



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

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, November 1, 2018**  
**7:00 P.M.**

**WELCOME TO YOUR CITY COUNCIL MEETING**

Regular meetings are held on the first and third Thursday of each month at 7 pm and are televised on Cable Television Channel 2 on Monday 7 pm, Tuesday 10 am & 7 pm, Friday 5 pm, Saturday 1 pm and Sunday 7 pm.

Any person wishing to address the City Council, simply proceed to the microphone in front of the dais after the agenda item has been introduced and wait to be recognized by the Mayor. When called upon, please begin by stating your name and address. A time designated "Audience Participation" is listed on the agenda for any matter that does not appear on this agenda. The Mayor will call for audience participation. Please be aware that the city council and staff may not have had advance notice of your topic and that the city council may not be able to provide a decision at the meeting. If you require any special assistance, please notify the City Clerk prior to the meeting.

***Call To Order***

***Pledge of Allegiance***

***Roll Call***

**OLD BUSINESS:**

1. Approval of Minutes

**NEW BUSINESS:**

***Audience Participation***

***Presentations***

***Council Consideration of Agenda Items:***

2. Request to Purchase Replacement Control System for Ultraviolet Disinfection System
3. Authorization to Advertise for Bids – City Projects 17-04 and 18-02(NW Sewer Relief Projects)
4. Museum Building Transfer Agreement
5. Executive Session – Consultation with Attorney

***Reports:***

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

***Proclamations:***

6. Kansas Reads to Preschoolers Week Proclamation
7. Kiwanis Club Proclamation
8. Veterans Day Proclamation




***Other Items of Interest***

***Adjournment***

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
THRU: Sarah Bodensteiner, City Clerk   
FROM: Shantel Scrogin, Assistant City Clerk   
DATE: October 25, 2018  
SUBJECT: Approval of Minutes

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The Regular Meeting Minutes for October 18, 2018, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for October 18, 2018, as presented.

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**AGENDA ITEM #**

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**CITY OF LANSING**  
**CITY COUNCIL MEETING**

**REGULAR MEETING MINUTES**  
**October 18, 2018**

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**Call To Order:**

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

**Roll Call:**

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

**Councilmembers Present:**

**Ward 1:** Gene Kirby

**Ward 2:** Andi Pawlowski and Don Studnicka

**Ward 3:** Jesse Garvey

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

**Councilmembers Absent:** Kerry Brungardt and Dave Trinkle

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Kirby moved to approve the regular meeting minutes of October 4, 2018, as presented. Councilmember Buehler seconded the motion. The motion was approved with Councilmember McNeill abstaining.

**Audience Participation:** Mayor Smith called for audience participation and two individuals introduced themselves. Jeff Culbertson is running for 1<sup>st</sup> District County Commissioner and Vicky Kaaz is running for 2<sup>nd</sup> District County Commissioner.

**Presentations:**

**Military Retiree Appreciation Day Proclamation:** Councilmember Studnicka read a proclamation in recognition of Military Retiree Appreciation Day on October 27, 2018.

**Project Updates – Public Works:** Rob Krewson from Benesch Engineering briefed the Council on project progress for the 147<sup>th</sup> Street roundabout, box culvert and Bittersweet Street bridge. Previous traffic counts show that a roundabout will function very well for the foreseeable future at the intersection of DeSoto Road and 4H Road. Mr. Krewson provided diagrams showing a fire truck, bus and semi-trailer maneuvering through the single lane roundabout. A box culvert is needed just south of the 4H Road intersection since the current pipe is too small for future needs such as a three-lane road. The current pipe needs to be replaced with a double 8'x8' box culvert. The additional right of way needed for the box culvert was not part of the initial cost analysis and will need to be added. A total will be brought before the Council at a later time. Benesch Engineering does not advocate purchasing right of way land between the DeSoto/4H intersection and box culvert at this time. City Engineer Matt Harding suggested that while there may not be a need to purchase the right of way now, it should be protected in case there is a need for it in the future. The Bittersweet bridge work may need some coordination with the school to allow for a little extra time for the work to be completed.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Treasurer's Report for Quarter Ending September 30, 2018:** Councilmember Kirby moved to approve the Treasurer's Report for the quarter ending September 30, 2018. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

**Ordinance No. 1010 – City Code Text Amendment Chapter 2:** Councilmember Buehler moved to adopt Ordinance No. 1010 as presented. Councilmember Kirby seconded the motion. The motion was unanimously approved.

**Ordinance No. 1011 – Issuance of GO Bonds, Series 2018-A:** Councilmember Kirby moved to adopt Ordinance No. 1011. Councilmember Buehler seconded the motion.

- Councilmember Pawlowski stated we could make the bond guy get up now and not ask him any questions.
  - City Administrator Tim Vandall stated Kevin Wempe with Gilmore and Bell is here to answer any questions if you guys have any.

- Kevin Wempe responded I'm the bond guy, that's great. Good evening, I'm Kevin Wempe from Gilmore and Bell the City's Bond Counsel. I can be relatively brief and give you a quick run down of where we're at. I'm sure it's old news at this point but the bond issue to finance improvements or re-improvements to the DeSoto Road project. So, we went out for bids today for a competitive bid in the market and the City received three bids on its bonds. The low bidder was the Baker Group out of Oklahoma City and the true interest costs over a term of 20 years was 3.4% approximately. So, the bonds are callable in 2025 so they can be repaid early at that point. The actions before you tonight are the Ordinance and Resolution. And it looks like a big stack of papers but really, it's a simple loan contract between you and your bond holders that contains the repayment terms, the amounts, what happens if you don't repay, the default provisions and so forth. All that should look relatively familiar in terms of a loan contract. So, approval of those tonight will allow us to authorize us with Piper Jaffray, the City's financial advisor and move forward with heading towards closing and delivery of funds which is planned for October 31<sup>st</sup>.
  - Councilmember Kirby asked so how much did we borrow?
    - Kevin Wempe responded the final principal amount was \$5.5 million. I'd be happy to field any questions you may have.
      - Councilmember Pawlowski asked is 3.4%, I mean I know it went out for bid, I just don't, we don't do this all that often. Is 3.4% good, I know it's higher than normal. I think we have some that are in the 2's.
        - Kevin Wempe replied as Bond Counsel, we're a little limited in talking about the financial terms but the competitive bidding process will sort that out and I can relay that Piper Jaffray was definitely pleased and that the rate came in a little below what they expected a few months ago. And as you are probably aware, it's been a little bit of a turbulent market in the last month or so.
          - Councilmember Garvey asked were the other rates close or were they way high.
            - Kevin Wempe replied sure, the two other bids. The second bid, you know the cover bid, was 3.55% and then the highest bid submitted was 3.87% so relatively broad range speaking but a little bit of a difference by 3.4%.

The motion was unanimously approved.

**Resolution No. B-8-18 – Sale and Delivery of GO Bonds, Series 2018-A:** Councilmember Buehler moved to adopt Resolution B-8-18. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

**Request to Complete Easement Acquisition for City Projects 17-04 and 18-02:** Councilmember Buehler moved to authorize staff and Skeen's Consulting to complete easement acquisition activities for the Northwest Relief Sewer Project. Councilmember McNeill seconded the motion.

- Wastewater Utility Director Tony Zell stated just quickly.
  - Mayor Smith replied go ahead Tony.
    - Wastewater Utility Director Tony Zell stated I wanted to share with you. We've been meeting with property owners throughout the project corridor, we met with one of them last week. We did not include cost for some of the improvements on their property as part of the appraisal. So that will add to the cost. They want to take care

of those items themselves which is actually better for us because it will be done to their standards, not ours. We don't have to worry about it. So, this number will increase. I have an estimate, but I think it's pretty high. I can share that with you if you'd like.

- Councilmember Kirby responded yep.
  - Wastewater Utility Director Tony Zell so at 8300 square feet of sidewalks/path would increase the cost to cure by approximately \$41,000.
    - Councilmember Pawlowski asked is that on the Country Club property?
      - Wastewater Utility Director Tony Zell responded yes.
- Councilmember McNeill asked explain to me how that works again one more time.
  - Wastewater Utility Director Tony Zell stated when we appraised the properties, they did not include, the appraiser, did not include just compensation for the cart paths, sidewalks, etc. Because we had that as part of construction element with our contractor that would be in our base bid when we actually completed the improvements. However, at their request, they do not want us replacing those improvements. They'd rather do them themselves and be compensated to do so.
    - Councilmember Garvey asked is there any way to go around the cart paths.
      - Councilmember McNeill asked I mean, do they own those?
        - Wastewater Utility Director Tony Zell replied yeah.
          - Councilmember McNeill stated I mean the cart paths they do, but the sidewalks that are there?
            - Wastewater Utility Director Tony Zell stated yes, that is the cart path.
              - Councilmember McNeill replied ok, I got you. So, it's their cart path and sidewalk.
                - Councilmember Garvey asked we can't go around them?
              - Councilmember Buehler stated so basically it goes from one set of funds which would be our construction fees into another. From one bill to another.
            - Wastewater Utility Director Tony Zell responded correct.
          - Councilmember Kirby replied and then if they put them in on their own and they have any problems, they're on their own.
        - Wastewater Utility Director Tony Zell stated they're on their own.
      - Councilmember Kirby responded I like that.
        - Councilmember Pawlowski asked but they have to put them back in.
      - Wastewater Utility Director Tony Zell stated well it's their private property. They can do with it as they wish.
  - Councilmember Pawlowski asked so is the \$41,000 what our cost would be.
    - Wastewater Utility Director Tony Zell responded that's the engineering estimate of what it would cost to have our contractor complete the work based on unit cost pricing.
      - Councilmember Pawlowski asked if they come back, appraisers sometimes, adjusters sometimes give you extra money for stuff, right, I mean, it's not always the cost.
        - Wastewater Utility Director Tony Zell replied correct.
      - Councilmember Pawlowski asked so if they come back and say you guys say you can do it for \$41,000 but we think it's going to cost whatever, double that. We could always say no we're going to do it. Maybe.

- Wastewater Utility Director Tony Zell replied there's a lot of give and take in easement negotiations.
  - Councilmember Pawlowski stated ok, I'll leave it up to you.
    - Wastewater Utility Director Tony Zell responded I prefer that way to allow our consultant staff to work with, they've been great to work with. I think that it's actually better for us to do it this way because that way it's built to their satisfaction and we're not called last minute, you now, there's a chip out of it or there's a joint separated or it begins to shift.
      - Councilmember Kirby asked but this \$41,000 is set.
    - Wastewater Utility Director Tony Zell replied that's an estimate.
  - Councilmember McNeill responded that's an estimate of what it would take us to do it if we did it. So, that's probably what they'll go in as an offer to those guys, we'll give you another \$41,000 to do whatever.
- Wastewater Utility Director Tony Zell stated there's always room for negotiations.
  - Councilmember Buehler asked is that reimbursable or is that up front.
    - Wastewater Utility Director Tony Zell responded that would be part of our initial offer.
      - Councilmember Pawlowski asked and then the agreement.
  - Wastewater Utility Director Tony Zell replied yes. There's a lot of cart path, a lot. And it's 7-8 feet wide and there's a couple thousand feet of it that's going to be destroyed.

The motion was unanimously approved.

**Equipment Replacement Requests:** City Administrator Tim Vandall stated staff submitted to me about a week and half ago. The last few years we've tried to be around \$125,000. We've done lease purchases the last few years. We built up the cash reserves in that fund to the point where we won't have to do lease purchases anymore. So, we won't be paying interest rates on anything. So, from things what would be paid for from the equipment replacement fund we would receive by requests. Of those, I recommend we get bids for four. 1996 Hustler Range Wing mower for the Parks Department, 2008 Kubota for the Parks Department, replacing the 2008 Ranger for the Public Works Department and then replacing 1993 Ford tractor for the Street Department. The estimates right now that would be around \$125,000. I know a couple of you guys already asked me. This just starts the bidding process so we would come back in January or February for more formal bids. So obviously if we think the tractors going to be \$46,000 and it comes back at \$70,000, we're not committed to anything. But at this time, like I said, this allows Department Heads to go ahead and get bids. We did have a request from the Wastewater Department also. Put in my report that comes from a separate pool of funds so that's based on utility fee funds. That's not based on tax dollars. The proposal there is to replace two vehicles and in exchange get one. It would be a wash financially, so I would be curious to hear feedback from you guys on that. I guess that's my rundown on it.

- Councilmember Kirby responded yeah, I got a couple of comments and a couple of questions. I know what we're talking about this one mower since 2015. \$2600 on nonroutine items such as starter, spindle bearings, fuel line, etc. If you've got a motor or engine and anything moves, it wears out. When this stuff happens, do we fix it, so we send it out, what do we do?

- Parks & Rec Department Director Jason Crum replied we send it out. Stuff like starters and things like that, we're not equipped to do anything like that. We make minor repairs in house when we can of course.
- Councilmember Kirby replied ok and the Public Works, the SUV four-wheel drive. This says it needs inside storage. Why are we just now hearing about it? This has never come up before.
  - Public Works Director Jeff Rupp responded well some of the equipment that he carries, you know, it does weather but it's in the back and exposed to weather. It decreases the value of the, like for example, the level or the transient that he has. Some of the equipment that he carries is just better inside plus his inspection equipment.
    - Councilmember Kirby asked well what are we doing now?
      - Public Works Director Jeff Rupp stated he keeps as much as he can inside the cab.
        - Councilmember Garvey replied throws it in the bed of the truck probably, right.
          - Councilmember Kirby stated ok I'm just, I mean all of a sudden it needs inside storage and this is the first time I've ever heard of it.
            - Public Works Director Jeff Rupp responded I mean, it's just more suits that position than what the pick-up truck has in the past. I think they bought that just for the snow plowing efforts that was a combined deal.
              - City Administrator Tim Vandall stated if anything, I would think \$19,000 is less than any pickup truck you could buy also.
                - Councilmember Kirby replied you're just showing a Ford here, I'm trying to find it, what kind of, what is that, an Edge.
              - Public Works Director Jeff Rupp responded it looks like an Edge but it's a much smaller vehicle. It's like the smallest footprint vehicle that I think Ford makes.
            - Street Superintendent Jeff Focht replied it's like a Ford Escape.
              - Public Works Director Jeff Rupp stated it's even smaller than that, I think.
          - Street Superintendent Jeff Focht replied it's got like a hatch back in the back.
  - Mayor Smith asked anything else Gene, go ahead Gene.
  - Councilmember Kirby replied no, just I well, Dave and I have brought this up before and I'm going to bring it up again. Seems to me like we have enough equipment with trucks and tractors and mowers and I get that we have to send it out. Mechanic, to me I don't know what we spend on stuff but I know when we send it out, it's \$75 an hour.
    - Councilmember Pawlowski stated I need a new job.
      - Councilmember Kirby responded so anyway, I'm done.
        - Councilmember Pawlowski stated I talked to Tim about this yesterday and Gene reminded me the other day, if we're just going out for bids and we have to go through this whole exercise when we buy them. So, I'll have some questions, more questions then but if they want to go ahead and get estimates or bids, whatever I'm good with that.
  - Councilmember McNeill stated I mean I guess I have a couple of comments. One being that we started this equipment fund so that they could manage their equipment through that fund. Alright,

so I don't think it's fair to then go back and go why do you need it. I mean they're managing their equipment with their reserve fund and they're keeping under the amount of money that is required to be in that fund. I mean, I'm not going to nitpick everything in here for that part. I did have a question on the Wastewater when you talked about it. Do they have a reserve, you have a reserve fund for replacing equipment?

- Wastewater Utility Director Tony Zell responded so enterprise fund is a little different. We, by Ordinance, are earmarking \$102,000 annually to put towards equipment replacement. But I don't believe we have an actual separate account per our auditors. Is that right?
  - Councilmember McNeill asked do you know what is in that account.
    - Wastewater Utility Director Tony Zell responded it's not really separate.
      - Councilmember McNeill asked have we used more than \$100 and whatever we're saying we're separating?
        - Wastewater Utility Director Tony Zell stated no.
          - City Administrator Tim Vandall responded the total balance of the Wastewater fund is in that Treasurer's Report and I think it was \$1.9 million. Something like that.
            - Councilmember McNeill replied I just wanted to make sure.
            - Wastewater Utility Director Tony Zell stated and this request of mine, I mean we're going to replace 2017 was due to replace the 350. And after looking at what we had, it was get rid of the 350 and we don't need the 550. So, it's a budget neutral request.
              - Councilmember McNeill replied thanks.
            - Councilmember Garvey stated I agree with Tony, the fund was set up for this purpose so I don't see a problem with it.

Councilmember McNeill moved to allow Department Heads to acquire bids for formal action in early 2019. Councilmember Buehler 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 City Attorney Greg Robinson is close to finalizing the museum discussion and it should be on the November 1<sup>st</sup> agenda. With the Desoto Road project budgeted out, we're starting to look at projects in the next 3-5 years. An RFP for a Master Plan for the Parks Department has been discussed and clarification is needed on whether the Master Plan would be mainly focused on Bernard Park or a combination off all the parks. Councilmember Pawlowski thought maybe a long-term view of all the parks would be helpful. Mayor Smith stated he thought recommendations on all the parks would be good but would like to see Bernard Park receive some funds. Parks and Recreation Director Jason Crum suggested wording it so that the old Bernard Park Plan is looked at again but also looking into what to do with existing parks if Bernard Park is expanded.

**Governing Body:** Councilmember Kirby commented there is a fire truck for sale in the old Kmart parking lot if anyone needs one.

Councilmember Buehler provided a fun fact, on this day in 1851, Herman Melville's novel *Moby Dick* was first published in London under the title of *The Whale*.

## **ADJOURNMENT:**



Councilmember McNeill moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:53 p.m.

**ATTEST:**



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Michael W. Smith, Mayor

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Sarah Bodensteiner, City Clerk

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Anthony J Zell, Jr., Wastewater Utility Director   
DATE: October 26, 2018  
SUBJECT: Request to Purchase Replacement Control System for Ultraviolet Disinfection System

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The Ultraviolet Disinfection System was installed at the Wastewater Treatment Facility in 2004. The original controls and operating system have been working satisfactorily with minimal maintenance for the last 15 years. The system is now at the point where additional spare parts are extremely scarce and are not readily available. Staff saved the remnants of the belt filter press controls (replaced Jan 2017) and have used them to backfill the replacement parts inventory, but the supply has been exhausted.

After consultation with the city's system integrator, our local sales representative, and the manufacturer, the most cost-effective solution was to upgrade the control system with current technology. The lead time for the project is 6 to 8 weeks after approval to proceed.

A copy of the quote is attached. If approved, the system would be out of service for two to five days and will require the Director to contact regulatory officials at KDHE to advise them of the project and seek authority to discharge effluent that has not been disinfected.

Policy Consideration: This request is considered a replacement of aging equipment, which can be funded through the department's equipment replacement fund. Should the system fail at some point in the future, this becomes an emergency replacement project, which would detrimentally impact facility operations for several weeks and undoubtedly increase costs.

Financial Consideration: Funds for this request are available from the department's acquisition account, 50-050-43301.

Action: A motion to approve or deny the quotation from Suez Treatment Solutions, Inc., for the replacement of the control system in the Ultraviolet Disinfection System, per the attached quote.



**SUEZ Treatment Solutions, Inc.**  
600 Willow Tree Road  
Leonia, NJ 07605  
Tel: +1 201 676 2525

October 9, 2018

City of Lansing  
800 1<sup>st</sup> Terrace  
Lansing, KS 66043  
USA

**Subject: Lansing WWTP UV PLC/HMI/ Controls Upgrade**

Dear Sirs,

We are pleased to submit this proposal for the Aquaray® 40HO PLC/HMI Controls Upgrade. We strive to provide complete information, but if you have any questions or require additional information, please do not hesitate to contact me at 201-676-2428. We look forward to answering any questions that may arise, and providing the solution for you.

Sincerely,

A handwritten signature in black ink that reads 'Daniel Pence'.

Daniel Pence  
Treatment Solutions Services  
Aftermarket Sales Manager  
Ozonix® & Aquaray® Products

## ***PROPOSAL AND CONTRACT***

To: City of Lansing  
800 1<sup>st</sup> Terrace  
Lansing, KS 66043

Proposal: 230020289

Date: August 24, 2018 - Revised 10/9/18

RE: Lansing WWTP Aquaray® 40HO  
PLC/HMI Controls Upgrade

(Hereinafter referred to  
as "Purchaser")

SUEZ Treatment Solutions, Inc. (hereinafter referred to as "SUEZ") offers to furnish the following described materials and equipment ("Products") and/or services at the prices ("Purchase Price") stated herein and in accordance with the Conditions of Sale and other provisions contained or referenced herein. This Proposal shall remain in effect for **60** days from the date hereof. After such date, pricing is subject to the Producer Price Index, calculated from the original proposal/bid date. The Purchase Price is based upon only the Conditions of Sale and other provisions specifically contained or referenced herein. Purchaser's acceptance of this Purchase Price, whether by issuance of a purchase order or otherwise, or acceptance of delivery of the Products and/or services furnished hereunder, shall be considered acceptance by the Purchaser of all the Conditions of Sale and other provisions contained or referenced herein, notwithstanding any statement in Purchaser's acceptance or order to the contrary. SUEZ hereby objects to and rejects any proposal by Purchaser to modify, amend, limit, add to or delete any of the Conditions of Sale or other provisions contained or referenced herein unless expressly accepted in writing by SUEZ.

This Proposal and any resulting contract shall be referred to hereinafter as "this Contract".

## **SCOPE OF SUPPLY**

### **SUEZ will supply the following UV Disinfection materials:**

- **PLC Upgrade Components:** To be installed in existing PDDC Enclosure Back Panel including but not limited to the following:
  - Allen Bradley Compact Logix 5370 L3 PLC
  - 4 Channel Analog Input Module
  - Modbus TCI/IP Communication Module
  - Multi-Vendor Communication Module (2)
  - 5 Port Ethernet Switch
  - Power Supply 120VAC Input, 24VDC
  - Code Operated 8 Port Smart Switch (2)
  - A/R Cables and Mounting Hardware
- **Enclosure Door Components:** To be Installed in existing PDDC Enclosure Door includes the following:
  - Panel View Plus 7 Performance 12" WXGA Windows CE Touch Screen HMI
  - Adaptor Plate to Mount in Existing Hole
- **Services:**
  - Installation of PLC Upgrade & Enclosure Door Components
  - Engineering And Drafting
  - PLC / HMI Programming
  - PLC Operation And Maintenance Manuals
  - Freight To Job Site Via Common Carrier
- **Field Service:**
  - One Field Service Engineer On-Site for Installation and Startup

## **Summary of Work for Installation of Upgrade By SUEZ**

### **1. Installation of PLC Upgrade Components:**

- a. Removal of existing SLC 5/05 components
- b. Install and wire new CompactLogix PLC Components
- c. Install and wire new Ethernet Switch as Associated Power Supply

### **2. Installation of Replacement Components on Enclosure Door Assembly:**

- a. Disconnect and remove existing Panel View 1000 HMI Touchscreen
- b. Install Adaptor Plate for new HMI
- c. Install and wire new Panel View Plus 7 HMI Touchscreen

## **Notes, Clarifications and Exceptions**

### **1. The Customer Will Be Responsible For The Following:** Any other items not specifically listed in this proposal or noted in the following are to be provided by others. These items to be provided by others include:

- Unloading and Storage of New PLC, and Associated Parts
- 4-20 mA Signals from Flow Meter (existing)
- SCADA integration (optional)
- Disposal of Existing SLC5/05 PLC Components, HMI and Associated Components
- **Before installation/startup can be scheduled, existing UV system must be in good working order.**

## PURCHASE PRICE, FREIGHT, PAYMENT & SCHEDULE

**PURCHASE PRICE:** USD \$44,313.00 (Exclusive of taxes per Condition 2 of SUEZ Terms & Conditions)

*If applicable, please provide a copy of your most recent tax-exempt certificate with your Purchase Order*

FOB Shipping Point, Freight Allowed Via Common Carrier

**TERMS OF PAYMENT** (as follows, subject to Condition 2 of SUEZ Conditions of Sale):

Net 30 from Date of Completion

**SERVICE:** Field Service included in this Contract shall be provided for a period not to exceed (5) eight-hour man-days provided in not more than (1) trip (s) to check the completed installation by Purchaser, to place the Products in operation and to instruct Purchaser in their operation. Purchaser agrees to pay SUEZ for any additional service days and/or trips in accordance with SUEZ's standard service rates and conditions in effect at the time the service is performed. **A minimum of one (1) full day of service will be charged for each trip.**

**SCHEDULE:** Approval drawings and data shall be submitted approximately (6-8) weeks after agreement to all terms, as evidenced by SUEZ's receipt of this proposal, fully executed; or, in the event that Purchaser issues a Purchase Order, SUEZ's receipt of fully executed letter agreement. SUEZ estimates that shipment of the Products can be made in approximately (10-12) weeks after SUEZ has received from Purchaser final approval of all submittal drawings and data.



PURCHASER'S ACCEPTANCE: BY ITS SIGNATURE BELOW OR ISSUANCE OF ANY PURCHASE ORDER OR OTHER DOCUMENT, NOTWITHSTANDING ANY STATEMENT OR PROVISION CONTAINED THEREIN TO THE CONTRARY, PURCHASER AGREES TO ALL THE CONDITIONS AND PROVISIONS OF THIS PROPOSAL AND CONTRACT. NO OFFER BY PURCHASER TO ALTER, AMEND, LIMIT OR DELETE ANY CONDITION OR PROVISION OF THIS PROPOSAL AND CONTRACT SHALL BE BINDING UPON SUEZ UNLESS EXPRESSLY ACCEPTED IN WRITING BY SUEZ

PURCHASER'S ACCEPTANCE	SELLER
Company:	SUEZ
By: ( Name, title)	By: Daniel Pence, Customer Care Manager
Signature	Signature:
Date	Date: October 9, 2018

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Anthony J Zell, Jr., Wastewater Utility Director   
DATE: October 26, 2018  
SUBJECT: Authorization to Advertise for Bids – City Projects 17-04 and 18-02 (Northwest Relief Sewer Projects)

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The Northwest Relief Sewer Project is ready to move into the bidding and construction phase. Regulatory approvals are nearly complete, and staff and the City Engineer have approved the plans. This project includes the replacement and installation of approximately 12,000 feet of sanitary sewer.

As of the date of this memo, there are still properties that need to be acquired, however, waiting for all acquisitions prior to bidding will delay the project further. This fact does not preclude the project from going to the bid phase. Given the proposed timeline below, there is still additional time to acquire easements prior to the notice to proceed date.

The projected timeline for the project is:

- Advertise for Bids: November 2, 2018
- Bid Opening: November 27, 2018
- Recommendation of Award: The week of November 27th
- Council Award: December 6, 2018 City Council Meeting
- Notice to Proceed: January 4, 2019

Policy Consideration: None.

Financial Consideration: The funds for the project will be paid for through a bond issue.

Action: A motion to authorize staff to solicit bids for the Northwest Relief Sewer Project.

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**AGENDA ITEM #**

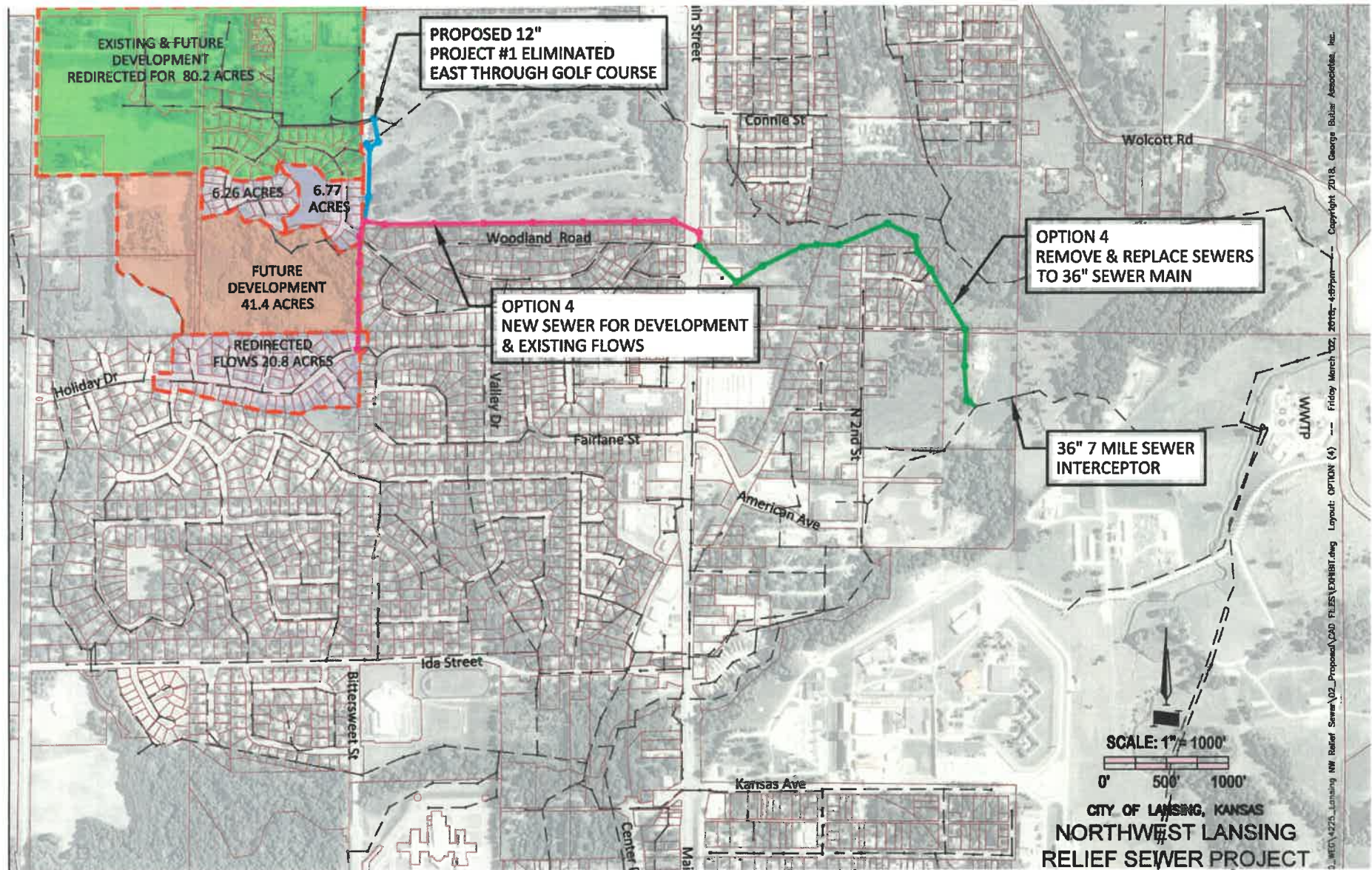
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# Work Plan and Approach


## Exhibit 4 - Proposed Option 4



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## AGENDA ITEM

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TO: Mayor; Lansing City Council  
FROM: Tim Vandall, City Administrator   
DATE: October 29, 2018  
SUBJECT: Museum Building Transfer Agreement DRAFT

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**Explanation:** As discussed at the previous council meeting, the agreement transfers ownership of the building and possessions to the Lansing Historical Society. Staff believes this to be beneficial to both parties, as it will allow the LHS to operate the museum as they see fit. The building is something the Historical Society is passionate about, and the City is happy to oblige their request.

**Financial Considerations:** By transferring the building to the Historical Society, should save the City funds in utilities, maintenance, and insurance.

**Policy Considerations:** The current document is a draft. The agreement was drafted by the LHS attorney, but our comments as of 4:30pm on October 29<sup>th</sup> have not yet been incorporated. The City will assume no responsibility or liability for any future issues with the building. Although the City currently owns the building, the property is leased to the Lansing Historical Society through the Department of Corrections.

If the City receives the final copy prior to the November 1<sup>st</sup> City Council meeting, we will place the document on the agenda. Even with our comments included, we anticipate the updated agreement to be 90% similar to the current draft document.

**Action:** Approve museum building transfer agreement as presented.



**MEMORANDUM OF UNDERSTANDING  
REGARDING THE LANSING HISTORICAL MUSEUM**

WHEREAS, the CITY OF LANSING, KANSAS and the LANSING HISTORICAL SOCIETY, a Kansas not-for-profit corporation, have jointly cooperated in the management of the physical structure, commonly known as the Depot, and the day-to-day operations of the Lansing Historical Museum located therein;

WHEREAS, the city council of the CITY OF LANSING, KANSAS, upon request of the Lansing Historical Society, now desires to discontinue its role in the operation of the Lansing Historical Museum;

WHEREAS, the board of directors of the LANSING HISTORICAL SOCIETY have expressed its intention to operate and maintain the Lansing Historical Museum independently of the CITY OF LANSING;

NOW THEREFORE, the CITY OF LANSING (hereinafter referred to as the CITY) and the LANSING HISTORICAL SOCIETY (hereinafter referred to as LHS) agree as follows:

1. The CITY hereby relinquishes any right, title or interest it may have in the Lansing Historical Museum, its physical structure, building facility, contents (to include artifacts, memorabilia, collections, photographs, exhibits, office supplies and equipment, furniture, Ipads, desktop computers and printers, a mini-fridge, cordless phones and communication devices, keys and access codes) and the administrative and day-to-day operations, effective immediately upon execution hereof.
2. LHS hereby accepts delivery of the Lansing Historical Museum structure, contents and operations as described in paragraph 1, effective immediately upon execution hereof. LHS expressly acknowledges that it is aware of the physical and structural condition of the Depot, its contents, and its museum exhibits and further acknowledges that the Depot will be relinquished in an "as-is" condition.
3. LHS further expressly agrees that upon execution of this Memorandum of Understanding that LHS hereby waives any and all legal causes of actions or claims against City for any damages whatsoever occurring while the parties jointly operated and managed the Depot and the contents therein.
4. LHS has taken all necessary steps to obtain and pay for liability insurance, utilities, maintenance and security of the Lansing Historical Museum and assumes responsibility for said obligations, and releases the CITY from said obligations, effective immediately upon execution hereof.
5. Within ten (10) days of the execution of this document, LHS will transfer to the City, any and all digital and electronic data and files containing City documents, forms and confidential personnel information which may have been downloaded to LHS computers and will remove

said data from all its devices. LHS will allow the City access to Lansing archival photographic material upon request.

5. On or before November 9, 2018 after the execution of this document, LHS will return to City the AT&T computer modem currently located within the physical structure of the Depot so that City can return this item to the service provider owner.

**IN WITNESS THEREOF**, this Memorandum has been read, signed and sealed this \_\_\_\_ day of November, 2018.

\_\_\_\_\_  
MIKE SMITH, MAYOR OF THE CITY OF  
LANSING, KANSAS

ATTEST:

\_\_\_\_\_  
SARAH BODENSTEINER, CITY CLERK

\_\_\_\_\_  
DEBRA LAMBORN, PRESIDENT  
LANSING HISTORICAL SOCIETY

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator *P*  
FROM: Sarah Bodensteiner, City Clerk *SB*  
DATE: October 29, 2018  
SUBJECT: Executive Session – Consultation with Attorney

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Executive Session will be called for consultation with Attorney.

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AGENDA ITEM #

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*5*



## Kansas Reads to Preschoolers Week 2018 Proclamation

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**Whereas,** Reading is the cornerstone of education, allowing each individual to pursue knowledge; and

**Whereas,** Knowledge is the finest asset we give to our children and the catalyst for achieving great things in life; and

**Whereas,** How well children learn to read affects how successful they are in school as well as how well they do throughout their lives, and

**Whereas,** Reading to babies, toddlers and preschoolers can have an incredible effect on their reading capacity; and

**Whereas,** Kansas Reads to Preschoolers Week, a celebration of the written word, will encourage young people to discover the complexity of the world beyond their own experience; and

**Whereas,** The Kansas Center for the Book at the State Library of Kansas desires to assure that all Kansas children age 0-5 years are read to during Kansas Reads to Preschoolers Week;

**Whereas,** The book "Ten Pigs: An Epic Bath Adventure" written by Derek Anderson has been chosen for this year's Kansas Reads to Preschoolers project; and

**Now, Therefore,** be it resolved that I, Michael W. Smith, Mayor of the City of Lansing, do hereby proclaim November 11-17, 2018, as

### **"Kansas Reads to Preschoolers Week"**

and urge all citizens to join in celebration of the Kansas Reads to Preschoolers program and read "The Napping House" to your special someone.

**In witness thereof,** I have hereunto set my hand and caused the official seal of the City of Lansing, Kansas to be affixed. This, the 1st day of November, in the year of Two Thousand and Eighteen.

City of Lansing

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Michael W. Smith, Mayor

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Sarah Bodensteiner, City Clerk

6



## Kiwanis Club Proclamation

**Whereas:** the Kiwanis Club of Lansing, Kansas was chartered October 2, 1978 and is now celebrating 40 years of serving the children and community of Lansing/Leavenworth, Kansas; and

**Whereas:** this club has served children across the globe by participating in the Kiwanis International Project ELIMINATE Maternal/Neonatal Tetanus; and

**Whereas:** the Kiwanis Club of Lansing is known by the community by their signature project of providing hundreds of pounds of food a month for local food pantries with their Dillon's Food Barrel Project; and

**Whereas:** the club actively supports the Lansing Elementary Parent Teachers Association by providing books from the Book Fair for each classroom, volunteering to assist with the Spaghetti Dinner in the fall, Breakfast with Santa in the winter, and the School Carnival in the spring; and

**Whereas:** the club initiated the Adopt a Street Program in Lansing and holds an annual Pancake Breakfast in conjunction with the Lansing District Art Showcase; and

**Whereas:** the Kiwanis Club of Lansing sponsors a deserving Lansing High School student in attending the Kiwanis Leadership Camp to help the student's professional development and honing of their leadership skills;

**Now, Therefore:** we the Mayor and City Council of the City of Lansing, State of Kansas, do hereby recognize and thank the Kiwanis Club of Lansing for their support and willing hearts and hands in helping make our community a great place to live. Let us support them as they celebrate their 40<sup>th</sup> Anniversary this year by attending the Spaghetti Dinner on November 8, 2018 at the Lansing Elementary School

**In witness thereof,** I have hereunto set my hand and caused the great seal of the City of Lansing to be affixed this 1st day of November, in the Year of Two Thousand and Eighteen.

City of Lansing

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

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

7



# Veterans Day Proclamation



**Whereas:** this nation is kept strong and free by loyal citizens who preserve our precious freedom heritage through their positive patriotic declarations and actions; and

**Whereas:** all loyal citizens should make it their duty to inspire complete patriotism among all of our people; and

**Whereas:** we urgently need a vigorous display of true red, white, and blue Americanism, thus convincing friends and foes alike that our nation is firmly united for self-preservation.

**Now Therefore:** I, Michael W. Smith, Mayor of the City of Lansing, State of Kansas, do hereby urge each individual, school, church, organization, business establishment and household within the City of Lansing to publicly reaffirm their strong allegiance to our Flag, Country and the men and women in uniform, through active participation in patriotic programs sponsored by the veterans of Foreign Wars and designate November 11, 2018 as:

**"Veterans Day"**

**In witness thereof,** I have hereunto set my hand and caused the great seal of the City of Lansing to be affixed this 1<sup>st</sup> day of November, in the Year of Two Thousand and Eighteen.

City of Lansing

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

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

8