

**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***

***AMENDED***

***Pledge of Allegiance***

***Roll Call***

**OLD BUSINESS:**

1. Approval of Minutes

**NEW BUSINESS:**

***Audience Participation***

***Presentations***

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

2. Lansing Parks & Recreation Advisory Board Appointments
3. Lansing Tree Board Appointment
4. Ordinance No. 1014 – Amending Text of Chapter 13 Article 3
5. Executive Session – Consultation with Attorney
6. Renewal of Special Use Permit – 330 Highland Road - More than 4 Animals
7. Renewal of Special Use Permit – 401 Fairlane - More than 4 Animals
8. Renewal of Special Use Permit – 128 E. Kansas Ave. - More than 4 Animals
9. Award of Bid – Northwest Relief Sewer Project (City Projects 17-04 and 18-02)
10. Resolution No. B-9-18 – Project Authorization
11. Resolution No. B-10-18 – Authorizing Sale of GO Bonds
12. Notice of Intent to Terminate
13. Resolution No. B-11-18 – Kansas PRIDE Program Support
14. Ordinance No. 1015 – Codification of Ordinances

***Reports:***

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

***Proclamations***

***Other Items of Interest:***

15. Monthly Department Vehicle and Equipment Mileage Reports

***Adjournment***



City of Lansing  
800 First Terrace  
Lansing, Kansas 66043

**City Administrator's Report**  
December 20, 2018

**Agenda Items:**

There are three Special Use Permits on the agenda for citizens requesting to house more than four animals.

Award of bid for the Northwest Relief Sewer Project is on the agenda for Thursday evening. Bid documents for our Wastewater Project encourage bidders to familiarize themselves with City rules and policies (Bid Documents, Section 1.4, A.) The City's purchasing policy approved on May 7, 2015, which is a public document, allows for the Council to use discretion if a business based out of Lansing is within 2% of the low bid. The City Council is within their legal authority to choose either Site Rite Construction out of Kansas City, Missouri, or Linawaver, Construction based out of Lansing, Kansas.

Resolution B-9-18 authorizes the upcoming Northwest Relief Sewer Project. Resolution B-10-18 authorizes the sale of GO Bonds to finance the project. The current amount listed for financing is \$2.065 million but can be lowered depending on who the council selects for as the contractor for the upcoming sewer project. The City was issued an A1 bond rating earlier this year, with nothing changing since that time. We anticipate the bond sale to take place on January 17<sup>th</sup>, with funds available by February 1<sup>st</sup>. If there are costs incurred prior to February 1<sup>st</sup>, we can pay the contractor from the Wastewater Fund and then reimburse the Wastewater Fund with bond proceeds.

Enclosed is a notice of intent to terminate an interlocal agreement for the establishment of a joint board, a fire district board of trustees, and the funding and operation of Fire District #1, Leavenworth County, Kansas.

Appointments to the Parks and Recreation Advisory Board and the Tree Board are on the agenda for Thursday evening.

Ordinance No. 2014 updates the formation of the Parks & Recreation Advisory Board to make the three City Council members ex-officio members. This ordinance also eliminates commissioners to specific sports and makes all commissioners at-large.

Ordinance No. 2015 codifies changes the City Council made in the past year. A summary of these changes is listed along with the ordinance.

**Wastewater:**

As of December 16<sup>th</sup>, we have signed agreements with all but two property owners (six tracts).



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These easements are necessary for construction of the Northwest Lansing Sewer Relief Project, which improves our wastewater capacity and replaces old and undersized lines. Staff will continue negotiating with property owners as long as possible to facilitate the completion of easement acquisition. The award of bid for the project was delayed until December 20<sup>th</sup>.

Design work continues on the 9 Mile Interceptor Relief Sewer Extension. Staff has reviewed sanitary plans for the Saddle Ridge Development and returned comments to the design engineer.

**Public Works:**

Staff received notification that our contract for Operation Green Light is up for renewal soon. Lansing's portion of the program is \$2,400. Following the discussion on this topic last year, staff has asked a representative to attend our January 17 meeting to discuss the program.

The Mid American Regional Council (MARC) is updating their regional transportation plan. Lansing's previous submittal to the plan included long-range projects like our current DeSoto Road project from Eisenhower to Ida, but also included DeSoto Road from Ida to 4H Road, 147<sup>th</sup> St from 4H to McIntyre, 4H Road reconstruction from K7 to 147<sup>th</sup>, and the West Gilman Extension. Staff plans to include the four projects in the upcoming plan. In order for a project to be listed on the MARC plan, several pages of documentation outlining the objectives, benefits, and programs that related to the project need to be included. If the council has any feedback on the four projects we plan to continue to include in the MARC Transportation Plan, please let me know.

Work on McIntyre Road is expected to cease due to the weather shortly. Operations will resume once the weather cooperates, and the project is expected to be completed in the Spring.

Utility relocation for the County's Eisenhower Road project is expected to begin soon, with a requested completion date of March 2019. The project will potentially be bid in the Spring of 2019, with notice to proceed issued slightly thereafter.

**Community & Economic Development:**

The owner of the property at 400 Main in Lansing has submitted an application for preliminary development plan approval. As this property is within the MSOD, this will be reviewed at the Planning Commission meeting on December 19<sup>th</sup>.

The Spec Building Program was approved by both Leavenworth County Development Corporation and Leavenworth County Port Authority. A committee has been established to formally vet all applications. Staff is hopeful for an application from within Lansing in the April or May timeframe. If that is the case, we would be able to add the incentive during budget season, and the City's contribution would be payable upon building completion in early 2020.



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The site plan has been submitted and grading has begun on the Duck's Carpet Cleaning building in the Lansing Business Park. We are excited for this great new business to come to Lansing.

Nails by Bre opened in the Salon Cooperative recently!

Community & Economic Development Director Matt Schmitz and the Planning Commission are still working to finalize the Unified Development Ordinance. The Planning Commission plans to discuss Chapters 5, 6, 7, and 8 at the December Planning Commission meeting. Additionally, Mr. Schmitz is attempting to set up meetings with local developers and stakeholders to discuss the changes.

**Year to Date Expense Figures:**

	2018 Budgeted Exp.	2018 YTD Exp	Remaining Balance
General Fund	\$6,106,967	\$5,488,083	\$618,884
Library Fund	\$299,522	\$280,740	\$17,772
Bond & Interest	\$3,125,153	\$2,875,152	\$250,001
Wastewater	\$2,899,800	\$2,883,074	\$16,726
Special Parks & Rec	\$204,200	\$129,375	\$74,825
Guest Tax Fund	\$157,304	\$136,781	\$20,523
Equip. Replacement	\$166,937	\$150,804	\$16,133
Special Highway	\$508,853	\$424,558	\$84,295
Capital Improvement	\$1,069,200	\$605,223	\$463,977

\*YTD's as of 12-14-18

The special .45% sales tax has a current balance of \$446,554. These funds are used to help pay debt service for DeSoto Road and for improvements to Bernard Park and our park system. Annual debt payments for DeSoto Road average about \$387,000/year.

**Meetings & Announcements:**

Welcome to the City of Lansing Robert Charity! Robert is filling the Maintenance/Facility Operator position in the Parks & Recreation Department.

Staff handed over the museum's keys to the President of the Lansing Historical Society on 12-10-18. We wish the Lansing Historical Society well in the future!

There are currently openings for the Lansing Tree Board and Library Board.

The annual Chamber of Commerce Banquet is January 25<sup>th</sup> from 5pm-8:30pm at the Riverfront Community Center. Tickets are \$50 each or \$360 for a table of eight. Please let me or Sarah Bodensteiner know if you would like to attend.



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- Wednesday, December 19      Planning Commission Meeting, 7:00pm, City Hall
  - Preliminary Development Plan, 400 N Main St & Review MSOD
- Thursday, December 20      City Council Meeting, 7:00pm, City Hall
- Monday, December 24      Christmas Eve, City Offices Closed
- Tuesday, December 25      Christmas, City Offices Closed
- Tuesday, January 1      New Year's Day, City Offices Closed
- Thursday, January 3      City Council Meeting, 7:00pm, City Hall
- Wednesday, January 16      Planning Commission Meeting, 7:00pm, City Hall
- Thursday, January 17      City Council Meeting, 7:00pm, City Hall
- Thursday, January 31      City Council Work Session, 7:00pm, City Hall

Respectfully Submitted,

Tim Vandall