



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

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, December 1, 2016**  
**7:00 P.M.**

**WELCOME TO YOUR CITY COUNCIL MEETING**

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

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

***Call To Order***

***Pledge of Allegiance***

***Roll Call***

**OLD BUSINESS:**

1. Approval of Minutes

**NEW BUSINESS:**

***Audience Participation***

***Presentations:***

2. National Flood Insurance Program Community Rating System Plaque

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

3. Consent Calendar
  - a. Cereal Malt Beverage License Renewal – Petro Deli #2
  - b. Cereal Malt Beverage License Renewal – Shree Nivas Inc., dba Finish Line
  - c. Cereal Malt Beverage License Renewal – Truman Town dba Woody's Gas Express
  - d. Cereal Malt Beverage License Renewal – WKRP Management, LLC dba Pizza Hut
4. Renewal of Special Use Permit (125 Rock Creek Loop)
5. Renewal of Special Use Permit (128 E. Kansas)
6. Renewal of Special Use Permit (336 Fawn Valley Ct.)
7. Renewal of Special Use Permit (110 N. Ethel Ln.)
8. Parks & Recreation Advisory Board Appointments
9. Tree Board Appointment

***Reports:***

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

***Proclamations***

***Other Items of Interest***

***Adjournment***

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# AGENDA SUMMARY

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 23, 2016  
SUBJECT: Agenda Summary

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Call To Order  
Pledge of Allegiance  
Roll Call

## OLD BUSINESS:

### 1. Approval of Minutes

- The regular meeting minutes of November 17, 2016, are attached.
- **MOTION:** To approve the regular meeting minutes of November 17, 2016.

## NEW BUSINESS:

### Audience Participation

#### Presentations:

### 2. National Flood Insurance Program Community Rating System Plaque

#### Items for Council Consideration:

### 3. Consent Calendar

- Renewal of Cereal Malt Beverage Licenses for Petro Deli #2, Shree Nivas, Inc. dba Finish Line, Truman Town dba Woody's Gas Express, and WKRP Management, LLC dba Pizza Hut.
- **MOTION:** To approve the consent calendar as presented.

### 4. Renewal of Special Use Permit – 125 Rock Creek Loop

- Renewal of Special Use Permit for a bee colony.
- **MOTION:** To approve or deny the special use permit for 125 Rock Creek Loop.

### 5. Renewal of Special Use Permit – 128 E. Kansas

- Renewal of Special Use Permit for more than 4 animals
- **MOTION:** To approve or deny the special use permit for 128 E. Kansas.

### 6. Renewal of Special Use Permit – 336 Fawn Valley Ct.

- Renewal of Special Use Permit for more than 4 animals
- **MOTION:** To approve or deny the special use permit for 336 Fawn Valley Ct.

### 7. Renewal of Special Use Permit – 110 N. Ethel Ln.

- Renewal of Special Use Permit for more than 4 animals
- **MOTION:** To approve or deny the special use permit for 110 N. Ethel Ln.

### 8. Parks & Recreation Advisory Board Appointments

- There are 6 positions on the PRAB Board that are set to expire on December 31, 2016 and 1 vacancy with an unexpired term ending December 31, 2017. The positions were advertised and 6 applicants applied. The Parks & Recreation Advisory Board met on November 15<sup>th</sup> to review the applications and recommended the appointment of the 6 applicants.
- **MOTION:** To appoint Brian Sweet to the Lansing Parks & Recreation Advisory Board to an unexpired term ending December 31, 2017, and to appoint Eric Caldwell, John Orkwis, Tom Pawlowski, Tom Farris, and Cheryl Farris to the Lansing Parks & Recreation Advisory Board for a term ending December 31, 2018.

### 9. Tree Board Appointment

- 2 Tree Board member terms will expire on December 31, 2016. Advertisements were posted and 1 candidate has applied. The Lansing Tree Board met on November 10<sup>th</sup> to review the application and recommended the re-appointment of Kevin Gardner.
- **MOTION:** To re-appoint Kevin Gardner to the Lansing Tree Board for a term ending December 31, 2019

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

Proclamations

Other Items of Interest:

Adjournment

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 23, 2016  
SUBJECT: Approval of Minutes

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The regular meeting minutes for November 17, 2016, are enclosed for your review.

Action: Staff recommends a motion to approve the regular meeting minutes for November 17, 2016.

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**AGENDA ITEM #**

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**Call To Order:**

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

**Roll Call:**

Mayor Gene Kirby called the roll and indicated which councilmembers were in attendance.

**Councilmembers Present:**

**Ward 1:** Kevin Gardner and Dave Trinkle  
**Ward 2:** Andi Pawlowski and Don Studnicka  
**Ward 3:** Jesse Garvey  
**Ward 4:** Tony McNeill and Gregg Buehler

**Councilmembers Absent:** Kerry Brungardt

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Studnicka moved to approve the regular meeting minutes of November 3, 2016. Councilmember Buehler seconded the motion. The motion was unanimously approved.

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

**Presentation: Lansing Visitor & Relocation Guide Photo Contest Winners:** Mayor Kirby presented a plaque and gift card to each of the winners of the Lansing Visitors & Relocation Guide Photo Contest. The winner for the adult category was Elizabeth Perez and the winner for the youth category was Leilani Elena Bateman.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Unified Development Ordinance – Award of Bid:** Councilmember Studnicka moved to authorize the City to enter into a professional services agreement with Gould Evans for the completion of the Unified Development Ordinance. Councilmember Trinkle seconded the motion.

- Councilmember McNeill stated I have a couple things, first would be that this bid is to do the ordinance for the comprehensive plan we did, correct, in part with the land use.
  - Community and Economic Development Director Stefanie Leif replied it is connected to that so when we did the comprehensive plan that is a standalone document, but there were several action items and suggestions in that ordinance about how to update our codes, change some zoning, and looking at adding some different zoning districts, and so part of that proposal that Gould Evans submitted to us does include looking at some of those areas and we do plan on working with the comprehensive plan suggestions.
    - Councilmember McNeill stated when Jim was here he gave a big speech trying to get us to approve the plan at the time, with the caveat that we would later get the chance to look at the areas that we still had dealings or contention with, and that's never been done to my knowledge.
- City Administrator Tim Vandall stated who gave the speech?
  - Councilmember Gardner replied Jim Pittman.
    - City Administrator Tim Vandall replied I am unaware of that. No one has brought up frustrations about the comprehensive plan to me.
- Councilmember Buehler stated there were a couple of areas in there, I agree with Tony, that we said we didn't agree with and Jim said I think we should pass it because it is better than what we have now, and then go back and address those issues, but we never went back and addressed them.
- Councilmember McNeill stated right, and that's what my concern is that we're going to hire someone to go in and write the zoning based on what was said in the comprehensive plan, and I know there are several areas that I totally disagreed and I was on one of the committees and said that wasn't the decision. If you look at the opinion documents that are in the comprehensive plan, that list, you'll see areas where it said final ideas that they would incorporate, a lot of the ideas from the residential or neighborhood ones there was nothing they incorporated, basically they just said final big ideas nothing, even though there was a lot of comments on do we want to remain a kind of bedroom community, do we want to build stuff, do we want buffers between residential and commercial, do we want areas to be apartment complexes, and a lot of people had contention with that, but it was really never brought forward from the committee into the plan. It was kind of like we'll come up with our own design and let you guy's kind of chew on it. We haven't actually been able to go back and look at some of those areas and determine whether or not that's what we agree with it.
  - Community and Economic Development Director Stefanie Leif stated a couple of answers to that, one is the planning commission has been reviewing the comprehensive plan, it is required by our statute to review the comprehensive plan each year, and the commission has been chipping away at that this year, they are not finished yet and I know there are a couple of commissioners that were aware of some elements they also had issues with and they are going to be looking at it again, so that is one thing that the planning commission is working on. But I think to your concern about is this really what we do end up wanting, we will have public comment opportunities, we'll have a variety of different

public outreach throughout this process, and so I think throughout that we'll be able to really revisit some of those questions and determine if this is really something we want in our community. I would like to mention Chris Brewster who is with Gould Evans is here tonight, so if there is anything, either specific or in general about the process they are planning to do, or how it has worked in other communities, feel free to ask him those questions as well.

- Councilmember Pawlowski stated I think piggybacking on what Tony and Gregg said, it seemed like at the time, and you weren't here for all of that.
  - Community and Economic Development Director Stefanie Leif replied it had been adopted before I started.
    - Councilmember Pawlowski stated there was a frustration among us and some of the community members that some of the things our groups agreed on, there were people on the steering committee that decided what they wanted and kind of ignored what everybody else wanted, and there were some frustrations with the entire process along that line too, and I know there were some frustrations with the contractor, because they felt like we should have just scraped it and started over, and I mean that's all stuff that's happened long ago and you can't do anything about, but I think that if there's a point where we can go back in and give them input; the guys on the planning commission were also on the comprehensive plan committee, Brian I know was for sure, so hopefully he's identified those areas.
      - Community and Economic Development Director Stefanie Leif replied there will be, definitely, as we're talking about either new zoning districts or re-vamping what we already have, or running some different design standards, looking at form base code, that will be part of the public process so we'll be able to look at those and make sure they are really meeting what we're wanting.
- Mayor Kirby asked would it be beneficial to have a joint meeting with them or just have Brian come in one night and kind of give us an update on where they're at.
  - Community and Economic Development Director Stefanie Leif stated on the comprehensive plan, yeah, we can definitely do that. We can do a joint meeting, that might be really the best idea to have a joint meeting with the planning commission, and we can try to do that maybe early next year.
    - Councilmember Gardner stated not so much the comprehensive plan, but the issues that were brought up.
      - Councilmember McNeill stated there is a list and it's in the minutes I believe from the meeting that Jim listed an entire list of things that he said still need a lot of work, but he recommended that we approve the plan for now and then go back later and make adjustments. What I don't want to happen is they'll overlay the ordinance thing on top of that without any of the adjustments. If you're telling me we're going to have an opportunity to do that while still voting in favor of letting this bid, I'm okay with it. I want to make sure I'm on record saying I don't currently agree with the comprehensive plan as it was.
        - Community and Economic Development Director Stefanie Leif stated that's good that you're making that comment now at the very beginning of the process so we can be aware of that throughout.
  - Mayor Kirby asked so we can make that happen. You can get with Brian?
    - Community and Economic Development Director Stefanie Leif replied yeah absolutely. The comprehensive plan is a guiding document and this ordinance is our regulatory legal document, so even if there is something in the comprehensive plan that isn't quite exactly what we want, as long as we have it covered in this legal document the way we want it, then that's really going to take precedent when we're reviewing projects.
  - Mayor Kirby asked is everybody good with that.
    - Councilmember Gardner asked you okay with that Tony, Gregg?
      - Councilmember Buehler stated I'm okay with at as long as we have a chance to review it. Now you said we'll have a chance for public review, will we be able to look at it before the public review? I mean if we sit down with Brian and some of the planning commission guys and go through it and give them guidance as they write it?
        - Community and Economic Development Director Stefanie Leif replied there will be, I don't know if Chris wants to talk about what's going on and how that works with bringing the council in for this project.
  - Chris Brewster of Gould Evans stated thank you for having us and thank you for selecting us. Typically when we go through this, as Stefanie said, first we don't go codify whatever is in your plan if there is a loose fit between the plan and the regulations, so we look at it as enabling tools to implement a lot of different decisions need to be made between the plan and the regulations. What we really strive to do is set up a code and structure that makes a lot of sense for you all, and it can actually survive subsequent plan amendments,

so it's not just immediately tied to the plan, so we definitely understand your concern and it's actually not unusual, we run into that a lot on projects when things are kind of continually revisited. To the process of when you all would be involved, what we typically do is we will do an analysis phase, where we look at, from the outsiders opinion, that's what you're hiring us for, we look at if there's mismatches between your current regulations and the plan, and there is a first input from you all and we'll typically have either, we haven't done this scope yet, but we would have a steering committee or stakeholder meeting and we produce a report that you all can review and where we think the fixes are. From there we go into a sort of discussion phase where we pick the biggest issues and try to look at different strategies on how we implement the plan. So some of those things that are on your list might be some of those issues and there's another level of involvement, and that's before we've even drafted anything for the solutions. So from there we do an initial draft and final draft where there is another round of input, and then what we typically like to do, and I think this gets more directly to your question, we don't want when you all have to adopt this, we don't want when you're asked to adopt this, that this is the first time you're seeing it, there should be no surprises by that point, so a lot of times when we get to the final draft we'll have a joint work session with the planning commission and Council and we can kind of cover the big themes, we wouldn't go through it word for word for everything that's changing, but we'll produce a memo on some of the more significant changes or things that were in your plan that the code didn't necessarily enable that we're trying to change and we'll cover those with you in that setting, so when you do get into the formal adoption you kind of know it well and we get better input from you all at that point as well.

- City Attorney Gregory Robinson asked could you address his question because I think I was here for parts of the discussion I just want to make sure what you're discussing is what he is asking because the plan may say this is for industrial or its commercial or its R-4 areas in the current plan right now, when you write the UDO will it be consistent with the document that's before and valid for the City right now, or will any of your changes to the UDO, or at least this new UDO, conflict with that current document, because what I'm hearing him say is that they're not necessarily in 100% agreement with the plan right now, so if you write a UDO that's either going to be in conflict with that or you're going to write a UDO that follows that, which he's indicating he's not necessarily in agreement with 100%. If you could just address that issue I think that might clarify.
  - Chris Brewster of Gould Evans replied sure, when we do these projects we're usually amending the ordinance and the districts, usually not the zoning map. So you have a zoning map in your community and we may be changing standards within all those districts but what we don't do, we don't go out and look at your comp plan and amend your zoning map to match that, we don't do that. Those are usually project by project decisions, so to the extent you disagree with any of those designations within your land use map, all we would be doing would be affecting the districts that would implement that at a future date, so it's built to withstand changes, and at a later date if you change that land use map, as Stefanie said, that's just a guide for when you come to that point in the future to make that land use change on your zoning map that wouldn't be part of our project here, none of those changes would be made.

The motion was unanimously approved.

**Equipment Replacement Requests:** Councilmember Buehler moved to authorize the lease purchase of up to \$119,000.00 of replacement equipment. Councilmember Gardner seconded the motion.

- Councilmember Studnicka asked is it in the budget and is the equipment we are replacing on the equipment replacement list, and this money is part of our budget right.
  - City Administrator Tim Vandall replied yes, kind of the way Beth had formatted it, we'd enter into a lease purchase around \$120,000.00 or \$125,000.00 for three consecutive years and on the fourth year the next one drops off and we would enter into another one and so on and so forth, so this is budgeted for. One thing I want to give a shout out for, if you guys remember last year's I think we had twelve or thirteen different requests, so I'm really proud of the staff for kind of scaling back and being a little bit more realistic this year with our requests. The four recommendations total amount is \$119,000.00, and one other thing I had a question about earlier too, just to clarify this doesn't mean we're going out and buying them tomorrow, this just kind of gives the department head the green light to go out there and secure bids and things like that, so the things that are over \$15,000.00 will have to come to you guys anyways. If something comes in at \$8,000.00 or \$9,000.00 and you guys are ok with that, I can approve that internally but anything over \$15,000.00, that's you guys.
- Councilmember Garvey asked why does the agenda page say the total cost of the requested items is \$183,000.00.
  - Councilmember McNeill stated that was for all the requested items, but he approved the four.
    - City Administrator Tim Vandall replied yeah, sorry about that I should have been more clear with that.

- Councilmember Studnicka said yeah that was all the items together, but we're only doing the four.

The motion was unanimously approved.

**Executive Session – Consultation with Attorney:** Councilmember Pawlowski moved to recess into executive session for consultation with an attorney on matters that would be privileged in Attorney-Client relationship for 15 minutes, beginning at 7:18 p.m. and returning at 7:33 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 7:33 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

**REPORTS:**

**Department Heads:** Community and Economic Development Director Stefanie Leif briefed the Governing Body on the Special Meeting the Planning Commission held regarding the ice machine located next to Petro Deli. She advised that staff and the Planning Commission added additional requirements to the Main Street Overlay District criteria for the owner of the ice machine to meet and that the Commission will hold another meeting on December 7<sup>th</sup>. She also advised that the item will come to the Council for approval at a future date.

Wastewater Utility Director Tony Zell advised that Linaweaver Construction has finished up the 7 Mile Creek Project minus some seeding in areas and that the 9 Mile Creek Project began last week.

**City Attorney:** City Attorney had nothing to report

**City Engineer:** City Engineer Matt Harding briefed the Governing Body on the Field Check Plans meeting he attended with Public Works Director Jeff Rupp for the DeSoto Road Project. The field check plans are the first submittal, in a series of plan submittals, and often there are significant amounts of design details missing from this set of plans. This field check has most of the bones that will be fleshed out in later submittals. A variety of topics were discussed and there were certain items on the plans the engineer recommends be done that are not in compliance with the Lansing Technical Specifications. Matt addressed the items that have mismatched specifications with the Governing Body.

**City Administrator:** City Administrator Tim Vandall advised that he has received a request from the County to have a joint meeting to discuss the McIntyre Road Project. Tim will follow up with County in regards to the specifics of the discussion topics as the City has been clear and consistent in regards to the design of the project. He also advised that LCF has notified the City that due to staff shortages they will cease mowing highway right-of-way and that the City will need to look at costs in regards to contracting the mowing out or the costs associated with doing the work in-house. Tim will update the Council with new information.

**Governing Body:** Councilmember Studnicka congratulated the photo contest winners for the Visitors & Relocation Guide.

Mayor Kirby advised that he attended the Town Hall Meeting hosted by the police department and church leaders in the community. They will be hosting another meeting in the future and he encouraged people to attend.

Councilmember Gardner congratulated the photo contest winners.

Councilmember Pawlowski asked if the City could review the rate structure for the wastewater rates as the 7 Mile and 9 Mile projects came in under bid.

- Mayor Kirby advised that that has been discussed and that we are looking at the numbers.
  - o City Administrator Tim Vandall clarified that it would not be a rate decrease, but the rate increase would potentially be less than originally slated.

Councilmember Garvey addressed an email he received, along with others, regarding trash on the highway resulting from trash being mowed over by KDOT. He asked if the City could reach out to the Transfer Station, KDOT, or civic groups about keeping the highways clean of debris before mowing.

Councilmember Buehler provided a fun fact, on this day in 1970 a guy named Douglas Engelbart received the first patent for the first computer mouse.

**ADJOURNMENT:** Councilmember McNeill moved to adjourn. Councilmember Trinkle seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:05 p.m.

**ATTEST:**

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Louis E. Kirby, 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: Stefanie Leif, Community & Economic Development Director

DATE: November 23, 2016

SUBJECT: Presentation of National Flood Insurance Program (NFIP) Community Rating System (CRS) Plaque

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**Background:** For many years, the city of Lansing has participated in the National Flood Insurance Program (NFIP) Community Rating System (CRS). Each year, the city provides public information, education, assistance, implementation, and enforcement of floodplain regulations. The CRS program measures a community's effectiveness at outreach and enforcement, and it ranks communities from class one (1) to class ten (10) with one (1) being the best rating. The activities are time intensive and many are quite complex, and they are performed on an annual basis to ensure the community is educated and more resilient to flood impacts. Each year the NFIP evaluates the activities to ensure that the rating can be kept by the community, and every five (5) years NFIP will verify the community's program and rating.

The city of Lansing has been rated a class eight (8) for several years, and this year we are very pleased to earn a higher rating of class seven (7). Former and current public works employees, particularly John Young, Dennis Thompson, and Cindy Tripp, were instrumental in the CRS program, and they worked hard to achieve a higher rating during the CRS verification process in 2015-16. This year the city will be rated a class seven (7), which increases the property owner floodplain insurance discount from 10% to 15%.

Sara Henry, the NFIP Specialist for Kansas for Region VII, Federal Emergency Management Agency (FEMA) will be present at the December 1, 2016, City Council meeting to award CRS plaque to the community and recognize Lansing's participation and rating increase.

**Financial Considerations:** The CRS program scores communities from one through ten with one being the best rating. Lansing was previously rated a class eight and property owners received a 10% discount off of flood insurance. With the increase to a class seven rating, property owners now receive a 15% discount off of flood insurance.

**Action:** Receive award plaque from FEMA



FEMA

October 31, 2016

The Honorable Gene Kirby  
Mayor, City of Lansing  
800 1st Terrace  
Lansing, KS 66043

Dear Mayor Kirby:

Congratulations! The Department of Homeland Security, Federal Emergency Management Agency (FEMA), Federal Insurance and Mitigation Administration (FIMA), has determined that your community will increase to a Class 7 in the National Flood Insurance Program (NFIP) Community Rating System (CRS).

The floodplain management activities implemented by your community qualifies it for a 15 percent discount of the premium cost of flood insurance for NFIP policies issued or renewed in Special Flood Hazard Areas on or after October 1, 2016. This increase in CRS class is based on a field verification of your 5-year cycle CRS application. I am enclosing the field verification report showing the results of your application review for your records.

Please note that Preferred Risk Policies, applicable in Zones B, C, and X on your community's NFIP Flood Insurance Rate Map, are not eligible for the CRS discount. Standard rated flood insurance policies in Zones B, C, X, D, AR, and A99 are limited to a CRS discount of 10 percent in CRS Class 1-6 communities and 5 percent in CRS Class 7-9 communities. The rates for these zones already reflect significant premium reductions.

If your community does not change its floodplain management practices, the CRS rating for your community will automatically be renewed annually and a notification letter will not be sent to your community. This renewal will occur as long as your community continues to implement the CRS activities you certify each October. If no additional modifications or new CRS activities are added, the next verification visit for your community will be in accordance with its established 5-year cycle. FEMA will periodically send the *NFIP/CRS Update* newsletter and other notices to your CRS Coordinator.

I commend you on your community's actions and your determination to lead your community to be more disaster resistant. This commitment enhances public safety, protects property, preserves the natural functions of floodplains, and reduces flood insurance premiums.

If you have any questions or need additional information, please contact the FEMA Region VII Office, CRS Coordinator, Andy Megrail, CFM, by telephone at (816) 283 - 7982.

Sincerely,

A handwritten signature in black ink that reads "William H. Lesser".

William H. Lesser  
CRS Program Coordinator  
Federal Insurance and Mitigation Administration

Enclosure

cc: Stephanie Leif, Interim Floodplain Admin.



COMMUNITY  
RATING  
SYSTEM

VERIFICATION  
REPORT

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City of Lansing, KS

Verified Class 7

NFIP Number: 200189

Cycle

Date of Verification Visit: December 9, 2015

This Verification Report is provided to explain the recommendations of Insurance Services Office, Inc. (ISO) to DHS/FEMA concerning credits under the Community Rating System (CRS) for the above named community.

A total of 2184 credit points are verified. The community has a Building Code Effectiveness Grading Schedule (BCEGS) Classification of 9/9 that does not meet the Class 6 prerequisite; therefore, it is recommended that the community improve from a CRS Class 8 to a CRS Class 7. The following is a summary of our findings with the total CRS credit points for each activity listed in parenthesis:

**Activity 310 – Elevation Certificates:** The Public Works Department maintains elevation certificates for new and substantially improved buildings. Copies of elevation certificates are made available upon request. (38 points)

**Activity 320 – Map Information Service:** Credit is provided for furnishing inquirers with basic flood zone information from the community's latest Flood Insurance Rate Map (FIRM). Credit is also provided for the community furnishing additional FIRM information and flood depth data. The service is publicized annually and records are maintained. (70 points)

**Activity 330 – Outreach Projects:** Credit is provided for informational outreach projects that include floodplain information and flood insurance brochures general outreach projects that include a newsletter and participation at the spring and fall Lansing Daze Festival, and targeted outreach projects that include the community floodplain brochure that is mailed to those in the SFHA. These projects are disseminated annually. (118 points)

**Activity 350 – Flood Protection Information:** Documents relating to floodplain management are available in the reference section of the City of Lansing Public Library. Credit is also provided for floodplain information displayed on the community's website. (37 points)

**Activity 360 – Flood Protection Assistance:** Credit is provided for offering one-on-one advice regarding property protection and making site visits before providing advice. (55 points)

**Activity 370 – Flood Insurance Promotion:** Credit is provided providing technical advice regarding flood insurance. (15 points)

**Activity 410 – Floodplain Mapping:** Credit is provided for a cooperating technical partnership agreement with FEMA. (11 points)

**Activity 420 – Open Space Preservation:** Credit is provided for preserving approximately 72 percent of the Special Flood Hazard Area (SFHA) as open space. (1096 points)

**Activity 430 – Higher Regulatory Standards:** Credit is provided for enforcing regulations that require development limitations, freeboard for new and substantial improvement construction, foundation protection, cumulative substantial improvement, lower substantial improvement, and protection of critical facilities. Credit is also provided for other higher standards, state mandated regulatory standards, and regulations administration. (365 points)

**Activity 440 – Flood Data Maintenance:** Credit is provided for maintaining and using digitized maps in the day to day management of the floodplain. Credit is also provided for maintaining copies of all previous FIRMs and Flood Insurance Study Reports. (123 points)

**Activity 450 – Stormwater Management:** The community enforces regulations for soil and erosion control. (11 points)

**Section 502 - Repetitive Loss Category:** The City of Lansing, KS is a Category A community for CRS purposes and no action is required. (No credit points are applicable to this section)

**Activity 510 – Floodplain Management Planning:** Credit is provided for the adoption and implementation of the Region L Multi-Jurisdictional Hazard Mitigation Plan, adopted June 5, 2014. A progress report must be submitted on an annual basis. An update to the credited plan will be due by October 1, 2019. (200 points)

**Activity 630 – Dams:** Credit is provided for a State Dam Safety Program. (45 points)

**Activity 710 – County Growth Adjustment:** All credit in the 400 series is multiplied by the growth rate of the county to account for growth pressures. The growth rate for Leavenworth County is 1.05.

Attached is the Community Calculations Worksheet that lists the verified credit points for the Community Rating System.

**CEO Name / Address:**

Tim Vandall  
City Administrator  
800 1<sup>st</sup> Terrace  
Lansing, Kansas 66043

**CRS Coordinator Name / Address:**

Stephanie Leif  
Economic Development/CVB Director  
730 1st Terrace  
Lansing, Kansas 66043  
(913) 727-5488

Date Report Prepared: May 16, 2016



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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 23, 2016  
SUBJECT: Cereal Malt Beverage License Renewal – Petro Deli #2

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Petro Deli #2, Inc., at 601 S. Main Street has applied for a cereal malt beverage license renewal. The Police and Community & Economic Development Departments have reviewed and approved the application. The licensing fee and Kansas State Stamp Tax have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License for Petro Deli #2.

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AGENDA ITEM #

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3a



# CITY OF LANSING

## BUSINESS LICENSE APPLICATION

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone (Day): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_ Driver's License #/State Issued: \_\_\_\_\_  
Attach Copy

Vehicle Information (If operating from vehicle): \_\_\_\_\_  
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): \_\_\_\_\_

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

### BUSINESS INFORMATION

Name of Business: Petro Deli #2 Inc. Business Telephone: 913-727-2198

Type of Business: Convenience Store Business Fax: 913-727-2196 Website: N/A

Would you prefer to receive correspondence by email?  Yes  No If yes, please provide email address: \_\_\_\_\_

Business Address: 601 S. Main Lansing Ks 66043  
Street City State Zip Code

Mailing Address (if different): (Same)  
Street City State Zip Code

On-Site Manager Name: Christy L. Turley Telephone: 913-449-8844

Kansas Sales Tax Number: 10071681001m Federal Tax ID #: 48-1189172

Owner Name: Rick & Cynthia Jaccard Owner Telephone: 913-351-6558

Owner Address: 12991 E. Gilman Rd Leavenworth Ks 66048  
Street City State Zip Code

### LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: General Business, Food, Cereal Malt Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Cynthia A Jaccard Title: owner Date: 10/31/16

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

#### FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 11-1-16 Cost: 175 License Period: annual  
Signature Date

Police Signature: \_\_\_\_\_ Amount Received: 175  Cash  Check  Credit  
Signature Date Additional Information:  Insurance  Attachment B

Community Development Signature: \_\_\_\_\_  
Signature Date  Cereal Malt Beverage Form  Articles of Incorporation

Notify:  Finance  Public Works  Police  Economic Development  Copy of Photo Identification  Copy of State License  Additional Code Items  Late Fee

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or  County of LANSING

SECTION 1 - LICENSE TYPE	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

SECTION 2 - APPLICANT INFORMATION			
Kansas Sales Tax Registration Number (required): <u>10071681 001M</u>			
Name of Corporation <u>Petro Deli #2 Inc.</u>		Principal Place of Business <u>Lansing</u>	
Corporation Street Address <u>601 S. Main</u>		Corporation City <u>Lansing</u>	State <u>KS</u> Zip Code <u>66043</u>
Date of Incorporation <u>Sept, 1996</u>		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name <u>Christy L. Turley</u>		Phone No. <u>913-449-8844</u>	
Residence Street Address <u>11948 Potter Rd.</u>		City <u>KC</u>	State <u>KS</u> Zip Code <u>66109</u>

SECTION 3 - LICENSED PREMISE			
Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name <u>Petro Deli #2 Inc.</u>		Name	
Business Location Address <u>601 S. Main St.</u>		Address	
City <u>Lansing</u> State <u>KS</u> Zip <u>66043</u>		City _____ State _____ Zip _____	
Business Phone No. <u>913-727-2198</u>		<input checked="" type="checkbox"/> Applicant owns the proposed business or special event location. <input type="checkbox"/> Applicant does not own the proposed business or event location.	
Business Location Owner Name(s) <u>Rick &amp; Cynthia Jaccard</u>			

SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK			
List each person and their spouse, if applicable. Attach additional pages if necessary.			
Name <u>Rick L. Jaccard</u>		Position <u>President</u>	
Residence Street Address <u>12991 E. Gilman Rd.</u>		City <u>Leavenworth</u>	State <u>KS</u> Zip Code <u>66048</u>
Spouse Name		Date of Birth	
Residence Street Address		Zip Code	
Name <u>Cynthia A. Jaccard</u>		Position <u>Vice-Pres.</u>	
Residence Street Address <u>12991 E. Gilman Rd.</u>		City <u>Leavenworth</u>	State <u>KS</u> Zip Code <u>66048</u>
Spouse Name		Age	
Residence Street Address		Zip Code	
Name		Date of Birth	
Residence Street Address		Zip Code	
Spouse Name		Age	
Residence Street Address		Zip Code	

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

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

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

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

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

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

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

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

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

SECTION 5 – MANAGER OR AGENT INFORMATION			
My place of business or special event will be conducted by a manager or agent.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:			
Manager/Agent Name	Phone No.	Date of Birth	
Christy L. Turley	913-449-8844	8/21/1974	
Residence Street Address	City	Zip Code	
11948 Potter Rd.	KO	66610 9	
Manager or Agent Spousal Information			
Spouse Name	Phone No.	Date of Birth	
Residence Street Address	City	Zip Code	

SECTION 6 – QUALIFICATIONS FOR LICENSURE	
<p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 &amp; 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:            (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:            (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
All of the individuals identified in Sections 4 & 5 are at least 21 years of age <sup>1</sup> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7 – DURATION OF SPECIAL EVENT		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE Cynthia A. Saccard DATE 10/31/16

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____ ((\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

<sup>1</sup> Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

Print Form

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 23, 2016  
SUBJECT: Cereal Malt Beverage License Renewal – Shree Nivas, Inc. dba Finish Line

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Shree Nivas, Inc. dba Finish Line at 506 S. Main Street has applied for a cereal malt beverage license renewal. The Police and Community & Economic Development Departments have reviewed and approved the application. The licensing fee and Kansas State Stamp Tax have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License for Shree Nivas, Inc. dba Finish Line.

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AGENDA ITEM #

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36



# CITY OF LANSING

## BUSINESS LICENSE APPLICATION

### AKLAYYA PATEL APPLICANT INFORMATION

Name: SHREE NIVAS INC DBA Finish line Date of Birth: 9/4/71  
 Address: 1118 N. 6th St. Leavenworth KS 66048  
Street City State Zip Code  
 Telephone (Day): 913-651-5800 Telephone (Evening): 913-290-0798 Driver's License #/State Issued: \_\_\_\_\_  
cell # Attach Copy

Vehicle Information (If operating from vehicle): \_\_\_\_\_  
Year Make Model Color(s) State License #

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

### BUSINESS INFORMATION

Name of Business: SHREE NIVAS INC Business Telephone: 913-250-1175  
 Type of Business: C-STORE with gas station Business Fax: 913-250-1176 Website: \_\_\_\_\_  
 Would you prefer to receive correspondence by email?  Yes  No If yes, please provide email address: \_\_\_\_\_  
 Business Address: 506 N. Main St. Lansing KS 66043  
Street City State Zip Code  
 Mailing Address (if different): As above  
Street City State Zip Code  
 On-Site Manager Name: Kishor PATEL Telephone: 913-250-1175  
 Kansas Sales Tax Number: 004-205679538E-01 Federal Tax ID #: 20-5679538  
 Owner Name: AKLAYYA B. PATEL Owner Telephone: 913-290-0798  
 Owner Address: 1118 N. 6th St. Leavenworth KS 66048  
Street City State Zip Code

### LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: Cereal Malt Beverage/Food/General Business License Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Aklayya Patel Title: President Date: 11/10/16

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

#### FOR OFFICIAL USE ONLY

Application Received By: [Signature] 11/10/16 Cost: 175 License Period: annual  
Signature Date  
 Police Signature: \_\_\_\_\_ Amount Received: 175  Cash  Check  Credit  
Signature Date Additional Information:  Insurance  Attachment B  
 Community Development Signature: \_\_\_\_\_  
Signature Date  Cereal Malt Beverage Form  Articles of Incorporation  
 Copy of Photo Identification  Copy of State License  
 Additional Code Items  Late Fee  
 Notify:  Finance  Public Works  Police  Economic Development

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or  County of \_\_\_\_\_

SECTION 1 – LICENSE TYPE	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input checked="" type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

SECTION 2 – APPLICANT INFORMATION			
Kansas Sales Tax Registration Number (required):			
Name of Corporation <b>SHREE Nivas INC</b>		Principal Place of Business	
Corporation Street Address <b>506 N. Main St. Lansing, KS-66043</b>		Corporation City	State
Date of Incorporation <b>2006</b>		Articles of Incorporation are on file with the Secretary of State. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name <b>AKLAYA B. PATEL</b>		Phone No. <b>Cell# 913-290-0798</b>	
Residence Street Address <b>1118 N. 6th St. Leaw, KS-66048</b>		City <b>Storer# 250-1175</b>	State
		Zip Code	

SECTION 3 – LICENSED PREMISE			
Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name <b>Finish Line</b>		Name	
Business Location Address <b>506 N. Main St.</b>		Address	
City <b>Lansing</b>	State <b>KS</b>	City	State
Zip <b>66043</b>		Zip	
Business Phone No. <b>913-250-1175</b>		<input type="checkbox"/> Applicant owns the proposed business or special event location. <input type="checkbox"/> Applicant does not own the proposed business or event location.	
Business Location Owner Name(s) <b>AKLAYA B. PATEL</b>			

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK			
List each person and their spouse, if applicable. Attach additional pages if necessary.			
Name <b>AKLAYA B. PATEL</b>		Position <b>President</b>	
Residence Street Address <b>1118 N. 6th St.</b>		City <b>Leavenworth</b>	State <b>KS</b>
		Date of Birth <b>9/4/71</b>	Zip Code <b>66048</b>
Spouse Name <b>DARSHINI A. PATEL</b>		Position	
Residence Street Address <b>1118 N. 6th St.</b>		City <b>Leavenworth</b>	State <b>KS</b>
		Date of Birth <b>3/19/78</b>	Zip Code <b>66048</b>
Name <b>KISHOR PATEL</b>		Position <b>Treasurer</b>	
Residence Street Address <b>603 Willow Court,</b>		City <b>Lansing</b>	State <b>KS</b>
		Date of Birth <b>11/7/65</b>	Zip Code <b>66043</b>
Spouse Name <b>Aachna K. PATEL</b>		Position	
Residence Street Address <b>603 Willow Court</b>		City <b>Lansing</b>	State <b>KS</b>
		Age <b>41</b>	Zip Code <b>66043</b>
Name		Position	
Residence Street Address		City	State
		Date of Birth	Zip Code
Spouse Name		Position	
Residence Street Address		City	State
		Age	Zip Code

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

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

SECTION 5 – MANAGER OR AGENT INFORMATION		
My place of business or special event will be conducted by a manager or agent.		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code
Manager or Agent Spousal Information		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE	
<p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 &amp; 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:            (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:            (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
All of the individuals identified in Sections 4 & 5 are at least 21 years of age <sup>1</sup> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7 – DURATION OF SPECIAL EVENT		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *Abhinav Patel* DATE 11/10/16

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____ (\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

<sup>1</sup> Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

Print Form

**KANSAS**

**DRIVER'S  
LICENSE**

USA  
KS



Place of Birth: India  
Department of Transportation

3 DOB 09/04/1971  
1 PATEL  
2 AKLAVYA B  
6 1118 N 6TH ST  
LEAVENWORTH, KS 68048

4d LIC. NO. **K00-84-2046**

4a ISS 09/27/2016

4b EXP 09/04/2022

9 DL CLASS C  
CDL CLASS

9a END NONE

12 REST NONE

5 DD 72711252191  
PA16271M2204B

*Aklavya Patel*



15 SEX M  
16 HGT 5'-06"  
17 WGT 155 lb  
18 EYES BRO

09041971

ORGAN DONOR

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 23, 2016  
SUBJECT: Cereal Malt Beverage License Renewal – Truman Town LLC dba Woody's Gas Express

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Truman Town LLC dba Woody's Gas Express at 109 4H Road has applied for a cereal malt beverage license renewal. The Police and Community & Economic Development Departments have reviewed and approved the application. The licensing fee and Kansas State Stamp Tax have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License for Truman Town LLC dba Woody's Gas Express.

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AGENDA ITEM #

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3c



# CITY OF LANSING

## BUSINESS LICENSE APPLICATION

### APPLICANT INFORMATION

Name: ALI ATRA Date of Birth: 3/19/75  
 Address: 3704 W 157<sup>th</sup> PLAZE OVERLAND PARK KS 66224  
Street City State Zip Code  
 Telephone (Day): 816-679-6707 Telephone (Evening): 816-679-6707 Driver's License #/State Issued: K03-37-6493  
Attach Copy  
 Vehicle Information (If operating from vehicle): N/A  
Year Make Model Color(s) State License #  
 Describe Product (Transient Vendor Only): N/A

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

### BUSINESS INFORMATION

Name of Business: WOODY'S GAS EXPRESS Business Telephone: 913-250-0844  
 Type of Business: GAS + CONV STORE Business Fax: 913-268-4189 Website: \_\_\_\_\_  
 Would you prefer to receive correspondence by email?  Yes  No If yes, please provide email address: \_\_\_\_\_  
 Business Address: 1094 H ROAD LANSING KS 66043  
Street City State Zip Code  
 Mailing Address (if different): \_\_\_\_\_  
Street City State Zip Code  
 On-Site Manager Name: ALI ATRA Telephone: \_\_\_\_\_  
 Kansas Sales Tax Number: 004-273136963 F-01 Federal Tax ID #: 27-3136963  
 Owner Name: ALI ATRA + RAJANA ARORA Owner Telephone: 816-679-6707  
 Owner Address: 3704 W 157<sup>th</sup> PL OVERLAND PARK KS 66224  
RAJANA ARORA 21014 W 60<sup>th</sup> TERR SHAWNEE KS 66218  
Street City State Zip Code

### LICENSE INFORMATION (LICENSE TYPES AND FEES ON REVERSE)

Type of License: CMB - OFF PREMIS, FOOD, GENERAL Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: [Signature] Title: MEMBER Date: 10/17/16

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

#### FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 10/17/16 Cost: 75 License Period: annual  
Signature Date  
 Police Signature: \_\_\_\_\_ Amount Received: 75  Cash  Check  Credit  
Signature Date Additional Information:  Insurance  Attachment B  
 Community Development Signature: \_\_\_\_\_  Cereal Malt Beverage Form  Articles of Incorporation  
Signature Date  Copy of Photo Identification  Copy of State License  
 Additional Code Items  Late Fee  
 Notify:  Finance  Public Works  Police  Economic Development

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or  County of LANSING

<b>SECTION 1 - LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> license to sell cereal malt beverages for consumption on the premises. <input checked="" type="checkbox"/> license to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

<b>SECTION 2 - APPLICANT INFORMATION</b>			
Kansas Sales Tax Registration Number (required): <u>004-273136963F-01</u>			
Name of Corporation <u>TRUMAN TOWN LLC</u>	Principal Place of Business <u>109 4th ROAD</u>		
Corporation Street Address <u>5708 N MERCIER</u>	Corporation City <u>KANSAS CITY</u>	State <u>MO</u>	Zip Code <u>64118</u>
Date of Incorporation <u>JULY 29 2010</u>	Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Agent Name <u>ANUJ ARORA</u>	Phone No. <u>913-980-0927</u>		
Residence Street Address <u>21014 W 60th TERR</u>	City <u>SHAWNEE</u>	State <u>KS</u>	Zip Code <u>66218</u>

<b>SECTION 3 - LICENSED PREMISE</b>			
Licensed Premise (Business Location or Location of Special Event)		Mailing Address (if different from business address)	
DBA Name <u>Woody's Gas Express</u>	Name		
Business Location Address <u>109 4th ROAD</u>	Address		
City <u>LANSING</u>	State <u>KS</u>	City	State
Zip <u>66043</u>	Zip	Zip	Zip
Business Phone No. <u>913-250-0844</u>	<input type="checkbox"/> Applicant owns the proposed business or special event location. <input type="checkbox"/> Applicant does not own the proposed business or event location.		
Business Location Owner Name(s) <u>ALI ATRA + RAJAN ARORA</u>			

<b>SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK</b>			
List each person and their spouse, if applicable. Attach additional pages if necessary.			
Name <u>ALI ATRA</u>	Position <u>MEMBER</u>	Date of Birth <u>03-19-78</u>	
Residence Street Address <u>3704 W 157th PLACE</u>	City <u>OVERLAND PARK</u>	State <u>KS</u>	Zip Code <u>66224</u>
Spouse Name <u>RAMIA ATRA</u>	Position	Date of Birth <u>06-16-80</u>	
Residence Street Address	City	State	Zip Code
Name <u>RAJAN ARORA</u>	Position <u>MEMBER</u>	Date of Birth <u>9-13-53</u>	
Residence Street Address <u>21014 W 60th TERR</u>	City <u>SHAWNEE</u>	State <u>KS</u>	Zip Code <u>66218</u>
Spouse Name <u>RASHMI ARORA</u>	Position	Age <u>9-22-56</u>	
Residence Street Address <u>SAME AS SPOUSE</u>	City	State	Zip Code
Name <u>ANUJ ARORA</u>	Position <u>MANAGING OFFICER</u>	Date of Birth <u>7-31-78</u>	
Residence Street Address <u>21014 W 60th TERR</u>	City <u>SHAWNEE</u>	State <u>KS</u>	Zip Code <u>66218</u>
Spouse Name <u>NONE</u>	Position	Age <u>11-17-80</u>	
Residence Street Address <u>N/A</u>	City	State	Zip Code

SECTION 5 - MANAGER OR AGENT INFORMATION		
My place of business or special event will be conducted by a manager or agent.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name <b>ANUJ ARORA</b>	Phone No. <b>913 980 0927</b>	Date of Birth <b>07-31-1978</b>
Residence Street Address <b>21014 W. 60TH PLACE</b>	City <b>SHAWNEE</b>	Zip Code <b>66218</b>
Manager or Agent Spousal Information		
Spouse Name <b>NONE</b>	Phone No. <b>N/A</b>	Date of Birth
Residence Street Address <b>N/A</b>	City	Zip Code

SECTION 6 - QUALIFICATIONS FOR LICENSURE	
<p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 &amp; 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:            (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:            (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>All of the individuals identified in Sections 4 &amp; 5 are at least 21 years of age<sup>1</sup>.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7 - DURATION OF SPECIAL EVENT		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *[Signature]* DATE 10-17-2016

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____	
(\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

<sup>1</sup> Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

Print Form

**KANSAS**

**DRIVER'S  
LICENSE**

USA  
KS



Division of Vehicles  
Secretary of Revenue

3 DOB **03/19/1975**  
1 **ATRA**  
2 **ALI**  
6 **3704 W 157TH PLACE  
OVERLAND PARK, KS 66224**

4d LIC. NO. **K03-37-6493**

4a ISS **12/05/2012**

4b EXP **03/19/2018**

9 DL CLASS **C**

CDL CLASS

9a END **NONE**

12 REST **NONE**

5 **DD73401259215  
AA12340M1819CB**



15 SEX **M**  
16 HGT **5-08**  
17 WGT **185 lb**  
18 EYES **BRO**

03191975

*Ali*

---

## AGENDA ITEM

---

TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 23, 2016  
SUBJECT: Cereal Malt Beverage License Renewal – WKRP Management LLC dba Pizza Hut

---

WKRP Management LLC dba Pizza Hut at 407 N. Main Street has applied for a cereal malt beverage license renewal. The Police and Community & Economic Development Departments have reviewed and approved the application. The licensing fee and Kansas State Stamp Tax have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License for WKRP Management LLC dba Pizza Hut.

---

AGENDA ITEM #

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3d



# CITY OF LANSING

## BUSINESS LICENSE APPLICATION

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone (Day): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_ Driver's License #/State Issued: \_\_\_\_\_  
Attach Copy

Vehicle Information (If operating from vehicle): \_\_\_\_\_  
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): \_\_\_\_\_

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

### BUSINESS INFORMATION

Name of Business: WKRP Management, LLC DBA Pizza Hot Business Telephone: 913-727-3232

Type of Business: Restaurant Business Fax: 913-727-5404 Website: Pizzahot.COM

Would you prefer to receive correspondence by email?  Yes  No If yes, please provide email address: WKRP@WKRPMGT.COM

Business Address: 407 North Main Street Lansing KS 66043  
Street City State Zip Code

Mailing Address (if different): PO Box 12865 Overland Park KS 66282  
Street City State Zip Code

On-Site Manager Name: ERIC Buehlman Telephone: 913-727-3232

Kansas Sales Tax Number: 004481194376 F02 Federal Tax ID #: 48-1194376

Owner Name: WKRP Management, LLC Owner Telephone: 913 383 8177

Owner Address: 10880 Benson, Ste 2320 Overland Park KS 66210  
Street City State Zip Code

### LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: Food Est / General Business / CMB Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: \_\_\_\_\_ Title: Managing Member Date: 11/1/2016

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

#### FOR OFFICIAL USE ONLY:

Application Received By: Gail Boast 11/1/16 Cost: 225 License Period: Annual  
Signature Date

Police Signature: \_\_\_\_\_ Amount Received: 225  Cash  Check  Credit  
Signature Date

Community Development Signature: \_\_\_\_\_  
Signature Date

Notify:  Finance  Public Works  Police  Economic Development

- Additional Information:  Insurance  Attachment B
- Cereal Malt Beverage Form  Articles of Incorporation
- Copy of Photo Identification  Copy of State License
- Additional Code Items  Late Fee

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or  County of Lansing

## SECTION 1 – LICENSE TYPE

Check One:  New License  Renew License  Special Event Permit

Check One:  
 License to sell cereal malt beverages for consumption on the premises.  
 License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

## SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004481194376F02

Name of Corporation WKRP Management, LLC		Principal Place of Business 407 North Main Street, Lansing KS 66043	
Corporation Street Address 10880 Benson, Ste 2320		Corporation City Overland Park	State KS Zip Code 66210
Date of Incorporation 11/12/1997		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name Steven R Patton		Phone No. (913) 383-8177	
Residence Street Address 10880 Benson, Ste 2320		City Overland Park	State KS 66210 Zip Code

## SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Pizza Hut	Name WKRP Management, LLC
Business Location Address 407 North Main Street	Address PO Box 12865
City Lansing	City Overland Park
State KS	State KS
Zip 66043	Zip 66282
Business Phone No. (913) 727-3232	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s) Dirt Developers, LLC	

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

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

Name Nestor Weigand		Position Member		Date of Birth 01/02/1939
Residence Street Address 150 North Market		City Wichita	State KS	Zip Code 67202
Spouse Name		Position		Date of Birth
Residence Street Address		City	State	Zip Code
Name Steven R Patton		Position Managing Member		Date of Birth 11/25/1960
Residence Street Address 3708 West 61st Terr		City Fairway	State KS	Zip Code 66205
Spouse Name		Position		Age
Residence Street Address		City	State	Zip Code
Name Terry Ruder		Position Managing Member		Date of Birth 11/29/1946
Residence Street Address 2764 West 162nd		City Stillwel	State KS	Zip Code 66085
Spouse Name		Position		Age
Residence Street Address		City	State	Zip Code

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

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

<b>SECTION 5 – MANAGER OR AGENT INFORMATION</b>		
My place of business or special event will be conducted by a manager or agent.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name Eric Buehlman	Phone No. (913) 727-3232	Date of Birth 09/07/1974
Residence Street Address 2621 South 17th Street	City Leavenworth	Zip Code 66048
<b>Manager or Agent Spousal Information</b>		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

<b>SECTION 6 – QUALIFICATIONS FOR LICENSURE</b>	
<p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 &amp; 5 have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:            (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:            (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
All of the individuals identified in Sections 4 & 5 are at least 21 years of age <sup>1</sup> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>SECTION 6 – DURATION OF SPECIAL EVENT</b>		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

**I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)**

SIGNATURE  DATE 11/01/2016

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____	( \$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____	<input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified
<input type="checkbox"/> New License Approved Valid From Date _____ to _____	By: _____
<input type="checkbox"/> License Renewed Valid From Date _____ to _____	By: _____
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____	By: _____

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

<sup>1</sup> Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

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## AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 25, 2016  
SUBJECT: Renewal of Special Use Permit (125 Rock Creek Loop)

---

The resident at 125 Rock Creek Loop has submitted a renewal request for a special use permit for a bee colony at their property. Police Captain Ben Ontiveros conducted a re-inspection and his report is included for your review.

Action: A motion to approve or deny the Special Use Permit as requested.

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AGENDA ITEM #

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4



**City of Lansing**  
Police Department



To: Steve Wayman, Chief of Police

Date: 11/10/2016

CC: \_\_\_\_\_

Subject: 125 Rock Creek Loop

Thru: \_\_\_\_\_

Annual Permit Renewal

From: B. Ontiveros, Captain 

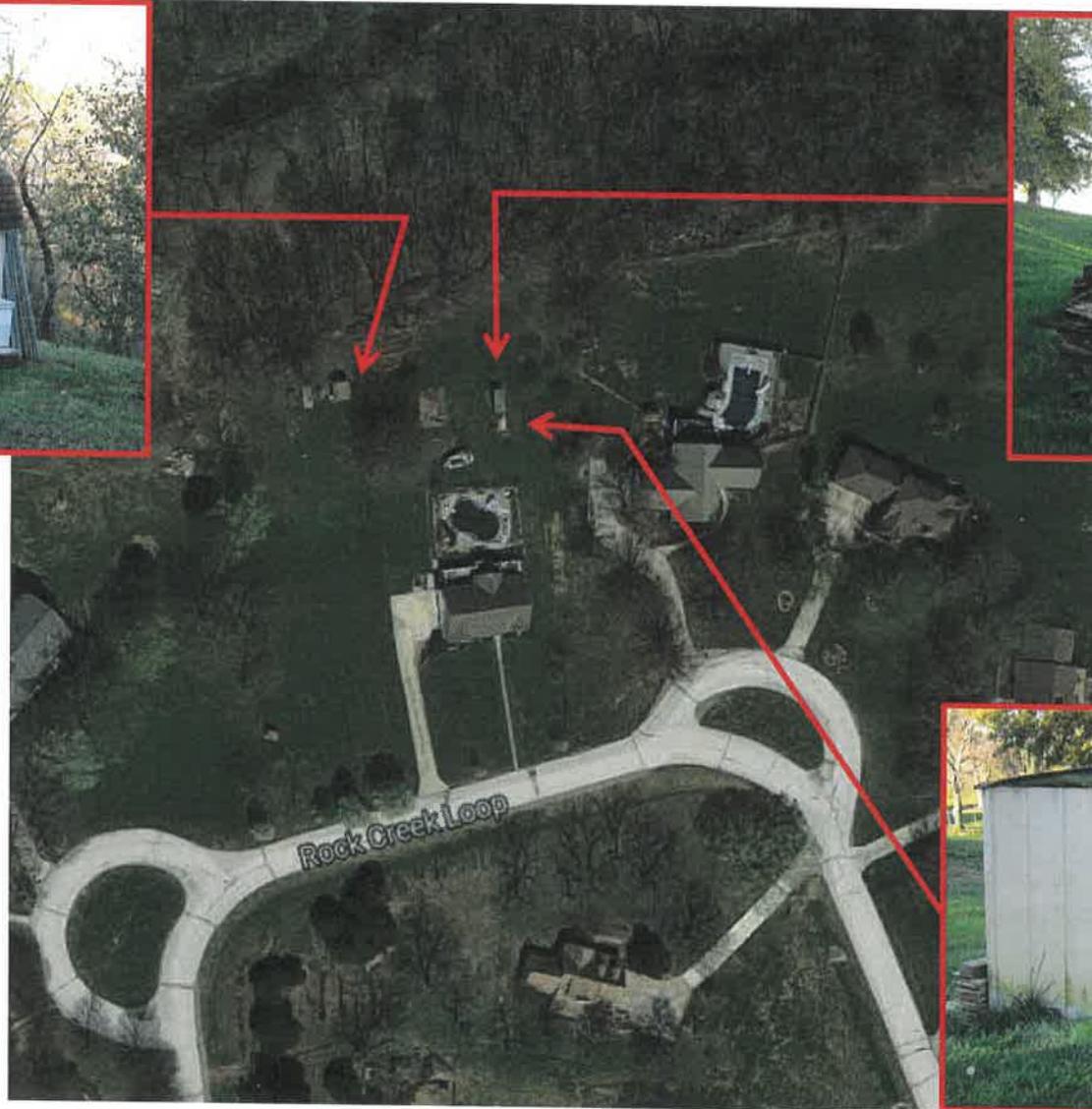
City Clerk Sarah Bodensteiner provided a copy of an annual permit renewal submitted by John Bradford who resides at 125 Rock Creek Loop, Lansing, KS, 66043 (see attached).

The permit renewal is a request to continue the housing and maintenance of seven (7) beehives at his residence for the 2017 calendar year.

125 Rock Creek Loop is situated in the north-central exterior portion of Rock Creek Loop. It is a single family residence with adjoining residences to the west, north, and east. It is bordered to the south by city maintained roadway and another residence. All adjoining/border residences are single family dwellings.

On 11/10/2016 I met with Bradford at his residence. I was escorted around the property and shown where the seven (7) beehives were located. Photos of the beehives were taken (see attached).

A local records check from 1 Jan 2016 to date found no associated complaints listed for 125 Rock Creek Loop. Local records were not checked prior to 1 Jan 2016.



2017 Annual Permit Renewal  
John Bradford  
125 Rock Creek Loop  
Lansing, KS 66043

7 Beehives

DOI: 10 Nov 2016  
B. Ontiveros #1504



# CITY OF LANSING

## ANIMAL PERMIT APPLICATION

Applicant Name: John Bradford

Address: 125 Rock Creek Loop, Lansing KS 66043  
Street City State Zip Code

Proposed Location (if different): \_\_\_\_\_  
Street City State Zip Code

Mailing Address (if different): \_\_\_\_\_  
Street City State Zip Code

Telephone (Day): 913-483-0871 Telephone (Evening): same Email: JBradford@Kerrison

Property Owner Name: same Property Owner Telephone: \_\_\_\_\_

Property Owner Address: same  
Street City State Zip Code

Number of Each Type of Animal: 7 hives

General Description of Each Animal: Honey Bees

\_\_\_\_\_

Noises or Odors Anticipated: none

\_\_\_\_\_

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: Caution Signs Posted

Interest in Such Animal(s): Hobby / Business - Production of Honey

Total of 20 Hives within the County

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: \_\_\_\_\_

Safety Precautions to be Taken: Caution Signs posted on property

\_\_\_\_\_

Prior Incidents Involving Public Health or Safety: None

\_\_\_\_\_

### LICENSE INFORMATION

Type of License:  More than 4 Animals (\$25.00)

Other: \_\_\_\_\_ (\$25.00)

Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: John Bradford Date: 12 Oct '16

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

### FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 10/13/16  
Signature Date

Additional Information Required:  Copy of Insurance  
 Indemnity Statement  Vaccination Information  
 Spay/Neuter Information  Identification Photographs

Cost: 25.00 License Period: annual

Inspection Scheduled: \_\_\_\_\_

Amount Received: 25.00  Cash  Check  Credit

Police Signature: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_  Approved  Denied

**COPY**

---

## AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 25, 2016  
SUBJECT: Renewal of Special Use Permit (128 E. Kansas)

---

The resident at 128 E. Kansas has submitted a renewal request for a special use permit for more than four (4) animals at their property. Police Captain Ben Ontiveros conducted a re-inspection and his report is included for your review.

Action: A motion to approve or deny the Special Use Permit as requested.



# City of Lansing

Police Department



To: Steve Wayman, Chief of Police

Date: 11/14/2016

CC:

Subject: 128 E Kansas St

Thru:

Annual Permit Renewal

From: B. Ontiveros, Captain 

City Clerk Sarah Bodenstener provided a copy of an annual permit renewal submitted by Debbie Spezia who resides at 128 E Kansas St, Lansing, KS, 66043.

The permit renewal is a request to continue the housing of sixty – seventy (60-70) adult domestic rabbits, three (3) cats, and one (1) dog.

128 E Kansas St is situated on the south side of Kansas St. It is a single family residence with adjoining residences to the east and west, and the Lansing Activity Center to the south. It is bordered on the north by city maintained roadway and Lansing Correctional Facility property. All adjoining/border residences are single family dwellings.

On 11/14/2016 I met with Spezia at her residence. I was escorted to a detached out building toward the rear of the property (see attached), where the rabbits were maintained. The interior of the building was set up to where there were four rows of cages/pens, on either side of two aisles. Animal waste inside the building appeared to be maintained and steps were taken to minimize odor (windows were open and fans were present). Photos of the building's interior were taken (see attached).

A preliminary local records check from 1 Jan 2016 to date found no associated complaints listed for 128 E Kansas St. Local records were not checked prior to 1 Jan 2016.

A preliminary city licensing and rabies vaccination check from 1 Jan 2016 to date found no licensing or proof of vaccination(s) on file.

While in contact with Spezia she was advised to provide proof of rabies vaccination to the clerk's office and obtain proper animal licensing/registration prior to the 1 Dec 2016 council meeting.

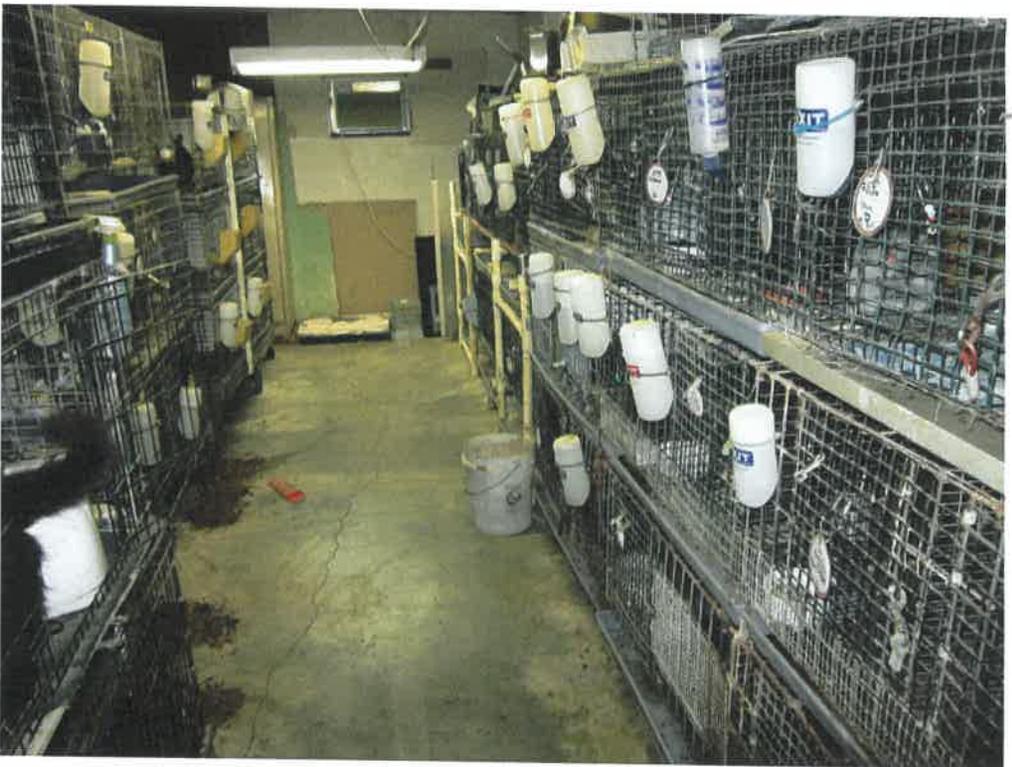
Spezia commented she knew the dog was to be registered but not the cats. I told Spezia all cats and dogs residing within the city limits had to be registered with the city.



2017 Annual Permit Renewal  
Debbie Spezia  
128 E Kansas  
Lansing, KS 66043

60-70 domestic rabbits  
3 cats  
1 dog

DOI: 10 Nov 2016  
B. Ontiveros #1504





# CITY OF LANSING

## ANIMAL PERMIT APPLICATION

Applicant Name: Nebbie Spezia  
 Address: 128 E Kansas Lansing Ks 66043  
Street City State Zip Code

Proposed Location (if different): \_\_\_\_\_  
Street City State Zip Code

Mailing Address (if different): \_\_\_\_\_  
Street City State Zip Code

Telephone (Day): 913-542-2629 Telephone (Evening): — Email: FrontlineRabbitsKs@gmail.com  
State Zip Code

Property Owner Name: Same Property Owner Telephone: "

Property Owner Address: \_\_\_\_\_  
Street City State Zip Code

Number of Each Type of Animal: domestic Rabbits 60-70 adults

General Description of Each Animal: domestic rabbits, 3 cats, 1 dog

Noises or Odors Anticipated: N/A or minimal - normal animal odors for indoor facility

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: individual cages locked doors (structure)

Interest in Such Animal(s): Show animals, pets

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: they are animals - vicious are not allowed/kept

Safety Precautions to be Taken: public not admitted on property nor displayed. public display/viewing at residence

Prior Incidents Involving Public Health or Safety: N/A

**LICENSE INFORMATION**

Type of License:  More than 4 Animals (\$25.00)       Other: \_\_\_\_\_ (\$25.00)      Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Nebbie Spezia Date: 11-28-16

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

**FOR OFFICIAL USE ONLY:**

Application Received By: [Signature] 10/28/16  
Signature Date

Cost: 25 License Period: annual

Amount Received: 25  Cash  Check  Credit

Additional Information Required:  Copy of Insurance  
 Indemnity Statement  Vaccination Information  
 Spay/Neuter Information  Identification Photographs

Inspection Scheduled: \_\_\_\_\_  
 Police Signature: \_\_\_\_\_  
 Council Meeting Date: \_\_\_\_\_  Approved  Denied

---

## AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 25, 2016  
SUBJECT: Renewal of Special Use Permit (336 Fawn Valley Ct)

---

The resident at 336 Fawn Valley Ct. has submitted a renewal request for a special use permit for more than four (4) animals at their property. Police Captain Ben Ontiveros conducted a re-inspection and his report is included for your review.

Action: A motion to approve or deny the Special Use Permit as requested.

---

AGENDA ITEM #

---

6



**City of Lansing**  
Police Department



To: Steve Wayman, Chief of Police

Date: 11/21/2016

CC:

Subject: 336 Fawn Valley

Thru:

Annual Permit Renewal

From: B. Ontiveros, Captain

City Clerk Sarah Bodenstener provided a copy of an annual permit renewal submitted by Gradin and Nancy Junn who reside at 336 Fawn Valley, Lansing, KS, 66043.

The permit renewal is a request to continue the housing of three (3) dogs, three (3) cats, two (2) guinea pigs, and various foster animals

336 Fawn Valley is situated in the Fawn Valley cul-de-sac. It is a single family residence with adjoining residences to the north and south. All adjoining/border residences are single family dwellings.

On 11/21/2016 I met with the Junns at their residence. I was escorted throughout the house and the back yard where all animals are to be maintained. Photos were taken and are attached.

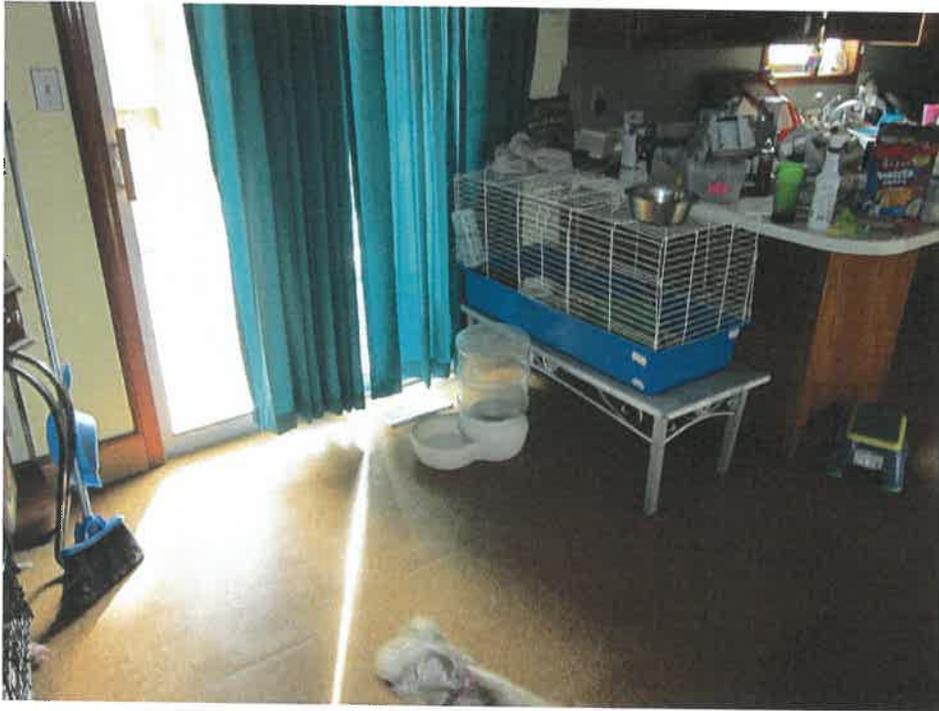
A preliminary local records check from 1 Jan 2016 to date found no associated complaints listed for 336 Fawn Valley. Local records were not checked prior to 1 Jan 2016.

A preliminary city licensing and rabies vaccination check from 1 Jan 2016 to date found no licensing or proof of vaccination(s) on file.

While in contact with the Junns, they were advised to provide proof of rabies vaccination to the clerk's office and obtain proper animal licensing/registration prior to the 1 Dec 2016 council meeting.



2017 Annual Permit Renewal  
Gradin & Nancy Junn  
336 Fawn Valley  
Lansing, KS 66043  
3 dogs, 3 cats, 2 guinea pigs  
6 chickens, additional foster  
animals  
DOI: 21 Nov 2016  
B. Ontiveros #1504









# CITY OF LANSING

## ANIMAL PERMIT APPLICATION

Applicant Name: Gradin and Nancy Junn

Address: 336 Fawn Valley Ct Lansing KS 66643  
Street City State Zip Code

Proposed Location (if different): \_\_\_\_\_  
Street City State Zip Code

Mailing Address (if different): same  
Street City State Zip Code

Telephone (Day): 913-704-7590 Telephone (Evening): 913-547-4710 cell Email: nancyjunn@gmail.com  
Telephone Telephone City State Zip Code

Property Owner Name: Gradin & Nancy Junn Property Owner Telephone: same

Property Owner Address: same  
Street City State Zip Code

Number of Each Type of Animal: 2 dog, 3 cat and foster animals Rescue 16911

General Description of Each Animal: 2 guinea pigs, 4 chickens. Street cats  
we had 6 chickens but neighbors dog climbed fence &  
killed 2. 2 more will be added in the Spring.

Noises or Odors Anticipated: fence barking with neighbors dogs.

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: Over 3,000sq ft living  
space inside & fully fenced yard.

Interest in Such Animal(s): Our pets & we enjoy fostering. Chickens  
provide eggs

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

Safety Precautions to be Taken: Animals are socialized and up to date on shots.  
Only outside if owners are home

Prior Incidents Involving Public Health or Safety: None

### LICENSE INFORMATION

Type of License:  More than 4 Animals (\$25.00)

Other: \_\_\_\_\_ (\$25.00)

Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: \_\_\_\_\_ Date: 10/10/16

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

#### FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 11/10/16  
Signature Date

Additional Information Required:  Copy of Insurance  
 Indemnity Statement  Vaccination Information  
 Spay/Neuter Information  Identification Photographs

Cost: 25 License Period: annual

Inspection Scheduled: \_\_\_\_\_

Amount Received: 25  Cash  Check  Credit

Police Signature: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_  Approved  Denied

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: November 25, 2016  
SUBJECT: Renewal of Special Use Permit (110 N. Ethel Ln.)

---

The resident at 110 N. Ethel Lane has submitted a renewal request for a special use permit for more than four (4) animals at their property. Police Captain Ben Ontiveros conducted a re-inspection and his report is included for your review.

Action: A motion to approve or deny the Special Use Permit as requested.

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**AGENDA ITEM #**

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7



**City of Lansing**  
Police Department



To: Steve Wayman, Chief of Police

Date: 11/22/2016

CC:

Subject: 110 N Ethel

Thru:

Annual Permit Renewal

From: B. Ontiveros, Captain

City Clerk Sarah Bodensteiner provided a copy of an annual permit renewal submitted by Melonie Thompson who resides at 110 N Ethel, Lansing, KS, 66043.

The permit renewal is a request to continue the housing of two (2) dogs and various foster animals

110 N Ethel is situated on the west side of Ethel Lane. It is a single family residence with adjoining residences to the north, south, and west, and bordered to the east by city maintained roadway. All adjoining/border residences are single family residences.

On 11/22/2016 I met with Melonie Thompson at her residence. I was escorted throughout the house and the back yard where all animals are to be maintained. Photos were taken and are attached.

A preliminary local records check from 1 Jan 2016 to date found a number of associated complaints, however, all complaints were prior to 1 Sep 2016, the date Thompson's current permit was approved. No associated complaints were located from 1 Sep 2016 to date.

A preliminary city licensing and rabies vaccination check from 1 Jan 2016 to date found Thompson to be current and in compliance with registration/vaccination requirements.



2017 Annual Permit Renewal  
Melonie Thompson  
110 N Ethel  
Lansing, KS 66043

2 dogs and various foster  
animals

DOI: 22 Nov 2016  
B. Ontiveros #1504







# CITY OF LANSING

## ANIMAL PERMIT APPLICATION

Applicant Name: Melonie Thompson

Address: 110 N. Ethel Lane Lansing KS 66043  
Street City State Zip Code

Proposed Location (if different): \_\_\_\_\_  
Street City State Zip Code

Mailing Address (if different): \_\_\_\_\_  
Street City State Zip Code

Telephone (Day): 675-7038 Telephone (Evening): 702-5746 Email: \_\_\_\_\_

Property Owner Name: Leslie & Melonie Thompson Property Owner Telephone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_  
Street City State Zip Code

Number of Each Type of Animal: Treewalking coonhound, katee, shepard, boxer, lab

General Description of Each Animal: Foster animals from Unleashed Pet Rescue

Noises or Odors Anticipated: None, we clean yard daily

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: Kennel if gone, fenced yard, lead walked

Interest in Such Animal(s): I'm an Animal Fostier for Unleashed

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

Safety Precautions to be Taken: Proper introduction after 10 days, kennel/crate, proper meeting of dogs

Prior Incidents Involving Public Health or Safety: \_\_\_\_\_

**LICENSE INFORMATION**

Type of License:  More than 4 Animals (\$25.00)       Other: \_\_\_\_\_ (\$25.00)      Renewal:  Yes  No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Melonie Thompson Date: 11/21/16

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

**FOR OFFICIAL USE ONLY:**

Application Received By: [Signature] 11/21/16  
Signature Date

Cost: 25- License Period: annual

Amount Received: 25-  Cash  Check  Credit

Additional Information Required:  Copy of Insurance  
 Indemnity Statement  Vaccination Information  
 Spay/Neuter Information  Identification Photographs

Inspection Scheduled: \_\_\_\_\_  
 Police Signature: \_\_\_\_\_  
 Council Meeting Date: \_\_\_\_\_  Approved  Denied

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Jason Crum, Parks and Recreation Director  
DATE: November 22, 2016  
SUBJECT: Parks and Recreation Advisory Board Appointments

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There are six (6) positions on the PRAB Board that are set to expire on December 31, 2016 and one (1) vacancy with an unexpired term ending December 31, 2017. The positions were advertised and six (6) applicants have applied.

The Lansing Parks and Recreation Advisory Board met on November 15<sup>th</sup> to review the applications, and recommends the appointment of Brian Sweet to the Lansing Parks and Recreation Advisory Board to an unexpired term ending December 31, 2017. The Lansing Parks and Recreation Advisory Board recommends the appointment of Eric Caldwell, John Orkwis, Tom Pawlowski, Tom Farris, and Cheryl Farris to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2018.

Action: Appoint Brian Sweet and to the Lansing Parks and Recreation Advisory Board to an unexpired term ending December 31, 2017, and to appointment Eric Caldwell, John Orkwis, Tom Pawlowski, Tom Farris, and Cheryl Farris to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2018.



## CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

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### APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Brian M. Sweet

Lansing Address: 710 4th Rd Lansing, KS 66043

Home Phone: \_\_\_\_\_ Cell Phone: 913-683-0395

E-mail: b-rugby-sp@yahoo.com

Position Interested In: Tball and Coach Pitch Baseball Commissioner

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.

Brian M. Sweet  
710 4H Rd Lansing, KS 66043  
913.683.0395

Position: T-ball and Coach Pitch Baseball Commissioner

### **1. Qualifications for the position.**

Over the past 2 years, I have been part of the Lansing Parks and Recreation as a coach in T-ball twice, flag football, and hopefully basketball this upcoming season. I have coached youth baseball, football and basketball in rec and competitive leagues along with college rugby over the past 18 years. The lessons learned from coaching highly qualifies me to run a program based on the needs of coaches, parents, and athletes.

I have 20 years' experience in the IT Security profession. As an IT Security professional, many of my responsibilities include enforcing, create and modifying policies along with inspecting organizations based on in place policies.

I was also on a Parent Board of Advisors for my Son's daycare, Tots and Tales.

You combine those qualifications together and I would make a perfect addition to an already great organization.

### **2. Personal philosophy of Parks and Recreation Activities.**

A brief story about myself will better explain my philosophies: I was never the basketball star. Football was easy and I was just better than most. But basketball I was on the "B" team in 7 and 8th grade. A stark difference from when I was looked at for varsity during my 8th grade football season. I had the opportunity to learn basketball on a 7<sup>th</sup> and 8<sup>th</sup> grade team. That gave me 2 years to catchup and make the freshman basketball team. Through hard work, by my senior year, I was starting for the #2 basketball team in Michigan. If we didn't have a "B" team, if I wasn't afforded the same practice time as the "A" team, I may have lost that love for sports or basketball. I was not physically mature as other kids in the 7<sup>th</sup> and 8<sup>th</sup> grade. But by 9<sup>th</sup> grade, I started to come into my own. Everyone develops at different rates!

My philosophies are very simple. I want our coaches to teach fundamental skills to ALL players willing to learn because ALL student athletes mature physically and mentally at different rates. Never give up on any player willing to learn. We need to provide the same coaching to all players willing to learn.

We live in a very complex world. We need to have strong leaders as commissioners, coaches, and board members. It's not if, but when a controversial issue will arise. I have the mental fortitude to look at the situation holistically and provide input to challenging issues.

### **3. Desired accomplishments as a Board Member.**

Ensure kids have the equipment needed to learn, teach fundamentals and above all else ensure the kids have fun!

### **4. Willingness to attend board meetings on the 2nd Thursday of every other month.**

I am available

Brian M. Sweet  
710 4H Rd Lansing, KS 66043  
913.683.0395

## References:

Tiffany Dipman, Mother  
913-290-1025  
711 S. Bittersweet  
Lansing, KS 66043  
NOTE: I coached 2 of her sons in T-ball and Flag Football

Dave Baragary, Father and Asst Coach  
913-775-2239  
112 Brookridge St  
Lansing, KS 66043  
NOTE: I coached his daughter in T-ball

Scott Rikard, Ret USAF  
801-390-8241  
777 Apple Blossom Way,  
Fruit Heights, UT 84037  
NOTE: Personal reference



## CITY OF LANSING

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### APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Eric Caldwell

Lansing Address: 328 Fawn Valley Lansing KS 66043

Home Phone: 913-683-8103 Cell Phone: 913-683-8103

E-mail: ecaldwell1@kc.rr.com

Position Interested In: Football Commissioner

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.

I, Eric Caldwell am interested in being appointed to the Lansing Parks and Recreation Advisory Board as Football Commissioner. I have enjoyed being a volunteer coach under the Lansing Parks and Recreation for the last 10 years with 3 children involved. In that time, I have served as head coach for U6/U8/U10/U12 Soccer, most years coaching two different age teams at the same time. I only assisted with the U14 Soccer do to work obligations. I coached 1 season of T-Ball and assisted in the U8 baseball, before now being an assistant coach with the Lansing Reds baseball organization. I was the head coach for the past two seasons of Flag football and this year I am Head coach of the Lansing 3<sup>rd</sup>/4<sup>th</sup> Grade LPR team. I believe that Integrity and Teamwork are the building blocks of the Parks and Recreation platform. This is the age to help develop and instruct on team building and lifelong learning. While players are learning the fundamentals of the game, they are also learning life lessons. Its ok to lose, it's what you do after that loss that matters and TEAM means Together Everyone Achieves More are just 2 of those lessons. Simple things we as coaches teach our players are qualities they develop and bring to adulthood. This is what I plan to bring to both coaches and players of future LPR teams.

I understand and respect that I would need to be available to attend board meetings on the second Thursday of every other month, and let you know now that this would not be a concern. Thank you for your time and consideration.



Eric Caldwell

Attached: personal references

*Lt Col David Stevenson  
8231 Pine Lake Rd  
Lincoln, NE 68516  
913-547-0960*

*Scott Grimm  
13985 NW 62<sup>nd</sup> Ct  
Parkville, Mo 64152  
816-261-1445*

*Skip Peddle  
2015 Lawrence Ave  
Leavenworth, KS 66048  
913-704-7620*



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### APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name:                     JOHN R. ORKWIS                    

Lansing Address:           619 Meadowlark Road, Lansing, Kansas 66043          

Home Phone:           (913) 727-2450           Cell Phone:           (913) 306-5860          

E-mail:           jorkwis@kc.rr.com          

Position Interested In:           Assistant Baseball / At Large/ Asst Football          

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.

# JOHN R. ORKWIS

619 Meadowlark Road, Lansing, Kansas 66043 | 913-727-2450 | jorkwis@kc.rr.com

## PERSONAL PHILOSOPHY

The Lansing Parks and Recreation Advisory Board provides the means and wherewithal for safe and healthy activities for residents of all ages. The goal of the PRAB should not just be youth sports but also adult activities including well maintained facilities, parks and walking trails. The PRAB must assist the P&R Superintendent and provide advice to the City Council involving parks and rec matters. Our programs and facilities should result in attracting new residents into Lansing.

## DESIRED ACCOMPLISHMENTS

- Improve current facilities to provide a safe environment especially for our youth.
- Raise the level of participation in all programs.
- Establish adult recreation programs.
- Re-establish and improve youth programs to bring children back into Lansing from outside programs.
- Continue to expand the trail program.
- Insure a close working relationship with Lansing USD 469.

## QUALIFICATIONS

1 February 1994 - 30 January 1999 **Superintendent, *City of Lansing Parks and Recreation***

- As the first Superintendent of Lansing Parks and Recreation, established the Parks & Recreation Department, established and administered the budget, supervised the Parks and Recreation Advisory Board, maintained sports fields and city parks, administered recreation programs, and wrote grants.

May 1991 - February 1994

**Baseball Commissioner, *Lansing Parks & Recreation Advisory Board***

- Administered the Lansing Youth and Little League Baseball program managing schedules, maintaining ballfields and ball equipment, establishing teams and representing Lansing on the Kaw Valley League Board.

As an at large member of the PRAB I have voluntarily conducted hitting and fielding clinics for both youth baseball and softball and have been a volunteer baseball coach in Lansing for 20 years, softball for 8 years, basketball for 4 years, and football for 7 years since 1990. I also represented Lansing on the Kaw Valley board for 6 years.

I was an original founding member of the youth football program in Lansing.

## REFERENCES

Andi Pawlowski 727-3105

Richard Huhn 351-1565 601 N 2<sup>nd</sup> Terrace Court, Lansing Kansas

Harland Russell 727-6386 700 Englewood, Lansing, Kansas



## CITY OF LANSING

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### APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: THOMAS J. PAWLOWSKI III

Lansing Address: 186 CANYON VIEW DR

Home Phone: 913-727-3105 Cell Phone: 913-683-2314

E-mail: TOMP72 @ EARTHLINK.NET

Position Interested In: ASSISTANT FOOTBALL COMMISSIONER

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.

October 30, 2016

To the Lansing City Clerk:

1. I wish to be considered for reappointment as Assistant Football Commissioner on the Lansing Parks and Recreation Advisory Board. I have lived in Lansing for the last 21 years. My qualifications for the position include:
  - a. Lansing Assistant Football Commissioner for the last 2 seasons, coordinating schedules, coaches, updating rules, etc. Emphasized fun and learning for the players in the Flag Football League, which was an instructional league for first and second graders;
  - b. Head coach of the U.S. Air Force Academy Cadet Rugby team, including 1984 Runner-up to the National Champions, and coordinating schedules for games with multiple universities across several States;
  - c. Player-Coach of Fort Leavenworth Post Rugby team;
  - d. Softball and Basketball coach in Lansing Parks and Recreation system;
  - e. Organizational skills from 26-year Army career, retiring as a Colonel;
  - f. Analytical skills from a Master's Degree in Operations Research and a PhD in Industrial Engineering, and application of those skills in numerous Army studies over 8 years;
  - g. Project leadership skills from serving for over 18 years as a project leader for several projects involving national and international defense activities;
  - h. Over my adult life, I've played and coached football, basketball, and softball at various levels, primarily in recreation leagues, so I understand many of the issues related to organizing and coordinating sports league activities.
2. My personal philosophy of Parks and Recreation activities is that they should be fun for the participants and entertaining for any spectators (usually parents and family). For youth activities, officials such as commissioners, coaches, and referees should be there to support the development of the children participating in the activity rather than making it about themselves, or using their position for their own personal purposes. For adult activities, the focus should be on providing an escape from everyday pressures of life and providing an opportunity for adults to relax and enjoy outdoor and some indoor activities.
3. As a Board Member, I would like to continue the good work that previous Board Members have achieved and look for opportunities to improve the current activities. I would like to execute the flag football season without any problems and have a safe and enjoyable experience for the players and families.
4. I am willing to attend the board meetings on the 2<sup>nd</sup> Thursday of the month.

Sincerely,



Tom Pawlowski

## Personal References

Ms. Judy Sellers  
188 Canyon View Dr.  
Lansing, KS  
727-5657

Dr. Kyle Kelly  
184 Canyon View Dr.  
Lansing, KS  
727-5448

Mr. Rich Hauver  
180 Canyon View Dr.  
Lansing, KS



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**APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER**

Name: Tom Farris

Lansing Address: 24230 172 st Leavenworth KS 66048

Home Phone: 913-727-5296 Cell Phone: 913-683-2315

E-mail: farris0621@aol.com

Position Interested In: Basketball

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.



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### APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Cheryl Ferris

Lansing Address: 2423D 172 St Leavenworth KS 66048

Home Phone: 913-727-5296 Cell Phone: 913-683-9364

E-mail: ferris0621@aol.com

Position Interested In: Soccer

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Tuesday, November 1, 2016.

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Jason Crum, Parks and Recreation Director  
DATE: November 23, 2016  
SUBJECT: Tree Board Reappointments

---

There are two (2) positions on the Tree Board that are set to expire on December 31, 2016. The positions were advertised and one (1) candidate has applied.

The Lansing Tree Board met on November 10<sup>th</sup> to review the application received.

The Lansing Tree Board recommends the reappointment of Kevin Gardner to the Lansing Tree Board for a term ending December 31, 2019.

Action: Reappoint Kevin Gardner to the Lansing Tree Board for a term ending December 31, 2019



## CITY OF LANSING

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### APPLICATION FOR TREE BOARD MEMBER

Name: Kevin Gardner

Lansing Address: 1012 N 4th Street

Home Phone: 913-775-1467

Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

1. Qualifications for the position.
2. Personal philosophy concerning community trees.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of January, March, May, September and November at 6:00 p.m.
5. The name, address, and telephone number of three personal references.

This appointment is to fulfill a Tree Board term of three (3) years. Applicants must reside within the City of Lansing urban growth management area, be 18 years of age and a U.S. citizen. \*Applicants for the open positions will be considered on November 10, 2016, at the Lansing Tree Board Meeting at 6:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Tuesday, November 1, 2016.

RECEIVED

OCT 27 2016

CITY OF LANSING

Tree Board Application

10/27/2016

(printer not functioning properly)

Name: Kevin R. Gardner

Address: 1012 n 4<sup>th</sup> street

Phone: 913-775-1467

**1) Qualifications:**

- a. Current member reapplying for position, participant in events, steady attendee at meetings.

**2) Personal philosophy:**

- a. Trees are vital to communities and policies need updated and regulated.

**3) Desired accomplishments:**

- a. Increase awareness and help develop an arboretum in Lansing

**4) Willingness to attend meetings:**

- a. Available on these nights.

