



City of Lansing  
800 First Terrace  
Lansing, Kansas 66043

## City Administrator's Report

January 4, 2024

### **Agenda Items:**

The oath of office will be given to Mr. Kirby, Mr. Majure, Mr. Garvey, and Mr. Robinson on Thursday evening.

The City Council will need to designate the Mayor and two councilmembers to serve on the joint board to formally appoint Fire District One appointees. The next LCFD1 Board meeting is Tuesday, January 9<sup>th</sup> at 7pm, with the Joint Board meeting prior to the 7pm meeting. At previous City Council meetings, the governing body has designated Rob Gaslin and Becky Gordon to the board, along with Andi Pawlowski who was reappointed two years ago.

Staff will seek guidance from the governing body on the location of the fireworks celebration this summer. We anticipate construction taking place in Town Center, which will make the location we've used the previous two years unavailable. Ideas can include Bernard Park or possibly reaching out to USD 469 if LHS could be an option.

The current radios in the LPD patrol units are 15 years old. Our current radios are no longer manufactured by Motorola, so when they go out of service, they are not replaceable. Chief Wayman received a bid to replace 11 radios for \$37,844.07. This expense was included in the 2024 budget process last summer. Chief Wayman will be present to answer any questions.

The Lansing Police Department reached out to three dealerships to request a bid to purchase a Dodge Durango. Main Street Chrysler Dodge Jeep Ram of Lansing was the only vendor to submit a bid, which came in at \$43,465. This expense was included in the 2024 budget process. This does not include the cost of upfitting the vehicle with emergency equipment. Staff is requesting approval of the bid from Main Street Chrysler Dodge Jeep Ram.

### **Public Works:**

The storm drain and asphalt work along Valley Drive is now complete. Replacement of the pipe under 4H Road will take place in the summer of 2024.

The first batch of light poles for Center Drive arrived last week. The existing decorative poles on Center Drive were removed the week of October 16<sup>th</sup>. The islands have been removed, with asphalt being poured the week of November 13<sup>th</sup>. A total asphalt overlay is not included at this time, but the staff is evaluating the pros/cons of including Center Drive in our annual CIP for 2024. Pavement markings are scheduled for the spring or upon completion of full pavement.

Staff has followed up with a property owner about completing the drainage project on Robin Road. Unfortunately, the failing pipe is not within an easement since there was no drainage easement established when Sherwood Forrest was platted as a county-subdivision in the 1980's.



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In order for the City to complete this project, the property owner would need to grant a utility easement.

The City began work on decorative wayfinding signs near City Hall. The permitting process took significantly longer than anticipated but has been accepted by KDOT. The signage would indicate the directions to City Hall, the Library, Bernard Park, and Lansing High School. There will also be northbound and southbound signs. The signs would replace eight green highway signs, decluttering the signage along K7 when coming into Lansing.

The Public Works Department has been working with an engineering firm to design minor repairs for the bridge in Bernard Park. Depending on budget considerations, we may schedule the work for 2024. We are also looking to add the LES Crosswalk as an alternate for the annual CIP. Staff is currently working on street evaluations and ratings for mill and overlay in 2024.

#### **Wastewater:**

Tree clearing is near completion on the east side of K7 to prepare the area for the blasting contractor. Blasting will only be used on vacant land east of K7 Highway. Beginning January 2<sup>nd</sup>, clearing will begin on the west side of K7 and pipe installation will begin at Willow Park. The substantial completion date is listed at November 17<sup>th</sup>, and Final Completion set for December 17<sup>th</sup>, 2024. The City is receiving \$1,300,000 in grant funding from the State, and also received \$240,000 from Leavenworth County for engineering design of the project.

Staff will begin reviewing the timing and potential financing of the Town Center Trunk Sewer Replacement project. This project was originally slated to proceed in 2023 but was shelved when the City received the \$1.3 million BASE Grant from the State for the McIntyre Sewer Project. The sewer pipe this is replacing is an older clay tile pipe, which recently had minor cracking.

#### **Update on ARPA Funds:**

A summary of the total amount received from the federal government, and what we have spent the funds on is below.

- \$1,823,526.76 American Rescue Plan Act Funds Received
- \$800,000 High Speed Internet in Lansing
- \$90,822 Sewer Improvements near Fairlane
- \$80,000 Sewer Improvements near First Terrace
- \$35,000 Economic Development Data (Buxton)
- \$314,667.73 Water Line Center Drive
- \$503,037.03 ARPA Funds Remaining

We anticipate utilizing ARPA funds to partially fund a storm sewer project next year. We also had a potential multi-use commercial/residential building along K7 inquire about utilizing



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\$80,000 in ARPA funds to assist with utility work for that project. ARPA funds can also be used for fire equipment. The ARPA funds need to be committed by 12-31-2024 and spent by 12-31-2026.

**YTD Sales Tax Update:**

The final year end sales tax updates are below.

|                               | 2022 Year End | 2023 Year End | Difference        |
|-------------------------------|---------------|---------------|-------------------|
| Local Sales & Use Tax (1.45%) | \$2,152,907   | \$2,431,676   | \$278,769, 12.95% |
| County Sales Tax              | \$1,019,942   | \$962,955     | -\$56,987, -5.59% |
| County Use Tax                | \$374,361     | \$375,517     | \$1,156, .31%     |
| Guest Tax                     | \$93,461      | \$104,902     | \$11,441, 12.24%  |

The total non-food sales tax rate in Lansing is broken down as follows:

- 6.5% State Sales Tax (varies on food)
- 1% Countywide Sales Tax
- 1% City General Sales Tax-General Fund
- .45% DeSoto Road & Park Improvements (20 years)
- .45% Aquatic Center (20 years)
  - 9.4%
- 1% Community Improvement Dist. (Mainstreet Chrysler Dodge Jeep Ram property only)

The special sales tax to pay for DeSoto Road and Bernard Park improvements generated \$671,405 this year.

The special sales tax for the aquatic center, which began on July 1<sup>st</sup> generated \$282,565 this year.

**Community & Economic Development:**

A portion of concrete pavement in the alley east of Take5 Oil was poured last week, but the project is not yet complete. Once the existing pole is removed, the final concrete pours will take place. Curbing in the alley was poured so while the alley is not completed, you get an idea of the layout further west. The City recently paved the southern portion of the alley, which was discussed in a City Council meeting back in 2022.

The preliminary plat for Sunnydale Acres was approved by Planning Commission at their December meeting. The final plat will be heard at an upcoming Planning Commission meeting, followed by final approval at a future City Council meeting.

**Surplus Equipment:**

Shortly after the November auction concluded, a 2015 Ford Explorer used in the Police



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Department experienced major transmission issues. Based on the estimate to replace the transmission, we have also placed this vehicle on public auction on [www.Purplewave.com](http://www.Purplewave.com). The auction for this Explorer concludes on January 9<sup>th</sup>.

**Meetings & Announcements:**

Following up on a discussion from an earlier Council meeting, staff has begun researching mass notification systems. One system, which is operated by our current website provider, is anticipated to be around \$13,000/year. Staff is reviewing different capabilities of the system, but also discussing the merits of the cost and how often it would be used.

There are currently openings for Police Office (I/II).

The Vice President and Treasurer of the Lansing Historical Society have reached out to reopen the lines of communication regarding the plans to utilize the Lansing Correctional Facility for tours and a museum. The independent 501C3 for the Regional Prisons Museum was disbanded in 2019, with funds being disposed of according to the by-laws of the organization. We anticipate future meetings with the Historical Society as their plans become clearer.

- Monday, January 1<sup>st</sup> New Years Day-City Offices Closed
- Thursday, January 4<sup>th</sup> City Council Meeting, 7:00pm, City Hall
  - Swearing In New & Returning Councilmembers
- Monday, January 15<sup>th</sup> Martin Luther King Jr Day, City Offices Closed
- Thursday, January 18<sup>th</sup> City Council Meeting, 7:00pm, City Hall
- Thursday, January 25<sup>th</sup> City Council Work Session, 7:00pm, City Hall
  - Public Works & CIP Overview
- Thursday, February 1<sup>st</sup> City Council Meeting, 7:00pm, City Hall
- Wednesday, February 14<sup>th</sup> Planning Commission Meeting, 7:00pm, City Hall
- Thursday, February 15<sup>th</sup> City Council Meeting, 7:00pm, City Hall
- Monday, February 19<sup>th</sup> President's Day, City Offices Closed

Sincerely,

Tim Vandall