00 minimum
Demolition Permits	\$150.00
Electrical Permit	150.00 (New Single Family)
Fence Permits	\$100.00
Lawn Sprinkler System Permit	\$17.00
Mechanical Permit	\$60.00 (New Single Family)
Moving of Structure	\$250.00
Plumbing Permit	\$75.00 (New Single Family)
Pool Permits	\$20 less than 1000 gal. \$100.00 1000 gal. or more
In-Ground Electrical	\$45.00
Above Ground Electrical	\$17.00
Sign Permits	\$100.00
Sign Permits with Electric	\$150.00
Sewer Connection Fees:	
Private Sewer Connection Fee (Septic)	\$400.00
Sewer Hook-up Residential	\$3,000.00
Sewer Hook-up Commercial	\$3,500.00
Sewer Hook-up Industrial	\$4,500.00

In Addition to Permit Fee:	
SEE CODE FOR FEES	
FINANCE	FEES
Return Check Fee	\$35.00
Utility Service Deposit (Refundable after 1 year)	\$75.00
Residential Refuse Collection Service Charge	\$16.69
Residential Refuse Collection Service Charge (Senior)	\$14.69
Sewer Usage Fee (Residential)	See Ordinance No. 977
Sewer Usage Fee (Commercial)	See Ordinance No. 977
PARKS AND RECREATION	FEES
Baseball:	
Age 7-8	\$40.00/\$45.00 Non-Resident of USD 469
Age 9-10	\$40.00/\$45.00 Non-Resident of USD 469
Age 11-12	\$40.00/\$45.00 Non-Resident of USD 469
Age 13-15	\$40.00/\$45.00 Non-Resident of USD 469
Basketball	\$45.00/\$50.00 Non-Resident of USD 469
Cheerleading	\$75.00/\$85.00 Non-Resident of USD 469
Football:	
Age 6-7	\$50.00/\$60.00 Non-Resident of USD 469
Age 8-9	\$110.00/\$120.00 Non-Resident of USD 469
Age 10-11	\$110.00/\$120.00 Non-Resident of USD 469
Soccer (Spring and Fall):	\$35.00/\$40.00 Non-Resident of USD 469
Softball:	\$40.00/\$45.00 Non-Resident of USD 469
T-Ball (Co-ed):	\$40.00/\$45.00 Non-Resident of USD 469
Field Rental Fee per Day **	
Per Field/No Lights	\$75 per day
Per Field/With Lights	\$100 per day
Field Rental Deposit	\$75.00
*Non-Residents pay \$5.00 more for programs under \$50.00 and \$10.00 more for programs over \$50.00. Late registration fees are \$10.00 per child up to a total of \$20.00 per family per sport. ** Rentals subject to Liability Release/Indemnification and additional Insurance.	
PUBLIC WORKS	FEES
Activity that is Continuous Across Intersection(s)	\$25.00 per block
Driveway/Sidewalk in ROW	\$15.00
Floodplain Development Permit	\$100.00
Lawn Sprinkler System in ROW	\$150.00
Permit for Temporary Right-of-Way Use	\$100.00
Stormwater Discharge Application Filing Fee	\$100.00
Utility Permit (Work in ROW) ^	\$25.00
Emergency or other work done without having an approved permit	\$100.00
^ No fee for work performed by Franchisee's own employees	
LANSING COMMUNITY LIBRARY	FEES
Fax	\$1.00 per page
Black and White Copies/Prints	\$0.10 per page
Color Copies/Prints	\$0.25 per page
Overdue Books, Audiobooks, Magazines	\$0.10 per day/ with a maximum of \$3.00
Overdue DVD's, Videogames	\$0.25 per day/ with a maximum of \$30.00
Processing Fee for broken cases, missing dust jacket, barcode, labels	\$3.00
Replacement fee for lost library card	\$1.00/ First time request is free
Lost or damaged item	Replacement value of item listed in system
Headphones	\$1.00
Collections Processing Fee	\$25.00

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: February 5, 2019
SUBJECT: Ordinance No. 1019 – City Code Text Amendment Chapter 2

At the January 31, 2019 Work Session, the issue of allowing roosters was raised by a concerned citizen. The Council then instructed Police Chief Wayman to bring forward an Ordinance to dis-allow the harboring of roosters within City limits. Ordinance No. 1019 amends the City Code to state that only female chickens (hens) and ducks are allowed in the City limits of Lansing. City Clerk Sarah Bodensteiner also checked with surrounding cities as to who does not allow roosters; Leavenworth, Basehor, Shawnee, Roeland Park, Kansas City Kansas, and Fairway do not allow roosters.

Policy Consideration: This Ordinance would dis-allow the harboring of roosters within the City limits.

Financial Consideration: N/A

Action: Motion to adopt Ordinance No. 1019.

ORDINANCE NO. 1019

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 1 OF THE CODE OF THE CITY OF LANSING REGARDING PROHIBITED ANIMALS

An ordinance amending Chapter 2, Article I of the Code of the City of Lansing regarding the prohibition of certain animals within the City limits.

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

SECTION 1: Chapter 2, Article 1, Section 104 shall be amended to read as follows:

Sec. 2-104. - Animals excluded from prohibition.

Animals excluded from the prohibition under Section 2-103 are:

- A. Domestic dogs, except:
 - 1. Those hybridized with wild canines; or
 - 2. Those that are “dangerous animals”, as defined in Section 2-102C., unless the owner has complied with all requirements set forth in Section 2-402 of this chapter.
- B. Domestic cats, except:
 - 1. Those hybridized with wild canines; or
 - 2. Those that are “dangerous animals”, as defined in Section 2-102C., unless the owner has complied with all requirements set forth in Section 2-402 of this chapter.
- C. Domesticated rodents.
- D. Domesticated European ferrets.
- E. Rabbits
- F. Female Chickens (hens) and ducks, except for species protected by state or federal law.
- G. Nonvenomous snakes less than six (6) feet in length, except that such snakes shall be required to be maintained on the owner’s premises or property.
- H. Nonvenomous lizards.
- I. Turtles, except for species protected by state or federal law.
- J. Amphibians.
- K. Fish.
- L. Invertebrates except bees.
- M. Any animal in the ownership of a veterinary clinic operated by a licensed veterinarian, provided that the animal is properly restrained.
- N. Any animal in the ownership of a person designated and licensed as an animal rehabilitator by the Kansas Wildlife and Parks Department, provided that the animal is properly restrained.
- O. Any animal in the ownership of a person temporarily transporting such animal through the City, provided the animal is properly restrained.
- P. Any animal in the ownership of a bona fide medical institution or accredited educational institution, provided that the animal is properly restrained.

- Q. Any animal temporarily owned by a facility licensed by the Kansas Animal Health Department for the purpose of impounding, sheltering, or caring for animals, provided that the animal is properly restrained.

SECTION 3: EFFECTIVE DATE

This ordinance shall take effect and be in force from and after its publication in The Leavenworth Times.

PASSED AND APPROVED by the Governing Body of the City of Lansing, Kansas, on this 7th day of February 2019.

{SEAL}

Michael W. Smith, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Catalina Thompson, City Prosecutor

Published: *Leavenworth Times*

Date Published:

CITY OF LANSING

FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1019: An Ordinance of the City of Lansing Kanas Amending Chapter 2, Article 1 of the Code of the City of Lansing, Regarding Prohibited Animals.

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. 1019 Summary:

On February 7, 2019, the City of Lansing, Kansas, adopted Ordinance No. 1019, amending Chapter 2 Article 1 of the Code of the City of Lansing regarding the prohibition of certain animals. 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 Catalina Thompson, City Prosecutor.

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

DATED: February 7, 2019

Catalina Thompson, City Prosecutor

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: January 25, 2019
SUBJECT: Executive Session – Economic Development

Executive Session will be called to provide an update on Economic Development activities in reference to confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship.

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: February 7, 2019
SUBJECT: Executive Session – Consultation with Attorney

Executive Session will be called for consultation with Attorney.

AGENDA ITEM #

16



Criminal Justice Coordinating Council

Attorney General Derek Schmidt, Chair
Governor Laura Kelly, Vice-Chair

January 17, 2019

Ben Ontiveros
Lansing Police Department
418 Holiday Drive
Lansing, KS 66043

Dear Mr. Ontiveros:

On behalf of the Kansas Criminal Justice Coordinating Council (KCJCC), I am pleased to let you know that your agency will receive a 2019 grant award in the amount of \$46,686 through the Federal Edward J. Byrne Memorial Justice Assistance Grant Program (JAG). The Kansas Governor's Grants Program provides administrative oversight for the grant program and staff will be in contact with you regarding the grant acceptance conditions and the reporting requirements.

The KCJCC recognizes the importance of JAG funds in supporting criminal justice efforts across the state. We wish you the very best with the JAG project and thank you for helping make Kansas a safer place to live and work.

Sincerely,

Derek Schmidt
Kansas Attorney General
KCJCC Chair