



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report

December 5, 2024

Agenda Items:

There are five positions on the Parks & Recreation Advisory Board set to expire on December 31st. The PRAB and staff recommend the appointment and reappointment of Adam Bremmer, Gahvin Frey, Eric Caldwell, Tabor Medill, and Norine Lauhon to the PRAB for terms ending on December 31, 2026.

There are presently five openings on the Tree Board. The Tree Board and staff recommend the appointment and reappointment of Cassandra Collins for term expiring on December 31, 2025, Norine Lauhon for term expiring on December 31, 2026, and Kathy Gledhill and Mike Stephenson for a term expiring on December 31, 2027.

The future Ida-Gamble Street sewer improvement is progressing, and sewer easements are required for the project. The acquisition consultant, SMH Consultants, is awaiting Council approval before meeting with impacted property owners and negotiating easement agreements. Offer letters to property owners will be mailed once Council authorizes staff to proceed with easement acquisition activities. Total costs for permanent easements and temporary easements are projected to be \$27,800. Funds for this expense are included in the Wastewater Utility Fund (Fund 50) and do not impact the General Fund or property taxes.

Resolution No. B-13-2024 must be passed annually to exempt the City from complying with Generally Accepted Accounting Principles (GAAP). GAAP basis financial statements are difficult to read and interpret for those who do not have a financial background. In the State of Kansas, it is permissible to prepare financial statements using the Kansas Municipal Audits and Accounting Guide (KMAAG) or cash basis accounting. This aligns the audited financial statements more closely with financial statements used throughout the year.

Five businesses have applied for renewal of their cereal malt beverage licenses. The City Clerk, Police Chief, and City Inspector have reviewed the documents and approved the applications. Staff recommends a motion to approve the Cereal Malt Beverage License renewals for Aldi Inc, Lansing Quike Stop, Quik Trip, Finish Line, and Woody's Gas Express.

A 15 minute executive session for Land Acquisition is requested.

Wastewater:

The McIntyre Sewer Project is substantially complete, with only punch list items remaining. All performance testing is completed. This project was paid for partially by a GO Bond, a



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\$1.3Million grant from the State of Kansas, and Leavenworth County also contributed \$240,000 for design. Grant closeout through the Kansas Department of Commerce is ongoing.

A draft report on the Inflow/Infiltration Project is under staff review, with a review meeting scheduled for October 23rd. All fieldwork is complete, including the few sewer mains that needed to have roots cut out and reinspected. Several buried manholes have also been located within the project area, which have now been located, and a small project will be bid in October to raise those to grade so inspections can be performed. This project will identify defects and repairs in the collection system that contribute to excessive flows during heavy rain events.

Easement exhibits and ownership reports for the Ida/Gamble Sewer Relocation project are wrapping up and will be forwarded to an appraiser for evaluation. 30% plans are expected the first week of September. This project will relocate sewers near this intersection that are oversized for the current flows to the new 7 Mile Creek 36” interceptor.

Public Works:

Staff is working to receive bids to repair/replace a rusting stormwater pipe. The pipe is located near the gas station along 4H Road. Staff is considering utilizing a pipe liner to avoid road closures.

Staff recently worked with an engineer to develop plans to make improvements to the bridge at Bernard Park. Staff will work to bid the project out in early 2025 and ensure the work takes place during non-peak months.

YTD Sales Tax Update:

The year-to-date sales tax updates are below.

	2023 YTD	2024 YTD	Difference
Local Sales & Use Tax (1.9%)	\$1,956,613	\$2,347,359	*\$390,746
County Sales Tax	\$810,715	\$756,743	-\$53,972, -6.66%
County Use Tax	\$314,736	\$317,614	\$2,878, .91%
Guest Tax	\$104,902	\$70,992	-\$33,910, -32.32%

*The 2024 year-to-date figure includes the new sales taxes all ten months, while at this point last year the new sales tax rate had only been collected for four month. When excluding the new sales tax for the pool, our local sales tax figures have decreased from 2023.

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



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- 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% TOTAL
- 1% Community Improvement Dist. (Mainstreet Chrysler Dodge Jeep Ram property only)

The special sales tax to pay for the Aquatic Center has generated \$563,366 through the first ten months of the year. The special sales tax to pay for DeSoto Road and Bernard Park Improvements also generated \$563,366 (both special sales taxes are for the same amount, .45%). Both of these special sales taxes are on pace to generate \$676,039 this year, which pays off the debt for both projects.

Meetings & Announcements:

There are multiple openings for Police Officer I/II. Starting pay for police officers is \$50,107/year, with opportunities for overtime. Officers with experience, education, or certification can be started higher on the pay scale. Additionally, the City offers a \$3,000 sign-on bonus for new, uncertified police officers! The City has also begun advertising for Firefighter positions. Finally, there is also a part time opening in the Library. Interested candidates can apply by clicking on the "How Do I?" tab under the website homepage and clicking job opportunities.

The Volunteer Dinner is scheduled for Tuesday, January 7th in the Community Center.

The City has hired Joe McGuire as our incoming Pool Director. Mr. McGuire is currently the Assistant Swim Coach for the University of St Mary, and also coaches swimmers on Fort Leavenworth. We are currently working to hire the Assistant Directors and will begin the process of hiring lifeguards in early 2025. The pool is currently on pace to open over Memorial Day weekend 2025.

Staff was recently invited to a meeting of the Lansing Historical Society to review the results of the Kansas Penitentiary Tours. The tours were a resounding success! Tours are presently stopped in the winter months but slated to begin again on March 1st and can be booked on www.LansingKansasHistory.com. The Historical Society and the City plan to work on a policy which assists them in their mission, which would also boost tourism and revenue in Lansing. The Historical Society is already referring travelers to local restaurants, gas stations, and lodging.

- Thursday, December 5 City Council Meeting, 7:00pm, City Hall



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- Wednesday, December 18 Planning Commission Meeting, 7:00pm, City Hall
- Thursday, December 19 City Council Meeting, 7:00pm, City Hall
- Wednesday, December 25 Christmas Holiday, City Offices Closed
- Wednesday, January 1 New Year's Day Holiday, City Offices Closed
- Thursday, January 2 City Council Meeting, 7:00pm, City Hall
- Tuesday, January 7 Annual Volunteer Dinner, Community Center

Sincerely,

Tim Vandall