



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report

November 7, 2024

Agenda Items:

The City released a Request for Proposals (RFP) for insurance brokerage services. The City is presently with The Reilly Company, with our insurance policies set to renew on February 1, 2025. With two new departments joining the City in 2025, as well as the recent issues with the damage at City Hall not being covered by insurance, we felt this was an appropriate time to review our coverage. We received proposals from The Reilly Company, as well as Bukaty Companies. Upon reviewing information from both firms, and while also evaluating how our recent claim was handled, staff is recommending Bukaty Companies. Insurance premiums are coded into the General Fund non-departmental fund. Additional information on both proposals is included in the council packet.

Resolution B-12-2024 authorizes the City to submit a Moderate-Income Housing (MIH) grant to the Kansas Housing Resources Corporation (KHRC) for Phase Two of the townhome project on Fairlane/Santa Fe Drive. There is no match that would be paid by the City, and any relevant costs associated with the grant would be borne by the developer. Phase One is currently appraised at \$2,339,110 and generates approximately \$3,400 in annual sewer fees. Phase Two would be a similar product and would be between 20-24 units along Santa Fe Drive. The property was rezoned R4 two years ago and borders commercial and other multi-family.

The City's RHID Resolution, approved by the City Council on August 1st, was affirmed by the State Department of Commerce two weeks ago. Staff worked with developers and interested parties to create the RHID policy, which lays the groundwork for expectations, but also gives the City Council the authority to veer from the policy when it benefits the community. The policy also requires the developer and City to enter into a development agreement, meaning details of the development need to be agreed upon by all parties to be a part of the City's RHID program. The City's resolution from August 1st listed various properties throughout town, including the three parcels encompassing the Fairway Estates parcels, the Fairlane Townhomes, the Fawn Valley parcel east of City Hall, as well as the City owned property at West Mary & DeSoto. Since approval of the RHID resolution and the City's housing study, other parcels have been researched for future housing development, including some parcels presently outside of city-limits. The RHID program has been successful in several communities on the fringe of the Kansas City metro helping to spark more attainable housing. More information about the program can be found at <https://www.kansascommerce.gov/program/community-programs/rhid/>



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Two bids for the Town Center Sewer Extension Project were received and opened on October 16th. This project will extend the sewer from Town Center north to the new 7 Mile Interceptor and remove approximately 800' of aging pipe that is 60 years old. All necessary easements have been acquired. Staff is recommending approval of the bid from Linaweaver Construction. The results of the bids were:

Abay Construction:	\$1,226,683
Linaweaver Construction:	\$1,030,365

Purchase of radar detection equipment for the K7 & Fairlane intersection from Wavetronic is on the agenda. The total cost of the package is \$16,467, which is actually less than we have spent on other traffic signal upgrades in recent years. Funds for this would come from the Signal Light Maintenance line item, which has funds available.

The Third Quarter Treasurer's report is on the agenda for informational purposes.

Proclamations for United Way Months and Veteran's Day are on the agenda.

Wastewater:

The McIntyre Sewer Project is substantially complete, with the final inspection slated for October 18th. All performance testing is completed. Final grading and temporary seeding is underway. This project was paid for partially by a GO Bond, a \$1.3Million grant from the State of Kansas, and Leavenworth County also contributed \$240,000 for design.

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.



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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 the future and ensure the work takes place during non-peak months.

New wayfinder signs from Young Sign Company were installed two weeks ago. In addition to the new wayfinder signs, older olive-green signs were removed on northbound and southbound traffic, decluttering and beautifying the signage near the intersection.

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:

- 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.



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Meetings & Announcements:

There are multiple openings for Police Officer I/II. Interested candidates can apply by clicking on the "How Do I?" tab under the website homepage and clicking job opportunities. Starting pay 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!

A 2023 Ram police vehicle was totaled one month ago, with the payment from insurance coming in at \$33,000. The Police Department would like to utilize the insurance payout to replace the vehicle with a Dodge Durango police package, currently in stock at MainStreet Chrysler Dodge Jeep Ram for \$43,771, a difference of \$10,771 from our insurance payout.

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

Work on City Hall is continuing to progress. We expect some portions of the building to be painted this week, with carpeting set to begin next week. We are hopeful to be back in the City Hall building in late November, with our December 5th meeting hopefully back in the City Council chambers.

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.

The Leavenworth County Historical Society is working on a Spirit of the Buffalo art exhibit throughout the County. To begin, 10 buffalos will be placed throughout Leavenworth County in various locations. Each buffalo would be painted by a local artist. A Lansing family would like to sponsor a buffalo and has requested its placement on the west side of the City Hall property, directly south of the digital sign. Staff will bring this up to the City Council to ensure general agreement.

- Thursday, November 7 City Council Meeting, 7:00pm, Library
- Monday, November 11 Veteran's Day, City Offices Closed
- Wednesday, November 20 Planning Commission Meeting, 7:00pm, Library
 - UDO Amendment
- Thursday, November 21 City Council Meeting, 7:00pm, Library
- Thursday, November 28 Thanksgiving Holiday, City Offices Closed



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- Friday, November 29 City offices open
- Thursday, December 5 City Council Meeting, 7:00pm, City Hall Tentative

Sincerely,

Tim Vandall