



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report

May 16, 2024

Agenda Items:

At the March 28th work session the Council spoke with representatives from the Leavenworth County Humane Society. The contract presented in March proposed a \$63,000/year expense for animal impound services. After multiple meetings and negotiations, we believe all parties can live with \$42,000/year on an initial three-year contract. This City currently pays approximately \$21,000/year split between LCHS and Leavenworth Animal Control. The services provided by LCHS can be offset since the Animal Control Officer position has been vacant for an extended period of time. Ms. Blackdeer from the LCHS will be present with any questions from the Council.

A contract with GBA for the design of relocating a sewer in the Ida/Gamble area is on the agenda. The fees for design are listed at \$86,919 (with a contingency of 5%). This project will reroute sewers from the 43-year-old 21" sewer interceptor to a new 36" interceptor that was installed as part of the 7 Mile Creek Action Plan. The rerouting is necessary due to a lack of flow along the existing line, resulting in insufficient velocity in the sewer lines in the area.

As discussed at the April work session, staff is proposing to work with GBA to conduct an Inflow and Infiltration Study in the area of Lansing formerly known as the Town of Progress, just south of the old LCF and east of K7. GBA has provided Tony Zell a proposed contract of \$125,955 (with a contingency of 5%) to conduct the work.

Ordinance No. 1109 amends lot size minimums in R-1 and R-2 zoning districts. It should be noted that these modifications are lot minimums, and if a developer wanted to construct a subdivision with larger lots that would be allowed and accepted. This change was recommended by the Planning Commission by a 4-1 vote, with the minutes included in the agenda materials. Updates to the minimum lot standards are included in the agenda materials.

Ordinance No. 1110 amends the Unified Development Ordinance (UDO) to allow Accessory Dwelling Units (ADUs) by right. ADUs are currently allowed in Lansing but require a Conditional Use Permit (Table 4.2, UDO). This modification will allow ADUs without a Conditional Use Permit; however, the property owner would still be required to acquire a building permit and the structure would need to meet all standards within the UDO, and HOA if applicable. Additionally, the ADUs must be of a similar building material as the main structure. For instance, an ADU could not be a metal building if the main façade of the home is stucco. ADUs are becoming more prevalent around the country in the wake of the housing shortage,



City of Lansing
800 First Terrace
Lansing, Kansas 66043

with several cities in the KC metro recently enacting similar rules. This change was recommended at the Planning Commission level with a 4-1 vote.

Ordinance No. 1111 removes minimum parking requirements and was discussed with the City Council at the February work session and recommended with the Planning Commission at their April meeting by a 5-0 vote. We have had some recent examples of commercial development in the last few years where property owners mentioned our parking requirements were a bit strenuous, which has resulted in parking lots that are too large. If approved, this would allow the property owner to determine the appropriate amount of parking required for their business.

Ordinance No. 1112 amends the City Code and authorizes personal services of notice of violations. This ordinance expands the ways in which staff can issue a notice of violation to residents to all methods allowed by K.S.A. 60-303

https://www.ksrevisor.org/statutes/chapters/ch60/060_003_0003.html.

Ordinance No. 1113 adopts the Mobile Food Vending Policy Manual for the purpose of establishing fees, regulations, and guidelines for food trucks in Lansing. A copy of the proposed manual and application are in the agenda packet.

Ordinance No. 1114 updates the fee schedule. Some of the more noteworthy fee changes include an increase in monthly trash service from \$18/month to \$19/month, modest increases to Parks & Recreation programs, updating the arborist lawncare fees, and implementation of a sewer hydraulic analysis for new development.

A 15-minute executive session for economic development is on the agenda for Thursday evening.

A proclamation for Public Works Week is on the agenda.

Wastewater:

Construction of the McIntyre Sewer Project continues and is well ahead of schedule. To date, 5,716' out of 9,110' has been installed, along with 25 of the 36 manholes. This project is scheduled for substantial completion in November of 2024. This project will be paid for partially by a GO Bond, a \$1.3 Million grant from the State of Kansas, and Leavenworth County also contributed \$240,000 for design.

The Town Center Sewer Replacement Project is set to go to bid in September of this year, with construction to take place afterward. This project is expected to take 120 days.

The City Council was briefed on the Ida/Gamble Sewer Project at the April work session. Staff will work with GBA to develop the scope for the project and negotiate a fee for design. The



City of Lansing
800 First Terrace
Lansing, Kansas 66043

project will relocate sewers near this intersection that are oversized for current flows to the new 7 Mile 36" interceptor. It is anticipated this project will be bid with the Town Center Sewer Project this fall, which will allow the City to save money on mobilization.

Community & Economic Development:

We anticipate dirt work to begin for the apartment complex on West Mary Street in late May. The initial phase of the project will involve removing a significant amount of dirt from the site, which will take 4-6 weeks to complete. Linaweaver Construction is the subcontractor for site work on the project.

Closing for the parcel the City is purchasing from the Catholic Church is now slated for the end of May.

Staff has been reviewing the future land use map based on several of the properties discussed at the April work session. A copy of the Future Land Use Map can be found at the link below: <https://gis.lansingks.org/apps/29e66ee7ab8f4e83a2566418843c0556/explore> . Feel free to review the map and staff will go over some of the different properties mentioned at the June 6th City Council meeting.

Public Works:

The storm drain and asphalt work on Valley Drive in the Stonecrest subdivision was completed in late 2023. The pipe liner near the creek and church was completed recently. The tentative date for Linaweaver Construction to begin the final portion of the project is May 29th. This repair will close 4H Road temporarily. Prior to the closure, staff will post updates about the detour.

Based on discussion at the January 25th work session, we will likely delay the box culvert repairs on 147th Street to 2025. The goal of this delay is to not have two major roads in close proximity closed concurrently during the summer of 2024.

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 1980s. In order for the City to complete this project, the property owner would need to grant a utility easement.

Our Public Works team held a preconstruction meeting with JM Fahey Construction to begin discussing the timeline for our summer road improvements. We anticipate curb demolition in targeted areas to begin this week, with paving slated to start in mid-July. The crosswalk requested by USD469 will be a part of the capital improvement plan this summer.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

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. The ARPA funds need to be committed by 12-31-2024 and spent by 12-31-2026. ARPA funds can be used for fire equipment.

- \$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

YTD Sales Tax Update:

The final year-end sales tax updates are below.

	2023 YTD	2024 YTD	Difference
Local Sales & Use Tax (1.9%)	\$701,082	\$882,977	\$181,895, 25.94%*
County Sales Tax	\$320,110	\$290,983	-\$29,127, -9.09%
County Use Tax	\$122,827	\$126,315	\$3,488, 2.84%
Guest Tax	\$29,980	\$25,113	-\$4,867, -16.23%

*Additional .45% sales tax for aquatic center began July 2023.

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 the Aquatic Center has generated \$211,914 through the first four months of the year. The special sales tax to pay for DeSoto Road and Bernard Park Improvements also generated \$211,914 (both special sales taxes are for the same amount, .45%). Both of these special sales taxes are on pace to generate \$635,742 this year, which pays off the debt for both projects.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Meetings & Announcements:

Our broker for employee benefits received bids for health insurance. The best rate we received was to renew with United Healthcare at a rate increase of 5.58%, or about \$2,100/month.

There are currently openings for Parks & Recreation Facility Maintenance, Seasonal Parks & Recreation Laborer, and Police Office (I/II). There is one opening on the PRAB and numerous openings on the Building and Plumbing Trade Boards of Appeal.

- Wednesday, May 15th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, May 16th City Council Meeting, 7:00pm, City Hall
- Monday, May 27th Memorial Day, City Offices Closed
- Thursday, May 30th Work Session, 7:00pm, City Hall
 - Budget Updates for 2024
- Thursday, June 6th City Council Meeting, 7:00pm, City Hall
- Wednesday, June 19th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, June 20th City Council Meeting, 7:00pm, City Hall
- Thursday, June 27th Work Session, 7:00pm, City Hall
 - Budget Briefing & Compilation
- Saturday, June 29th Firework Celebration! Lansing High School Parking Lot
- Thursday, July 4th Independence Day-City Offices Closed
- Thursday, July 11th Make Up City Council Meeting, 7:00pm, City Hall

Sincerely,

Tim Vandall