



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

COUNCIL AGENDA
Regular Meeting
Thursday, November 3, 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. Kansas Reads to Preschoolers Week Proclamation

Council Consideration of Agenda Items:

3. Ordinance No. 973 – Codification of Ordinance for the 2016 Code of the City of Lansing
4. Ordinance No. 974 – Fine, Bond, Court Fees & Costs, and Motor Carrier Fine Schedules Established by the Municipal Court Judge
5. Ordinance No. 975 – Approval of Fee Schedule
6. Reservation for Street De-Icing Salt

Reports:

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

Proclamations:

7. Veterans Day Proclamation

Other Items of Interest:

8. Fall Sports Report

Adjournment



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City Administrator's Report

November 3, 2016

Agenda Items:

Included on the agenda are a Kansas Reads to Preschoolers Proclamation, as well as a Veterans Day Proclamation.

Ordinance 973, 974, and 975 deal with items we discussed at our work session on October 27th. These updates deal with changes to the City code, fee schedule, and municipal court fines.

Also included on the agenda is the reservation for up to 500 tons of street de-icing salt. We do not plan on purchasing 500 tons at once, but approving this will authorize staff to purchase up to 500 tons throughout the course of the winter. We still have some de-icing salt remaining from last year. Additionally, the total cost came in at \$26,425, which is \$8,575 less than the ice control line item.

Wastewater:

The contractor continues to make progress on the Seven Mile Creek sewer project, and is approximately 90% percent complete. Pipe installation continues on the west side of the highway, weather permitting. The final stream crossing is complete. Site restoration, streambank restoration, and plantings along the project corridor are underway.

A preconstruction conference with LCF was held on October 25, 2016. A notice to proceed date is November 7th. All easements are complete. Shop drawings are approved and materials have been ordered. The contractor has 270 for substantial completion.

Public Works:

The street department has been busy milling and patching areas in the Wyndham Hills subdivision and areas along DeSoto. Additionally, the crew has been busy trimming back trees that block signs and create sight issues in the right-of-way.

Sales Tax Overview:

	2015 YTD	2016 YTD	Increase
Local Sales Tax	\$752,710	\$784,631	\$31,921 (4.2%)
County Sales Tax	\$674,371	\$692,851	\$18,480 (2.7%)
County Use Tax	\$82,676	\$89,032	\$6,356 (7.7%)
Transient Guest Tax	\$146,612	\$143,895	-\$2,717 (-1.9%)



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Community & Economic Development:

Stefanie Leif is continuing to speak with several economic development prospects. Many of these prospects require market analyses and take several months of private negotiations with the landowner. We are working hard and doing everything in our power to create growth in Lansing.

Platinum Automotive will hold a grand opening on November 12, from 11am-3pm at their new location 105 West Gilman Road!

A special meeting has been scheduled for November 2nd to consider an application for an automated unmanned ice vending machine in the Main Street Overlay District.

The proposal submittal deadline for the UDO is October 28th. Additionally, staff is working on the 2017-18 Visitor and Relocation Guide. Finally, the Lansing Connection will be mailed the second week of November.

Cash Balance vs Projections:

As the year begins to wind down, we are keeping a close eye on the balances of each fund to see if we have under performed or over performed, and why. Below is a breakdown of some of our larger funds, what we expected our carryover to be, and where we are now.

Fund	Projected, 1-1-2017	Actual, 9/27/16
General	\$1,045,298	\$1,675,297
Library	\$19,095	\$67,137
Bond & Interest	\$521,550	\$657,376
Wastewater	\$1,400,000	\$1,578,227
Special Parks & Recreation	\$264,644	\$287,978
Special Highway	\$303,493	\$374,571
Equipment Reserve	\$174,456	\$203,460
Capital Projects Fund	\$47,142	\$102,351

The General Fund, Library, and Special Highway should all decrease somewhat over the next two months because we have likely received all or our larger revenues (property tax disbursements, Special Highway revenue, etc) and we will have two more months of expenses. That being said, we still expect the General Fund and Special Highway to exceed our projections, and the Library Fund to come in close to the projected amount.

We are expecting Capital Projects Fund (CIP) to increase more over the next two months, as we finally received our final disbursement for the Gamble Street project, and we are slated to receive



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two reimbursements for DeSoto Road engineering. This gives us more flexibility to tackle some drainage related issues, but all of our DeSoto Road expenses are coming out of this fund so we need to retain some balance.

Our Department Heads and Finance Department have done a fantastic job the last two years working to live within our means. As we discussed two council meetings ago, if we are exceeding our projections, and if there is council buy-in, we can potentially tackle some smaller projects as long as we retain a healthy cash balance.

Meetings & Announcements:

The September unemployment rate in Leavenworth County is 4.1%, whereas the unemployment rate for the State of Kansas is 4.4%.

- Saturday, October 29 Spooky Center, 3:00pm-6:00pm, Activity Center
- Wednesday, November 2 Planning Commission Meeting, 7:00pm, City Hall
- Thursday, November 3 City Council Meeting, 7:00pm, City Hall
- Tuesday, November 8 Election Day, 7:00am-7:00pm, Polling Locations
- Thursday, November 10 Lansing Tree Board Meeting, 6:00pm, Activity Center
- Thursday, November 10 PRAB Meeting, 7:00pm, Activity Center
- Friday, November 11 Veterans Day, City Offices Closed
- Thursday, November 17 City Council Meeting, 7:00pm, City Hall
- Thursday, November 24 Thanksgiving Holiday, City Offices Closed
- Thursday, December 1 City Council Meeting, 7:00pm, City Hall
- Sunday, December 4 Mayor's Christmas Tree Lighting Ceremony, 6:00pm,
Lansing Community Center
- Thursday, December 15 City Council Meeting
- Friday, December 23 Christmas Eve Holiday Observed, City offices close at
noon
- Monday, December 26 Christmas Day Holiday Observed, City offices Closed

Respectfully Submitted,

Tim Vandall