



**City of Lansing**  
800 First Terrace  
Lansing, Kansas 66043

## **City Administrator's Report**

December 21, 2023

### **Agenda Items:**

The City has one remaining spot available on the Leavenworth County Fire District #1 Board. Becky Gordon has submitted an application for the available spot and her application materials are in the agenda. A motion to approve Ms. Gordon to the LCFD1 Board is requested. The City Council will also need to appoint the Mayor and two council members to the Joint Board.

Throughout the year there are updates to certain funds which result in the need to amend the 2023 Budget. Three amendments are included on the agenda, and a notice in the Leavenworth Times was included. The three funds include the Capital Improvements Fund to increase the budget authority for Valley Drive and Center Drive projects, increase the budget authority in the Mayor's Christmas Tree Fund, and change the classification of the Police Equipment Reserve Fund from non-budgeted to budgeted, per our auditor's recommendation. The Council will need to open, hold, and close a public hearing prior to action. Finance Director Elizabeth Sanford will be present to address any questions.

The City's current bank, Commerce Bank, recently closed their Lansing branch. As a result, the City sent out an RFP to banks within Lansing. The City received proposals from Citizens National Bank, Commerce Bank, Country Club Bank, and Exchange Bank & Trust. The review committee took into consideration things like the presence of a local branch, interest rates, the ability to perform automatic daily sweeps, and place wire transfers electronically. Upon consideration, the staff's recommendation is to execute an agreement with Country Club Bank for banking services. The current purchasing cards through Commerce Bank will remain.

Resolution B-6-2023 is a resolution that 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 Kansas, it is permissible to prepare financial statements using the Kansas Municipal Audit and Accounting Guide (KMAAG), or cash basis of accounting. The staff recommends approval of Resolution B-6-2023.

George Butler and Associates (GBA) has completed the flow study and updates to the City's sanitary sewer master plan. A consultant from GBA presented information to the City Council at the September work session. A full copy of the report is included in the City Clerk's office upon request, but there are several highlights listed in the agenda memo. Staff recommends a motion to approve the 2023 Sanitary Sewer Master Plan update.



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The State Department of Commerce is requesting an MOU between the City of Lansing and Leavenworth County to clarify that the BASE Grant match and administration will be conducted by the City of Lansing. Leavenworth County was the applying entity on the original BASE Grant, while Lansing was the applying entity on the second round of applying for the grant. While we were successful in the application on the second round, the State considered the second application a duplication of the first, so all of the documentation listed Leavenworth County as the awardee. The City has already been operating under the belief that we are paying the full match and covering administration of the grant anyway, but this MOU verifies that for the State.

### **Surplus Equipment:**

The auction concluded on Tuesday, November 28<sup>th</sup>. The surplus auction generated \$41,150 in revenue for the City, with the 2007 Ford Econoline van being sold for \$17,000 and the 2006 Ford Ranger going for \$6,700. The funds generated are deposited into the Equipment Replacement Fund, to help in the acquisition of future equipment.

Shortly after the initial auction concluded, a 2015 Ford Explorer used in the Police Department experienced major transmission issues. Based on the estimate to replace the transmission, we have also placed this Explorer on public auction on [www.Purplewave.com](http://www.Purplewave.com).

### **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 1980s.

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. Examples of the signs designed by Young Sign Company are included in the Council materials.



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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 for the McIntyre Sewer Project began on the east side of K7 to prep the area for the blasting contractor. Blasting will only be used on vacant land east of K7 Highway. After the holiday season, clearing will begin on the residential lots on the west side of K7 and pipe installation will begin at Willow Park. The Notice to Proceed is listed for January 2<sup>nd</sup>, 2024, the substantial completion 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.

**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 \$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.

**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.



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An eight-lot preliminary plat is on the agenda for the December 20<sup>th</sup> Planning Commission meeting. The parcel is on West Eisenhower, directly west of the parcel formerly used as a go-kart track.

**YTD Sales Tax Update:**

We anticipate one more disbursement from the State. As of the November disbursement, sales tax revenues are below.

	<b>2022 YTD</b>	<b>2023 YTD</b>	<b>Difference</b>
<b>Local Sales &amp; Use Tax (1.45%)</b>	\$1,990,192	\$2,200,531	\$210,339, 10.57%
<b>County Sales Tax</b>	\$934,826	\$891,039	-\$43,787, -4.68%
<b>County Use Tax</b>	\$343,454	\$344,119	\$665, .19%
<b>Guest Tax</b>	\$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 has generated \$615,929 so far this year, on pace for \$671,923.

The special sales tax for the aquatic center, which began on July 1<sup>st</sup>, has generated \$227,509 so far this year, on pace for \$272,509.

**Parks & Recreation:**

There are currently 276 children registered for youth basketball through the City’s Parks & Recreation Department. This is an increase from 210 children in the 2022/2023 season. The total number of teams for each division is below.

	<b>2022/2023 Season</b>	<b>2023/2024 Season (current)</b>
1 <sup>st</sup> & 2 <sup>nd</sup> Grade (co-ed)	10 Teams	12 Teams
3 <sup>rd</sup> & 4 <sup>th</sup> Girls	3 Teams	4 Teams
3 <sup>rd</sup> & 4 <sup>th</sup> Boys	6 Teams	10 Teams



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5 <sup>th</sup> & 6 <sup>th</sup> Girls	3 Teams	4 Teams
5 <sup>th</sup> & 6 <sup>th</sup> Boys	3 Teams	6 Teams
Total Participants	210	276

**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) and Wastewater Tech I.

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.

- Wednesday, December 20th Planning Commission Meeting, 7:00pm, City Hall
  - Preliminary Plat-Eight Lot Subdivision
- Thursday, December 21<sup>st</sup> City Council Meeting, 7:00pm, City Hall
- Monday, December 25<sup>th</sup> Christmas Day-City Offices Closed
- 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
- Monday, January 8<sup>th</sup> Special Meeting, Swear in Elected Officials, 5:30pm
- 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

Sincerely,

Tim Vandall