
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

having someone come in and digitize everything but say you've got three or four whatever it is, can it be put in as it comes due. Can they update it?

- Police Clerk/Records Technician Christie Gately responded I would have to check into that. You can attach documents but in terms of entry, you'd have to manually enter all that information in, I would believe.
- Councilmember Garvey stated you couldn't pick and choose which items you put in there is what I am thinking. Probably have to go down in order.
- Police Clerk/Records Technician Christie Gately responded and it's not just a records management system. It has case management which allows us to communicate better through the County Attorney's office, Municipal Court, with the detectives. Say there's a CAC interview scheduled. All that is in one centralized location. Right now, it's scattered amongst Excel spreadsheets and personnel.
- Councilmember Trinkle stated it's a step. Step one is probably something we need to do. Make another step later.
- Police Clerk/Records Technician Christie Gately replied yeah and in addition, just moving forward, it would be nice if at some point our Officers had mobile or MDT, Mobile Data Terminals where they can work from their vehicle. I've talked to Tyler Technology about that just looking forward and they said that they can work with County and the software system that they use and it's a pretty, relatively easy interface. That allows our Officers to have information pretty much immediately. Right now, if there's no office staff, they may or may not be able to access the information. I feel like it improves communication and Officer safety.
- Mayor Smith asked questions?
 - Councilmember Kirby stated so just to be clear Steve, there are some things that you're legally require to keep the hard copies.
 - Police Chief Steve Wayman replied yes.
 - Police Clerk/Records Technician Christie Gately replied no, no.
 - Police Chief Steve Wayman asked no?
 - Police Clerk/Records Technician Christie Gately stated no we're not legally. Kansas does not require us to keep a hard copy. As long as, we would have to put in policy that our certified copy is the digitized copy.
 - Police Chief Steve Wayman responded where as you think of the hard copy, I am thinking as a hard paper copy.
 - Councilmember Kirby stated that's what I am talking about.
 - Police Chief Steve Wayman replied they are starting to switch over to being able to have digital. Now we may have to have two separate ones.
 - Councilmember Kirby stated there use to be certain ones you have to keep for 50 years.
 - Police Chief Steve Wayman responded they are. And that's the digital copy, the certified digital copy we have to keep.
 - City Attorney Gregory Robinson replied they've allowed that to switch over now. It use to be where you had to because that pretty much was all that was available.

- 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