

# **Parsons City Commission**

**Regular Session**

**Monday, May 1, 2023 at 6:00 p.m.**

**Municipal Building**

**I. CALL TO ORDER. PLEDGE OF ALLEGIANCE.**

**II. PRAYER – Jennifer Dawson, First Presbyterian Church**

**III. APPROVAL OF THE AGENDA**

**IV. PUBLIC HEARING**

**A. Abandoned and Fire Damaged Structures**

**Information:** Resolution No. 3444 set May 1, 2023 for a Public Hearing on condemned structures at the following addresses:

2407 Morgan Ave.

1411 Chess Ave.

2401 Morgan Ave.

2815 North Blvd.

2825 North Blvd

**Recommendation:** Conduct Public Hearing

**V. PROCLAMATION**

**A. 100 year Anniversary of the 1<sup>st</sup> City Commission Meeting (Page 1 - 2)**

**VI. PUBLIC COMMENT NO. 1 –** Public comments at this time will be limited to persons who have signed up in advance with the City Clerk, no later than noon on Friday prior to the meeting. Comments will be limited to five (5) minutes total per meeting, not five (5) minutes per public comment session. Persons not signing up in advance will have the opportunity to address the commission at the Open Public Comment Period at the end of the meeting.

Persons wishing to comment on any agenda items will be allowed to do so at the time each item is discussed with permission from the Mayor and Commission. Each person will be allowed two (2) minutes to comment and may comment on one (1) agenda item per meeting.

**VII. CONSENT DOCKET** – The consent agenda includes items of a routine nature and one affirmative vote will approve the recommended action for each and every item on the consent agenda. Items may be added or deleted at the request of the City Commission or Staff.

**A. City Commission Minutes (Pages 3 – 9)**

**Information:** City Commission Minutes for April 17, 2023 and April 27, 2023.

**Recommendation:** Approve and authorize the Mayor's signature.

**B. Accounts Payable Appropriation Ordinance No. 359 (Pages 10 – 22)**

**Information:** Ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$333,736.59.

**Recommendation:** Approve and authorize the Mayor's signature.

**C. Pay Request No. 2, Trekk Design Group, LLC Project 2022-10 Lead Service Line Inventory (Pages 23 – 27)**

**Information:** On December 19, 2022, Trekk Design Group, Inc. entered into an agreement with the City for Lead Service line Inventory for an amount not to exceed \$324,156.75.

The attached pay request is for Invoice No. 23-000202 for work completed through March 27, 2023 in the amount of \$31,105.81. And Invoice No. 23-000356 for work completed through April 21, 2023, in the amount of \$18,387.10. The total of both invoices is \$49,492.91.

**Recommendation:** Approve Pay Request to Trekk Design Group, LLC.

**D. 2023 Vehicle Bids (Pages 28 – 35)**

**Information:** The original capital replacement schedule for the police department has been to purchase two new patrol vehicles each year for roughly \$112,000 fully equipped (emergency equipment, radio, vehicle camera and radar). The last new vehicles were purchased in 2020 (2 Ford SUV's + P/U) and 2021 (2 SUV's + 1 K-9 P/U), and 2022 (1 SUV + 2 used P/U's were purchased + used K-9 Dodge Charger). These vehicles have been

purchased to be 'patrol ready' with emergency lighting, radios, radar, and vehicle cameras professionally installed prior to delivery.

Currently the police fleet consists of 23 vehicles including 13 marked patrol cars, 8 unmarked assigned vehicles (3 detectives, COP/DC & 2 travel cars), the CSO truck and Command Post Truck.

The fleet has grown with detectives and specialized assignments that have come online, this includes two marked K-9 units and a Community Policing Officer assignment. Sgt's have assigned vehicles to be first responders from their residence (3 Sgt's, a 4<sup>th</sup> Sgt position is open), these assigned vehicles will greatly extend their life.

Currently seven (7) vehicles (2 Det, 4 patrol and 1 CSO truck) are off warranty and are at or over 100,000 miles (93,851 to 132,798 miles).

Because of the delay between ordering and delivery of vehicles we are not surplusizing any vehicles until delivery of 2024 model cars occurs.

**DISCUSSION/ANALYSIS:** Police patrol vehicles are the backbone for the delivery of policing services. But acquiring new vehicles is limited by the continuing short production runs of police vehicles produced by Ford, Dodge and Chevy. There is usually a short ordering window for delivery of these vehicles, which no longer follow a regular schedule. Delivery dates are currently not guaranteed and can stretch out to a year into the future after a purchase is made.

The 2023 model year ordering period closed months ago and production continued to be impacted. Consequently, there are only a few 2023 vehicles left in the hands of a limited number of dealers/outfitters. We believe that we can locate up to three (3) 2023 Ford SUV PPV vehicles through this bid.

The next order cycle for 2024-year model vehicles will start sometime in the next few months, specific dates have not been announced. It is anticipated that another bid for 2024 vehicles will come quickly, knowing that once an order is made with a short order window, delivery will not occur until well into 2024.

#### **BUDGET IMPLICATIONS:**

Funds for this purchase or lease-purchase will be drawn from the Safety Sales Tax Fund and has no impact on the City's General Fund.

As a side note, by converting this and all future police vehicle acquisitions to a government lease-purchase, we can use the same level of funding that we have used to buy 2 new vehicles annually to fund a police fleet that will last longer and provide a greater response capability to the City for special events, crime emphasis patrol, serious crime response/investigations and most importantly immediate deployment during natural or man-made disasters (ranging from tornados to haz-mat train derailments).

**Recommendation:** Authorize the City Manager to purchase or lease-purchase up to three (3) 2023 or newer Ford Police PPV SUVs for the Police Department.

**CONSENT DOCKET ENDS**

**VIII. NEW BUSINESS**

**A. Special Alcohol Funds Distribution (Page 36)**

**Information:** The following request were received for Special Alcohol Funds for 2023:

Labette Center for Mental Health Services, Inc.	\$	30,000.00
Communities in Schools of Mid-America, Inc.	\$	195,321.93
**Unsecured Funding Amount		
Kansas Big Brothers Big Sisters, serving Labette County	\$	3,000.00
LB-CK Juvenile Services	\$	4,500.00

Distribution of Special Alcohol Funds for 2022 were as follows:

Labette Center for Mental Health Services, Inc,	\$	16,000.00
LB-CK Juvenile Services	\$	3,000.00
Kansas Big Brothers Big Sisters, serving Labette County	\$	<u>1,000.00</u>
Total Distribution for 2022	\$	20,000.00

The funding resources available for distribution in 2023 is \$18,000.00.

After the committee reviewed the applications, the recommendations are as follows:

Labette Center for Mental Health Services, Inc,	\$	12,000.00
Communities in Schools of Mid-America, Inc.	\$	1,500.00
LB-CK Juvenile Services	\$	3,500.00
Kansas Big Brothers Big Sisters, serving Labette County	\$	<u>1,000.00</u>
Total Distribution for 2023	\$	18,000.00

**Recommendation:** Approve the distribution of funds.

## **IX. ORDINANCE**

### **A. Ordinance No. 6535 – Special Use Permit (Pages 37 – 46)**

**Information:** The Planning Commission conducted a Public Hearing on April 18, 2023, on the request for a Special Use Permit for the construction of a 180' utility tower for WIFI internet. The request from the property owner is due to the height of the pole being taller than 60'. The petitioner was Zachary & Lorrie Hill, 1770 25000 Rd, Parsons, KS. The vote was in favor of approving the Special Use Permit as presented.

**Recommendation:** Approve and authorize the Mayor's signature on Ordinance No. 6535.

## **X. RESOLUTION**

### **A. Resolution No. 3448 – Abandoned Houses (Pages 47 – 48)**

**Information:** The Governing Body of the City of Parsons, Kansas, on the 1<sup>st</sup> day of May, 2023, held a public hearing allowing the owners, agents, lien holders and any occupants of record of the structures located on the following described real estate to-wit:

2407 Morgan Ave.  
1411 Chess Ave.  
2401 Morgan Ave.  
2815 North Blvd.  
2825 North Blvd

The deadline to obtain all necessary permits for such removal or repair is May 20, 2023, or in the event the owner fails to diligently pursue the same, the Governing Body of the City of Parsons, Kansas will cause the structure to be razed and removed and all costs assessed against the property as provided by law.

**Recommendation:** Approve and authorize the Mayor's signature on Resolution No. 3448.

May 1, 2023

**XI. OPEN PUBLIC COMMENT** – Persons wishing to address the Commission on any subject may comment at this time. Comments will be limited to five (5) minutes. If you have already commented at the beginning of the meeting, you will be given the remainder of the five (5) minutes, if any.

**XII. STAFF COMMENT**

**A. Music in the Park**

**B. E-Waste**

**XIII. CITY COMMISSION COMMENTS**

**XIV. ADJOURN**

## **100<sup>th</sup> Anniversary Commemorating Parsons Municipal Building Parsons, Kansas**

**WHEREAS** May 1, 1923, marks the 100<sup>th</sup> anniversary of the Parsons Municipal Building's first City Commission Meeting with A. C. Hoke, Mayor presiding and F. W. Frye, City Clerk

**WHEREAS** the story of the Parsons Municipal Building began in 1917 after receiving a petition with 1251 names filed by the Greater Parsons Improvement Association calling for a bond issue. February 26, 1917, Mayor Leinbach passed Ordinance #2319 calling for an election to issue bonds not to exceed \$150,000.00 to construct and furnish city hall in the heart of Parsons, Kansas

**WHEREAS** the architectural firm of Thomas W. Williamson and Company was tasked with completing plans for the new facility.

**WHEREAS** bids for the newly discussed building were opened in the Mayor's Office in the Elks Theatre Building on April 24, 1922, and Peterson Construction Company, Salina, Kansas was awarded the low bid of \$114,850.00 and

**WHEREAS** the Parsons Municipal Building held the 2,100 seat Parsons Municipal Auditorium and throughout the 100 years was offices for all city departments as well as other services and was leased to Labette County for Court Services and rented to the School District for offices.

**WHEREAS** on August 2, 1922, an official cornerstone ceremony was held with Alfred Coad, Mayor, E. I. Holley, Commissioner, Henry Olen, Commissioner, and F. W. Frye, City Clerk present and featured on the cornerstone.

**WHEREAS** more than thousands of patrons have attended numerous events in the Parsons Municipal Auditorium, the first being Handel's Messiah on May 21, 1923, the grand opening of the auditorium. The Parsons Community Philharmonic Society, organized in 1922, was comprised of local citizens and had a 125-voice choir and 25-piece orchestra. They were the beginning of a "great community service movement in our city," of which continues 100 years later.

**WHEREAS** THE Parsons Municipal Building - along with the vision, work, and collective effort it took to bring it into existence - stands as a testament to the Parsons spirit and legacy of going after great things and working together to achieve them.

**NOW THEREFORE, I Kevin Cruse, Mayor of the City of Parsons along with the Parsons City Commissioners do hereby commemorate this day, May 1, 2023, as the**

**100<sup>th</sup> Anniversary of Parsons Municipal Building**

**and encourage all citizens and visitors to honor the contributions of past local leaders, who gave the best of their talents and energies to our community; to remember that the Municipal Building is the seat of city government that belongs to all people of Parsons, and to share in the excitement of our beloved city's future, knowing that many chapters in its story remain to be written, for generations and centuries to come.**

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**Kevin Cruse, Mayor**

**Attest:**

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**Robyn Baker, City Clerk**



MINUTES  
PARSONS CITY COMMISSION  
April 17, 2023

The Parsons City Commission met in regular session at 6:00 p.m. in the Municipal Building Commission Room with Mayor Kevin Cruse presiding.

Present: Commissioner Shaw  
Commissioner Crooks  
Commissioner Bolinger  
Commissioner Strait

Commissioner Bolinger moved, Commissioner Crooks seconded that we approve the agenda as presented. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

Public Hearing

Mayor Cruse opened the public hearing on to Apply for the 2023 Kansas Small Cities Community Development Block Grant Program at 6:01 p.m.

A Public Hearing for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Community Facilities and Services category. A specific project application to be discussed is for improvements to the Parsons Public Library at 311 S 17<sup>th</sup>. This project proposes to remove two 20' x 16' sloped windows on the east and south sides of the building and replace with two redesigned non-sloped 20' x 12' windows. The estimated project cost is \$475,371 with the grant request for \$237,685 of the project cost. Oral and written comments will be recorded and become a part of the City's CDBG Citizen Participation Plan.

Mayor Cruse closed the hearing at 6:18 p.m.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the April 3, 2023 and April 13, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 358

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$973,139.34.

CCLIP-Project #59-50 U-2392-01 Bid Award

Approved awarding bid to J Graham Construction Inc. for the amount of \$292,096.30. Two (2) sealed bids were received on March 1, 2023 for KDOT CCLIP-SP Project 59-50 U-2392-0. Bids were received

April 17, 2023

from Mission Construction Co. Inc. in the amount of \$335,137.49 and from J Graham Construction, Inc. in the amount of \$292,096.30. Low bidder was J Graham Construction, Inc.

Parsons Point of Pride and Parsons High School Art Student Collaboration

Approved painting the three (3) dumpster enclosures by Parsons Point of Pride and Parsons High School Art Students. Parsons Point of Pride and Parsons High School Art Students would like to collaborate on beautifying the downtown area by painting the outside brick dumpster enclosures in the South parking lot behind El Pueblito/Parsons Area Community Foundation/KLKC, as well as the North Parking lots behind SKIL and Kitchen Pass. They are requesting approval to paint the enclosures.

Hay Bids – 2023

Bids were received on Monday, April 17, 2023 at 10:00 a.m. for the sale of hay at Lake Parsons, Tri-City Airport, and County Line Industrial Park. The high bids were approved as follows:

**HAY BIDS - 2023**

LOCATION	NAME	PER ACRE 2023	PER ACRE 2022
Elks Shelter – 35 Acres	Giefer Bros	\$72.50	\$61.27
N. of Kiwanis – 85 Acres	Giefer Bros	\$72.50	\$61.27
Below Dam – 12 Acres	Giefer Bros	\$72.50	\$58.00
Lions Shelter – 35 Acres	Harry Cormeny	\$59.77	\$58.00
Camping Area – 30 Acres	Giefer Bros	\$72.50	\$58.38
S. Galesburg – 5 Acres	Joe Linnebur	\$18.30	\$16.23
S. Lake Caretaker – 32 Acres	Allen Baker	\$38.10	\$35.01
Airport – Tract I – 45.62 Acres	Harry Cormeny	\$47.52	\$41.01
Airport – Tract II – 45.65 Acres	Harry Cormeny	\$47.52	\$41.01
Old Landfill - 15 acres	Harry Cormeny	\$51.03	
County Line Industrial - 15 acre	Harry Cormeny	\$51.03	\$48.27

Revised City Connecting Link Resolution

Approved the revised agreement and the Mayor's signature on City Connecting Link Resolution. The Resolution has been revised and will supersede the previous Resolution dated May 8<sup>th</sup>, 2009. This City Connecting Link Improvement Program is part of the KDOT Local Partnership Program.

Payment to Burns & McDonnell for Parsons Tri-City Airport Closeout Report Services through February 28, 2023

Approved payment to Burns & McDonnell for Invoice No. 16 for \$13,247.40 for professional engineering and design services at the Parsons Tri-City Airport for services through February 28, 2023.

April 17, 2023

Reissue Amended RFP to Replace Police Body, In-Car & Interview Room Camera Systems

Approved the rejection of the previously submitted proposals and authorized the re-issuance of a revised RFP for Police Body, In-Car, and Interview Camera systems.

Motorola purchased WatchGuard, which has been our vendor for police body, in-car, and interview room camera systems.

The police department capital replacement schedule had our nine (9) year old WatchGuard server on schedule to be replaced this current fiscal year. This server has experienced intermittent problems that have been temporarily fixed. When we contacted WatchGuard to price a replacement server, we were notified that because of the purchase of the company by Motorola the WatchGuard line was being terminated. We were told that our equipment warranties were void and that replacement equipment under the WatchGuard brand was no longer available.

We were told that we should migrate to Motorola products.

Other police departments have experienced the same problem, and many have purchased other hardware and software, surplus their WatchGuard equipment. This includes the Lawrence Police Department, Newton Police Department, and others. Other agencies may have more time to convert or migrate to Motorola or other vendors, we are tied to how long a faltering server will continue to operate while knowing that as equipment reaches the end of its useful life it will not be repairable or replaceable.

The twenty-seven (27) body cameras except for a couple are already seven (7) years old which is the manufacturer's maximum product life for the units. The in-car units total fifteen (15) and range from three (3) to seven (7) years of age and the interview room units are newer.

A Request for Proposals was created and sent to vendors with a due date of March 6, 2023. Only three (3) proposals were submitted with total costs listed below:

<b>Motorola</b>	<b>\$392,120.73</b>	<b>Subscription + Purchase</b>
<b>AXION</b>	<b>\$367,168.57</b>	<b>Subscription</b>
<b>Utility</b>	<b>\$252,000.00</b>	<b>Purchase</b>

Staff evaluated the proposals and felt that the proposals exceeded a reasonable cost and recommend that the proposals be rejected.

**INFORMATION:**

A new round of RFP's has been prepared with modifications. If necessary, the interview room systems could be purchased separately in the future as a cost savings measure.

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**BUDGET IMPLICATIONS:**

When a vendor is selected the purchase is of a significant amount that it can be funded using a government lease-purchase covering the warranty period of the hardware (usually five or 7 years), using Public Safety Sales Tax revenue. An outright purchase is not feasible using currently available general fund resources.

Annual Katy Days Celebration

Approved the request for Annual Katy Days Celebration May 26 – 28, 2023. The Annual Katy Days Event will be Memorial Day weekend, May 26, 27 and 28, 2023 in Forest Park. Dave Winchell has requested the use of the entire park and the following:

- 1) Close Broadway Ave. from 13<sup>th</sup> St. to 10<sup>th</sup> St. from 6 a.m. Friday, May 26 until Noon on Sunday, May 28, 2023.
- 2) Close Heacock Ave. from Broadway Ave. to Grand Ave. from 6 a.m. Friday, May 26 until Noon on Sunday, May 28, 2023.
- 3) Close 10<sup>th</sup> St. loop from Broadway Ave. to Heacock Ave. from 6 a.m. Friday, May 26 to Noon on Sunday, May 28, 2023.
- 4) Close 13<sup>th</sup> St. from Broadway Ave. to Grand Ave. from 5 p.m. to 7 p.m. Friday, May 26, 2023 (Parade Only).
- 5) Close Grand from 13<sup>th</sup> St. to Heacock Ave. from 5 p.m. to 7 p.m. Friday, May 26, 2023 (Parade Only).
- 6) Close the following streets for 5K Race Route at Tolen Creek Park– Larsen Blvd. just east of the Conference Center driveway North to Cattle Dr. and the intersection of 15<sup>th</sup> & Cattle Dr. but will leave access open to Pete's from 7 a.m. to 10 a.m. Saturday, May 27, 2023.
- 7) Waive all vendor fees.

Commissioner Bolinger moved, Commissioner Strait seconded that we approve the Consent Docket as presented. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

New Business

Set Bid Date for Project #2023-04, The 100 Year Municipal Building Exterior Repair Restoration Project

Commissioner Shaw moved, Commissioner Bolinger seconded to set Thursday, April 27, 2023 at 2:00 p.m. as date and time for the Mandatory Pre-Bid Meeting for qualified and interested bidders for the 100 year Municipal Building Exterior Repair Restoration Project. Set Thursday, May 11, 2023 at 2:00 p.m. as the bid date to accept bids and set Monday, May 15, 2023 as the award date for Project #2023-04. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

April 17, 2023

Rescind the August 15, 2022, City Commission Approval of the Alquist 3D, LLC Free Land Program Application

Commissioner Bolinger moved, Mayor Cruse seconded to rescind the August 15, 2022, City Commission approval of the Alquist 3D, LLC Free Land Program Application. On August 15, 2022 the City Commission approved Alquist 3D's application for all remaining lots available in the City's Free Land Program, which was approximately 13 lots. To date the property has not been transferred to Alquist 3D and Alquist 3D has not made any request for the property to be transferred to them. Pursuant to the Free Land Program regulations, Alquist 3D had 120 days to begin construction on a home although at the time, City Staff did indicate it would be willing to be flexible on the 120 deadlines to account for the scope of the project and the winter weather. Based on the fact Alquist 3D has not made any further request for the land to be transferred and the guidelines of the Free Land Program have not been complied with, City Staff is requesting the City Commission vote to rescind the August 15, 2022 approval of Alquist 3D's Free Land Program application. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Old Business

Purchase of 2023 John Deere Gator

Commissioner Shaw moved, Mayor Cruse seconded to approve the purchase of 2023 John Deere Gator. On April 3, 2023, the City Commission approved the purchase of a Kubota side by side vehicle in the amount of \$21,582.22 through a dealer located in Southeast Kansas and priced through Sourcewell contract pricing. This agreement did not work out.

Heritage Tractor, Pittsburg, Kansas has a 2023 John Deere Gator XUV865R in stock at a cost of \$31,983.75, including a three (3) year powertrain warranty. This is the government pricing, to the public the cost would be approximately \$39,000.00. Staff had a demonstration and found this to be a much higher quality piece of equipment. This is an increase of \$10,401.53. The funding for the purchase would be \$5,000.00 from the Tourism Fund, as this will be a great asset to the upkeep of the trails and trails are a large part of tourism in Southeast Kansas. The balance of \$26,983.75 would be paid by sales tax funds. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3446 – Certifying Legal Authority to Apply for the 2023 Kansas Small Cities Community Development Block Grant Program

Mayor Cruse moved, Commissioner Shaw seconded to approve and authorize the Mayor's signature on Resolution No. 3446, certifying that the City of Parsons has legal authority to apply for CDBG funds and approval to sign and apply for assistance to the Kansas Department of Commerce. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

April 17, 2023

Resolution No. 3447 – Assuring the Kansas Department of Commerce that funds will be continually provided for the operation and Maintenance of Improvements to the Library Window System

Commissioner Shaw moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Resolution No. 3447 assuring KDOC that the City of Parsons will provide operation and maintenance for the improvements to the Parsons Public Library for the Window Improvement Grant. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Departmental Reports

Monthly Reports were received and filed for March 2023.

Comments were heard from Ryan Robertson.

Comments were heard from City Staff. Derek Clevenger gave an update on Lake Parsons. Debbie Lamb gave updates on City Commission Filing, Abandoned Structures and Comprehensive Plan.

Comments were heard from City Commissioners.

Commissioner Shaw moved, Mayor Cruse seconded that we adjourn at 7:32 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

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Kevin Cruse, Mayor

Attest:

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Shanda Lofgren, Deputy City Clerk

MINUTES  
PARSONS CITY COMMISSION  
April 27, 2023

The Parsons City Commission met in a work session at 4:30 p.m. in the Municipal Building, Commission Room with Mayor Kevin Cruse presiding.

Present: Commissioner Shaw  
Commissioner Crooks  
Commissioner Bolinger  
Commissioner Strait

Commissioner Bolinger moved; Commissioner Strait seconded that we approve the agenda as presented. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

The commission reviewed the agenda for May 1, 2023.

Inter-Local Agreement for the CDBG Parsons Public Library Window Improvement Project  
Commissioner Bolinger moved, Commissioner Shaw seconded to approve and authorize the Mayor's signature on the interlocal agreement that is required for the window improvement project that The City of Parsons is applying for through a Community Development Block Grant on behalf of the Parsons Public Library. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved; Commissioner Strait seconded that we adjourn at 5:07 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger- yes; Strait – yes; Cruse - yes.

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Kevin Cruse, Mayor

Attest:

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Robyn Baker, City Clerk

**ACCOUNTS PAYABLE APPROPRIATION ORDINANCE NO. 0359**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE PAYMENTS  
OF CERTAIN CLAIMS FOR THE CITY OF PARSONS, KANSAS.**

Accounts Payable – April 20, 2023	\$ 229,659.93
Accounts Payable – April 27, 2023	<u>104,076.66</u>
	\$ 333,736.59

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF  
PARSONS, KANSAS:**

Section 1. That in order to pay the claims herein stated in Exhibit "A" which have been properly audited and approved there is hereby appropriated out of the respective funds in the city treasury the sum for each claim.

Section 2. That this ordinance shall take effect and be in full force from and after its passage.

Approved this 1<sup>st</sup> day of May 2023.

\_\_\_\_\_  
Kevin Cruse, Mayor

Attest:

\_\_\_\_\_  
Robyn Baker, City Clerk



VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ACCREDITED SECURITY	REFURB TASER X26P	PUB SAFETY SALES T	PUB SAFETY SALES TAX	699.00
			TOTAL:	699.00
AMAZON CAPITAL SERVICES, INC	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	78.05
	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	133.98
	SUPPLIES	GENERAL FUND	CITY MANAGER	167.04
	SUPPLIES	GENERAL FUND	AUDITORIUM ARTS CENTER	59.90
			TOTAL:	438.97
AT & T MOBILITY	ACCT 287310825299	GENERAL FUND	POLICE	1,005.52
			TOTAL:	1,005.52
AT&T	831 001 0608 026	GENERAL FUND	GENERAL ADMINISTRATIVE	2,501.26
	831 001 0649 817	GENERAL FUND	GENERAL ADMINISTRATIVE	482.53
	831 001 0608 026	GENERAL FUND	FIRE	1,000.44
	831 001 0649 817	GENERAL FUND	FIRE	192.90
	831 001 0608 026	GENERAL FUND	PARK	166.74
	831 001 0649 817	GENERAL FUND	PARK	32.15
	831 001 0608 026	GENERAL FUND	AUDITORIUM ARTS CENTER	166.74
	831 001 0649 817	GENERAL FUND	AUDITORIUM ARTS CENTER	32.15
	831 001 0608 026	WATER FUND	ADMINISTRATIVE	333.48
	831 001 0608 026	WATER FUND	ADMINISTRATIVE	500.22
	831 001 0649 817	WATER FUND	ADMINISTRATIVE	64.30
	831 001 0649 817	WATER FUND	ADMINISTRATIVE	96.45
	831 001 0608 026	SEWER FUND	ADMINISTRATIVE	166.74
	831 001 0649 817	SEWER FUND	ADMINISTRATIVE	32.15
			TOTAL:	5,768.25
AT&T TELEPHONE (MAIN PB)	620 421 7060 719 3	GENERAL FUND	POLICE	2,927.43
			TOTAL:	2,927.43
BANK OF COMMERCE-PARSONS	CATERPILLER PYMT	PUB SAFETY SALES T	PUB SAFETY SALES TAX	28,942.23
	CATERPILLER PYMT	WATER FUND	DISTRIBUTION	9,647.40
			TOTAL:	38,589.63
BAUGHER EQUIPMENT INC	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	128.05
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	606.75
			TOTAL:	734.80
BEST PLUMBING & HEATING INC	REA 3011 ROSEWOOD SEW MIT	EPA COMPLIANCE	EPA COMPLIANCE	1,216.00
			TOTAL:	1,216.00
BLUE CROSS BLUE SHIELD OF KANSAS	GROUP 96081	HEALTH INSURANCE R	HEALTH INSURANCE RESER	69,672.94
			TOTAL:	69,672.94
BREDE GROUP SOLUTIONS	PRE EMP POLY/MILEAGE	GENERAL FUND	POLICE	179.55
	PRE EMP POLY/MILEAGE	GENERAL FUND	POLICE	225.00
			TOTAL:	404.55
BURNS & MCDONNELL ENGINEERING CO INC	PAY REQUEST #16	CAPITAL IMPROVEMEN	CAPITAL IMPROVEMENT FU	13,247.00
			TOTAL:	13,247.00
CARD SERVICES	ACCT 0457	GENERAL FUND	GENERAL ADMINISTRATIVE	49.99
	ACCT 0457	GENERAL FUND	STREET	24.99
			TOTAL:	74.98

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CDL ELECTRIC COMPANY	TRAIN CROSSING ARMS	GENERAL FUND	PARK	162.00
			TOTAL:	162.00
CITY OF PARSONS	REPAIRS	GENERAL FUND	GENERAL ADMINISTRATIVE	40.00
	REPAIRS	GENERAL FUND	GENERAL ADMINISTRATIVE	335.00
	REPAIRS	GENERAL FUND	STREET	177.95
	REPAIRS	GENERAL FUND	STREET	553.72
	REPAIRS	GENERAL FUND	STREET	133.40
	REPAIRS	GENERAL FUND	STREET	47.50
	REPAIRS	GENERAL FUND	STREET	435.00
	REPAIRS	GENERAL FUND	STREET	835.00
	REPAIRS	GENERAL FUND	STREET	235.00
	REPAIRS	GENERAL FUND	STREET	135.00
	REPAIRS	GENERAL FUND	PARK	927.87
	REPAIRS	GENERAL FUND	PARK	129.69
	REPAIRS	GENERAL FUND	PARK	170.06
	REPAIRS	GENERAL FUND	PARK	10.00
	REPAIRS	GENERAL FUND	PARK	350.00
	REPAIRS	GENERAL FUND	PARK	435.00
	REPAIRS	GENERAL FUND	PARK	235.00
	REPAIRS	GENERAL FUND	PARK	200.00
	REPAIRS	WATER FUND	DISTRIBUTION	54.99
	REPAIRS	WATER FUND	DISTRIBUTION	35.00
	REPAIRS	WATER FUND	LAKE	35.00
	REPAIRS	SEWER FUND	COLLECTIONS	88.79
	REPAIRS	SEWER FUND	COLLECTIONS	1,000.00
	REPAIRS	SEWER FUND	COLLECTIONS	200.00
	REPAIRS	SANITATION FUND	SANITATION FUND	172.52
	REPAIRS	SANITATION FUND	SANITATION FUND	200.00
			TOTAL:	7,171.49
COAST TO COAST SOLUTIONS	1 CASE OF LOLLIPOS	GENERAL FUND	POLICE	336.14
			TOTAL:	336.14
CONTINENTAL RESEARCH CORPORATION	BLUE HERBICIDE DYE	GENERAL FUND	PARK	838.79
			TOTAL:	838.79
EVERGY	CITY MAIN MUSEUM	GENERAL FUND	GENERAL ADMINISTRATIVE	98.37
		GENERAL FUND	GENERAL ADMINISTRATIVE	278.02
			TOTAL:	376.39
FLEETPRIDE	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	154.00
			TOTAL:	154.00
GADES SALES CO INC	PARTS	GENERAL FUND	STREET	12,656.00
			TOTAL:	12,656.00
HERRMAN LUMBER COMPANY INC	FLOWERS	GENERAL FUND	GENERAL ADMINISTRATIVE	102.08
	FLOWERS	GENERAL FUND	GENERAL ADMINISTRATIVE	22.74
			TOTAL:	124.82
KANSAS ALCOHOLIC BEVERAGE CONTROL	APRIL 2023 REPORTING	GENERAL FUND	GENERAL ADMINISTRATIVE	25.00
			TOTAL:	25.00
KANSAS GAS SERVICE	301 N 30TH	GENERAL FUND	GENERAL ADMINISTRATIVE	908.72
			TOTAL:	908.72

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KANSAS MUNICIPAL INSURANCE TRUST	WORKERS COMP 2022 KMIT	GENERAL FUND	GENERAL ADMINISTRATIVE	106.62
	WORKERS COMP 2022 KMIT	GENERAL FUND	GENERAL ADMINISTRATIVE	304.64
	WORKERS COMP 2022 KMIT	GENERAL FUND	CITY MANAGER	195.48
	WORKERS COMP 2022 KMIT	GENERAL FUND	LEGAL/MUNICIPAL COURT	14.51
	WORKERS COMP 2022 KMIT	GENERAL FUND	ENGINEERING	106.62
	WORKERS COMP 2022 KMIT	GENERAL FUND	POLICE	365.02
	WORKERS COMP 2022 KMIT	GENERAL FUND	FIRE	1,151.86
	WORKERS COMP 2022 KMIT	GENERAL FUND	STREET	6,911.74
	WORKERS COMP 2022 KMIT	GENERAL FUND	PARK	3,066.78
	WORKERS COMP 2022 KMIT	GENERAL FUND	AUDITORIUM ARTS CENTER	196.09
	WORKERS COMP 2022 KMIT	GENERAL FUND	CEMETERY	30.46
	WORKERS COMP 2022 KMIT	TOURISM	TOURISM	53.31
	WORKERS COMP 2022 KMIT	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	88.85
	WORKERS COMP 2022 KMIT	WATER FUND	TREATMENT PLANT	585.19
	WORKERS COMP 2022 KMIT	WATER FUND	DISTRIBUTION	524.66
	WORKERS COMP 2022 KMIT	WATER FUND	ADMINISTRATIVE	231.02
	WORKERS COMP 2022 KMIT	WATER FUND	LAKE	221.97
	WORKERS COMP 2022 KMIT	SEWER FUND	TREATMENT PLANT	47.88
	WORKERS COMP 2022 KMIT	SEWER FUND	COLLECTIONS	686.09
	WORKERS COMP 2022 KMIT	SEWER FUND	ADMINISTRATIVE	231.02
	WORKERS COMP 2022 KMIT	SANITATION FUND	SANITATION FUND	1,368.89
			TOTAL:	13,390.00
KNOX ASSOCIATES, INC	KNOX BOX 2103 CORNING	PUB SAFETY SALES T	PUB SAFETY SALES TAX	491.00
			TOTAL:	491.00
KU EDWARDS CAMPUS	KLEAP TRAINING/DODD/RANEY	GENERAL FUND	POLICE	180.00
			TOTAL:	180.00
LABETTE HEALTH PHYSICIAN'S GROUP	ELECCARDGRAM INT/THOMPSON	GENERAL FUND	POLICE	20.00
			TOTAL:	20.00
LAWSON PRODUCTS	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	90.34
			TOTAL:	90.34
LOGAN CONTRACTORS SUPPLY, INC	SUPPLIES	GENERAL FUND	STREET	126.00
			STREET	5,022.00
			TOTAL:	5,148.00
METAL MASTERS	PARTS	SEWER FUND	TREATMENT PLANT	369.00
			TOTAL:	369.00
MID WEST MINERALS INC	ROCK	GENERAL FUND	STREET	399.21
			STREET	1,607.42
			TOTAL:	2,006.63
NAPA OF PARSONS	PARTS	GENERAL FUND	FIRE	62.73
			STREET	97.45
			STREET	55.92
			STREET	44.96
			STREET	8.98
			STREET	15.75
			PARK	7.81
			MAINTENANCE FUND	30.64
			MAINTENANCE FUND	16.10
			MAINTENANCE FUND	45.62

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PLAYSCAPE RECREATION LLC	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	13.20
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	82.21
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	334.43
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	142.53
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	106.43
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	121.15
	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	82.96
	PARTS	WATER FUND	LAKE	23.15
	PARTS	SANITATION FUND	SANITATION FUND	180.96
	PARTS	SANITATION FUND	SANITATION FUND	68.40
	TOTAL:			1,541.38
PLAYSCAPE RECREATION LLC	PRAIRIE WEST 2022	PARK SALES TAX FUND	PARK SALES TAX FUND	6,234.44
	PARK SUPPLIES	PARK SALES TAX FUND	PARK SALES TAX FUND	5,282.38
	TOTAL:			11,516.82
PRESTIGE CHEMICALS INC	EPOXY CONCRETE PATCH	GENERAL FUND	PARK	6,206.32
	TOTAL:			6,206.32
QUILL CORPORATION	SUPPLIES	GENERAL FUND	CITY MANAGER	717.50
	SUPPLIES	GENERAL FUND	LEGAL/MUNICIPAL COURT	268.88
	SUPPLIES	GENERAL FUND	POLICE	285.49
	SUPPLIES	GENERAL FUND	POLICE	445.97
	SUPPLIES	GENERAL FUND	POLICE	78.97
	SUPPLIES	GENERAL FUND	POLICE	129.98
	TOTAL:			1,926.79
R & F FARM SUPPLY INC	SUPPLIES	GENERAL FUND	CEMETERY	174.24
	TOTAL:			174.24
ROD LANDRUM	REIM FLOWERS	GENERAL FUND	CITY MANAGER	360.97
	TOTAL:			360.97
SERV	V44 COMPUTER HARDWARE	GENERAL FUND	POLICE	1,765.00
	TOTAL:			1,765.00
SOROPTIMIST CLUB PARSONS	DUES	GENERAL FUND	CITY MANAGER	97.50
	TOTAL:			97.50
SPARKLIGHT	ACCT 123082794	GENERAL FUND	POLICE	413.69
	TOTAL:			413.69
STEVEN PASSWATER	SERVICES	GENERAL FUND	STREET	7.11
	TOTAL:			7.11
STRIMPLE OUTDOOR POWER	MOWER	PUB SAFETY SALES T	PUB SAFETY SALES TAX	6,499.00
	TOTAL:			6,499.00
T H ROGERS LUMBER CO	SUPPLIES	GENERAL FUND	STREET	153.11
	TOTAL:			153.11
TEXAS STATE UNIVERSITY	2023 ALERT CONF/SPINKS	GENERAL FUND	POLICE	550.00
	2023 ALERT CONF/DODD	GENERAL FUND	POLICE	550.00
	TOTAL:			1,100.00
THOMAS IMPLEMENT INC	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	130.37

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TOM DAVIS AUTO GROUP	#14 REPAIRS	GENERAL FUND	POLICE	130.37
			TOTAL:	130.37
				360.30
TOM HIZEY CONSTRUCTION	REPAIRS	PARK SALES TAX FUN	PARK SALES TAX FUND	1,690.13
			TOTAL:	1,690.13
				2,148.00
TOMMY J TROLLOPE	REPAIRS	PARK SALES TAX FUN	PARK SALES TAX FUND	2,148.00
			TOTAL:	2,148.00
				1,200.00
TREIBER FINISHING	17TH MAIN/SIDEWALK REPAIR	GENERAL FUND	STREET	1,200.00
	13TH AND CORNING RAILROAD	PARK SALES TAX FUN	PARK SALES TAX FUND	7,200.00
	14TH RAILROAD CROSSING	PARK SALES TAX FUN	PARK SALES TAX FUND	3,911.00
			TOTAL:	12,311.00
TWIN VALLEY ELECTRIC COOPERATIVE INC	RIVER/LAKE/AIRPORT	GENERAL FUND	AIRPORT	79.22
	RIVER/LAKE/AIRPORT	GENERAL FUND	AIRPORT	411.40
	RIVER/LAKE/AIRPORT	WATER FUND	TREATMENT PLANT	55.19
	RIVER/LAKE/AIRPORT	WATER FUND	TREATMENT PLANT	47.07
	RIVER/LAKE/AIRPORT	WATER FUND	TREATMENT PLANT	36.00
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	67.68
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	113.82
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	45.69
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	37.08
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	70.30
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	30.00
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	32.77
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	124.27
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	99.69
	RIVER/LAKE/AIRPORT	WATER FUND	LAKE	50.45
			TOTAL:	1,300.63
WAXIE SANITARY SUPPLY	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	125.00
	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	605.18
			TOTAL:	730.18

VENDOR NAME

DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====			
01 GENERAL FUND	62,320.35		
15 TOURISM	53.31		
18 MAINTENANCE FUND	2,084.78		
22 PUB SAFETY SALES TAX	36,631.23		
27 ECONOMIC DEV SALES TAX	88.85		
28 PARK SALES TAX FUND	26,465.95		
32 CAPITAL IMPROVEMENT FUND	13,247.00		
37 HEALTH INSURANCE RESERVE	69,672.94		
50 WATER FUND	13,162.84		
55 SEWER FUND	2,725.91		
70 SANITATION FUND	1,990.77		
75 EPA COMPLIANCE	1,216.00		
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GRAND TOTAL:	229,659.93		
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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON CAPITAL SERVICES, INC	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	169.90
	SUPPLIES	WATER FUND	TREATMENT PLANT	409.29
			TOTAL:	579.19
ANIMAL CONTROL & CARE ACADEMY	ADV ACO CERT 6/12-6/15/23	GENERAL FUND	POLICE	595.00
			TOTAL:	595.00
BARDAVON	POST EMP TEST	GENERAL FUND	GENERAL ADMINISTRATIVE	75.00
	POST EMP TEST	GENERAL FUND	CITY MANAGER	75.00
	POST EMP TEST	GENERAL FUND	POLICE	75.00
	POST EMP TEST	GENERAL FUND	FIRE	75.00
	POST EMP TEST	GENERAL FUND	FIRE	75.00
	POST EMP OFFER	GENERAL FUND	STREET	175.00
	POST EMP TEST	GENERAL FUND	AUDITORIUM ARTS CENTER	75.00
	POST EMP TEST	GENERAL FUND	AUDITORIUM ARTS CENTER	75.00
	POST EMP TEST	WATER FUND	TREATMENT PLANT	75.00
			TOTAL:	775.00
BAUGHER EQUIPMENT INC	PARTS	WATER FUND	LAKE	61.20
	PARTS	WATER FUND	LAKE	87.85
			TOTAL:	149.05
BROOKS-JEFFREY MARKETING, INC	WEB HOSTING	GENERAL FUND	POLICE	197.88
	WEB PRODUCTION/PROGRAMNG	GENERAL FUND	POLICE	69.30
			TOTAL:	267.18
CAPITAL ONE 17	ACCT 628394	GENERAL FUND	GENERAL ADMINISTRATIVE	77.60
	ACCT 628394	GENERAL FUND	GENERAL ADMINISTRATIVE	75.72
	ACCT 628394	GENERAL FUND	POLICE	12.14
	ACCT 628394	GENERAL FUND	POLICE	116.00
	ACCT 628394	GENERAL FUND	POLICE	183.78
	ACCT 628394	GENERAL FUND	POLICE	327.07
	ACCT 628394	GENERAL FUND	POLICE	85.34
	ACCT 628394	GENERAL FUND	FIRE	135.28
	ACCT 628394	GENERAL FUND	STREET	53.60
	ACCT 628394	GENERAL FUND	PARK	29.93
	ACCT 628394	WATER FUND	TREATMENT PLANT	92.42
	ACCT 628394	WATER FUND	TREATMENT PLANT	11.87
	ACCT 628394	SANITATION FUND	SANITATION FUND	112.72
			TOTAL:	1,313.47
CASEY DOYLE	SERVICES	GENERAL FUND	CEMETERY	250.95
			TOTAL:	250.95
CASEY IRISH	MILEAGE/MEALS	GENERAL FUND	FIRE	272.03
	MILEAGE/MEALS	GENERAL FUND	FIRE	20.50
			TOTAL:	292.53
CDL ELECTRIC COMPANY	REPAIRS	GENERAL FUND	POLICE	102.00
			TOTAL:	102.00
CHRISTIAN SMITH	REIM BOOTS PD	GENERAL FUND	POLICE	146.40
			TOTAL:	146.40
CLASS LTD	TRANSPORTATION SERVICES	GENERAL FUND	GENERAL ADMINISTRATIVE	2,749.95
			TOTAL:	2,749.95

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COREY W WRIGHT	DOG PARK SIGN-VANDALS	GENERAL FUND	PARK	950.00
			TOTAL:	950.00
DARRELL WINTER	DUTY SHOES	GENERAL FUND	FIRE	76.46
			TOTAL:	76.46
DEBBIE LAMB	PHONE	GENERAL FUND	CITY MANAGER	50.00
			TOTAL:	50.00
DENNIS DODD	PHONE	GENERAL FUND	POLICE	50.00
			TOTAL:	50.00
ELECTRO SCAN, INC	DATA MNGMT/DATA EQUIP SUP	SEWER FUND	COLLECTIONS	3,500.00
			TOTAL:	3,500.00
EVERGY	REC CENTER	GENERAL FUND	GENERAL ADMINISTRATIVE	1,234.35
			TOTAL:	1,234.35
FASTENAL CO	PARTS	SEWER FUND	COLLECTIONS	7.29
			TOTAL:	7.29
FURTHER	GROUP 008459	HEALTH INSURANCE R	HEALTH INSURANCE RESER	28.20
			TOTAL:	28.20
GALAXY AIR SERVICES	SERVICES	GENERAL FUND	AIRPORT	4,292.00
			TOTAL:	4,292.00
GALLS LLC	BOOTS	GENERAL FUND	POLICE	99.15
			TOTAL:	99.15
HD SUPPLY, INC.	LAB CHEMICALS/SUPPLIES	WATER FUND	TREATMENT PLANT	239.25
	SUPPLIES	SEWER FUND	TREATMENT PLANT	236.21
			TOTAL:	475.46
HEIM LAW OFFICE	ATTORNEY FEES	GENERAL FUND	LEGAL/MUNICIPAL COURT	3,000.00
			TOTAL:	3,000.00
HERITAGE TRACTOR, INC	SPRAYER	TOURISM	TOURISM	1,650.00
			TOTAL:	1,650.00
HIGHER CALLING TECHNOLOGIES LLC	SUPPORT AGREEMENT	GENERAL FUND	GENERAL ADMINISTRATIVE	850.00
	MONTHLY OFFSITE BACKUP	GENERAL FUND	GENERAL ADMINISTRATIVE	1,235.50
	MONTHLY OFFICE SUB	GENERAL FUND	GENERAL ADMINISTRATIVE	1,459.00
	MONTHLY ADOBE	GENERAL FUND	CITY MANAGER	27.99
	MONTHLY OFFSITE BACK UP	GENERAL FUND	POLICE	199.00
	MONTHLY ADOBE	GENERAL FUND	POLICE	139.95
			TOTAL:	3,911.44
HY FLO EQUIPMENT CO	PARTS	GENERAL FUND	PARK	551.00
			TOTAL:	551.00
JASON LUDWIG	PHONE	GENERAL FUND	POLICE	50.00
			TOTAL:	50.00
JIM ZALESKI	PHONE	TOURISM	TOURISM	50.00
	REIM FUEL/HOTEL	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	2,070.94



VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KANSAS GAS SERVICE	401 S 18TH	GENERAL FUND	GENERAL ADMINISTRATIVE	111.36
	2103 CORNING #A	GENERAL FUND	GENERAL ADMINISTRATIVE	149.57
	1800 BELMONT	GENERAL FUND	GENERAL ADMINISTRATIVE	107.32
	1100 MAIN	GENERAL FUND	GENERAL ADMINISTRATIVE	950.57
	112 S 17TH	GENERAL FUND	GENERAL ADMINISTRATIVE	1,058.16
	200 HEACOCK	GENERAL FUND	GENERAL ADMINISTRATIVE	813.39
	1831 WASHINGTON	GENERAL FUND	POLICE	99.25
	1209 CORP #MAIN	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	315.66
	1209 CORP #101	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	294.96
	1209 CORP #104	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	56.24
	1209 CORP #102	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	594.40
			TOTAL:	4,550.88
	JOHN DEERE GATOR	SEWER FUND	TREATMENT PLANT	5,000.00
			TOTAL:	5,000.00
KANSASLAND TIRE OF PITTSBURG	PATROL VEHICLE TIRES	GENERAL FUND	POLICE	4,205.24
			TOTAL:	4,205.24
	PHONE	GENERAL FUND	CITY MANAGER	50.00
19 LABETTE COUNTY TREASURER			TOTAL:	50.00
	SECOND HALF TAXES	TOURISM	TOURISM	1,301.96
	SECOND HALF TAXES	COMM REVITL/DEVELO	PERSONNEL EXPENDITURES	176.21
	SECOND HALF TAXES	COMM REVITL/DEVELO	PERSONNEL EXPENDITURES	7.83
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	3,584.82
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	724.69
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	1,728.16
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	233.64
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	286.20
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	516.48
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	2,055.02
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	711.98
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	1,747.27
	SECOND HALF TAXES	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	1,012.41
	SECOND HALF TAXES	SEWER FUND	TREATMENT PLANT	492.27
			TOTAL:	14,578.94
LABETTE HEALTH LAB	YEARLY FIT FOR DUTY	GENERAL FUND	FIRE	5,494.50
			TOTAL:	5,494.50
LAURA MOORE	PHONE	GENERAL FUND	CITY MANAGER	50.00
			TOTAL:	50.00
MARTI SHIELDS	PHONE	GENERAL FUND	POLICE	50.00
			TOTAL:	50.00
MATT HOISINGTON	PHONE	GENERAL FUND	AUDITORIUM ARTS CENTER	50.00
			TOTAL:	50.00
MEMBERS ONLY, LLC	MUSIC IN THE PARK	GENERAL FUND	GENERAL ADMINISTRATIVE	1,500.00
			TOTAL:	1,500.00
METLIFE	TS05393158 0001	HEALTH INSURANCE R	HEALTH INSURANCE RESER	1,268.11



VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROSS ALBERTINI	PHONE	GENERAL FUND	LEGAL/MUNICIPAL COURT	998.00
			TOTAL:	
			LEGAL/MUNICIPAL COURT	50.00
			TOTAL:	50.00
S A IMPRINTS LLC	SERVICES	GENERAL FUND	FIRE	691.00
			TOTAL:	691.00
SEK AUTO SALES INC	TIRES	SANITATION FUND	SANITATION FUND	824.29
	TIRES	SANITATION FUND	SANITATION FUND	2,056.24
	TIRES	SANITATION FUND	SANITATION FUND	824.29
			TOTAL:	3,704.82
SHOE DEPARTMENT	BOOTS	WATER FUND	TREATMENT PLANT	74.99
			TOTAL:	74.99
SOROPTIMIST CLUB PARSONS	DUES	GENERAL FUND	CITY MANAGER	120.00
			TOTAL:	120.00
SPARKLIGHT	ACCT 110475167	GENERAL FUND	POLICE	142.45
			TOTAL:	142.45
T H ROGERS LUMBER CO	SUPPLIES	GENERAL FUND	PARK	13.74
	SUPPLIES	GENERAL FUND	PARK	29.97
	SUPPLIES	GENERAL FUND	PARK	19.80
	SUPPLIES	WATER FUND	DISTRIBUTION	24.29
			TOTAL:	87.80
TAYLOR STICE	MILEAGE	GENERAL FUND	FIRE	239.10
			TOTAL:	239.10
TIMOTHY H WASS	SERVICES	WATER FUND	TREATMENT PLANT	143.80
			TOTAL:	143.80
TOM DAVIS AUTO GROUP	PD OIL CHANGE	GENERAL FUND	POLICE	237.05
	PD OIL CHANGE	GENERAL FUND	POLICE	77.69
			TOTAL:	314.74
TOM SHAW	INSURANCE REIM	HEALTH INSURANCE R HEALTH INSURANCE RESER		374.05
			TOTAL:	374.05
U. S. POSTAL SERVICE	POSTAGE	WATER FUND	ADMINISTRATIVE	900.00
	POSTAGE	SEWER FUND	ADMINISTRATIVE	500.00
	POSTAGE	SANITATION FUND	SANITATION FUND	500.00
			TOTAL:	1,900.00
VOLMER'S TRUCK AND TIRE	SERVICES	GENERAL FUND	STREET	160.00
	SERVICES	GENERAL FUND	STREET	498.60
	SERVICES	GENERAL FUND	STREET	50.96
			TOTAL:	709.56
WAXIE SANITARY SUPPLY	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	71.42
	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	84.00
	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	121.58
	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	302.76
			TOTAL:	579.76

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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WESTON HORN	MUSIC IN THE PARK	GENERAL FUND	GENERAL ADMINISTRATIVE	1,000.00
			TOTAL:	1,000.00
WILDCATE EXTENSION DISTRICT	SAMPLES	SEWER FUND	TREATMENT PLANT	82.50
			TOTAL:	82.50

===== FUND TOTALS =====	
01 GENERAL FUND	49,156.84
15 TOURISM	3,001.96
23 COMM REVITL/DEVELOP	184.04
27 ECONOMIC DEV SALES TAX	15,932.87
37 HEALTH INSURANCE RESERVE	1,670.36
50 WATER FUND	18,996.78
55 SEWER FUND	10,816.27
70 SANITATION FUND	4,317.54
-----	
GRAND TOTAL:	104,076.66
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Memorandum  
City of Parsons  
Utilities Department

**TO:** Debbie Lamb, City Manager

**FROM:** Derek Clevenger, Director of Utilities DC

**DATE:** April 26, 2023

**RE:** Pay Request No. 2, Trekk Design Group, LLC Project 2022-10 Lead Service Line Inventory

Please include the following item on the City Commission consent agenda for consideration at the May 1, 2023 meeting:

**Pay Request No. 2, Trekk Design Group, LLC Project 2022-10 Lead Service Line Inventory**

On December 19, 2022, Trekk Design Group, Inc. entered into an agreement with the City for Lead Service Line Inventory for an amount not to exceed \$324,156.75.

The attached pay request is for Invoice No. 23-000202 for work completed through 3/27/23, in the amount of \$31,105.81. And Invoice No. 23-000356 for work completed through 4/21/23, in the amount of \$18,387.10. The total of both invoices is \$49,492.91.

Remaining balance is \$259,374.59.

**Funding Source**

State Revolving Loan Funds

**Action Request**

Approve Pay Request No. 2 in the amount of \$49,492.91 to Trekk Design Group, LLC.

TREKK Design Group  
1411 E 104th Street  
Kansas City, MO 64131  
816.874.4655



City of Parsons, KS  
Parsons, KS 1037  
112 S. 17th Street  
P.O Box 1037

Invoice number 23-000202  
Date 03/27/2023

Project 22-0499 Parsons KS Lead Service  
Inventory

Services through 02/28/2023

### 1.2 - Project Administration

#### Labor Fees

	Hours	Rate	Billed Amount
PMO Specialist II	0.75	96.00	72.00
Industry Specialist I	5.50	160.00	880.00
Phase subtotal			952.00

### 2.3 - Appointment Phone Calls and Email Replies

#### Labor Fees

	Hours	Rate	Billed Amount
Senior Field Technician	0.75	121.00	90.75
Industry Specialist I	0.50	160.00	80.00
Phase subtotal			170.75

### 3.1 - Field - Lead Service Inventory

#### Labor Fees

	Hours	Rate	Billed Amount
Senior Field Technician	60.50	121.00	7,320.50
Field Technician I	144.00	95.00	13,680.00
Industry Specialist I	3.00	160.00	480.00
Office Technician II	2.00	85.00	170.00
Senior Professional Engineer	2.00	212.00	424.00

#### EXPENSES

	Units	Rate	Billed Amount
Mobilizations	2.00	1,500.00	3,000.00
Phase subtotal			25,074.50

### 3.2 - GIS App and Dashboard Development

#### Labor Fees

	Hours	Rate	Billed Amount
Senior Field Technician	4.25	121.00	514.25
Office Technician II	10.50	85.00	892.50
Senior Professional Engineer	12.00	212.00	2,544.00
Phase subtotal			3,950.75

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**Expenses**

## EXPENSES

	Units	Rate	Billed Amount
Printing & Reproduction			138.38

**Mileage**

## EXPENSES

	Units	Rate	Billed Amount
Company Truck Miles	259.00	0.655	169.65
	127.00	0.655	83.19
	19.00	0.655	12.45
	28.00	0.655	18.34
	138.00	0.655	90.39
	122.00	0.655	79.91
	148.00	0.655	96.94
	173.00	0.655	113.32
	69.00	0.655	45.20
	168.00	0.655	110.04
Subtotal			819.43
Phase subtotal			819.43
Invoice total			<b>31,105.81</b>

**Invoice Summary**

	Contract Amount	Prior Billed	This Invoice	Total Billed	Remaining	Remaining Percent
Total	324,156.75	15,289.25	31,105.81	46,395.06	277,761.69	85.69

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TREKK Design Group  
1411 E 104th Street  
Kansas City, MO 64131  
816.874.4655



City of Parsons, KS  
Parsons, KS 1037  
112 S. 17th Street  
P.O Box 1037

Invoice number 23-000356  
Date 04/21/2023

Project 22-0499 Parsons KS Lead Service  
Inventory

Services through 03/31/2023

## 1.2 - Project Administration

### Labor Fees

	Hours	Rate	Billed Amount
PMO Specialist II	0.25	96.00	24.00
Industry Specialist I	2.00	160.00	320.00
Senior Professional Engineer	1.00	212.00	212.00
Phase subtotal			556.00

## 2.3 - Appointment Phone Calls and Email Replies

### Labor Fees

	Hours	Rate	Billed Amount
Senior Field Technician	8.50	120.00	1,020.00
Industry Specialist I	5.50	160.00	880.00
Phase subtotal			1,900.00

## 3.1 - Field - Lead Service Inventory

### Labor Fees

	Hours	Rate	Billed Amount
Senior Field Technician	31.75	120.00	3,810.00
Field Technician I	41.50	95.00	3,942.50
Industry Specialist I	3.75	160.00	600.00
Office Technician II	1.00	85.00	85.00

### EXPENSES

	Units	Rate	Billed Amount
Mobilizations	1.00	1,500.00	1,500.00
Phase subtotal			9,937.50

## Expenses

### EXPENSES

	Units	Rate	Billed Amount
Field Supplies and Expenses			46.96
Postage & Delivery	1.00	5,573.93	5,573.93
Phase subtotal			5,620.89

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**Mileage**

EXPENSES

	Units	Rate	Billed Amount
Company Truck Miles	149.00	0.655	97.60
	57.00	0.655	37.34
	148.00	0.655	96.94
	102.00	0.655	66.81
	113.00	0.655	74.02
			<u>372.71</u>
		Subtotal	<u>372.71</u>
		Phase subtotal	<u>372.71</u>
			<u>18,387.10</u>
		Invoice total	<u><u>18,387.10</u></u>

**Invoice Summary**

	Contract Amount	Prior Billed	This Invoice	Total Billed	Remaining	Remaining Percent
Total	324,156.75	46,395.06	18,387.10	64,782.16	259,374.59	80.02

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# Memorandum

## City of Parsons

### Parsons Police Department

**TO:** Debbie Lamb, City Manager  
**FROM:** Bob Spinks, Chief of Police  
**CC:** **2023 Vehicle Bids**  
**Date:** **April 25, 2023**  
**RE:** **File**

#### **Information:**

The original capital replacement schedule for the police department has been to purchase two new patrol vehicles each year for roughly \$112,000 fully equipped (emergency equipment, radio, vehicle camera and radar). The last new vehicles were purchased in 2020 (2 Ford SUV's + P/U) and 2021 (2 SUV's + 1 K-9 P/U), and 2022 (1 SUV + 2 used P/U's were purchased + used K-9 Dodge Charger). These vehicles have been purchased to be 'patrol ready' with emergency lighting, radios, radar, and vehicle cameras professionally installed prior to delivery.

Currently the police fleet consists of 23 vehicles including 13 marked patrol cars, 8 unmarked assigned vehicles (3 detectives, COP/DC & 2 travel cars), the CSO truck and Command Post Truck.

The fleet has grown with detectives and specialized assignments that have come online, this includes two marked K-9 units and a Community Policing Officer assignment. Sgt's have assigned vehicles to be first responders from their residence (3 Sgt's, a 4<sup>th</sup> Sgt position is open), these assigned vehicles will greatly extend their life.

Currently seven (7) vehicles (2 Det, 4 patrol and 1 CSO truck) are off warranty and are at or over 100,000 miles (93,851 to 132,798 miles). Because of the delay between ordering and delivery of vehicles we are not surplusizing any vehicles until delivery of 2024 model cars occurs.

**DISCUSSION/ANALYSIS:** Police patrol vehicles are the backbone for the delivery of policing services. But acquiring new vehicles is limited by the continuing short production runs of police vehicles produced by Ford, Dodge and Chevy. There is usually a short ordering window for delivery of these vehicles, which no longer follow a regular schedule. Delivery dates are currently not guaranteed and can stretch out to a year into the future after a purchase is made.

The 2023 model year ordering period closed months ago and production continued to be impacted. Consequently, there are only a few 2023 vehicles left in the hands of a limited

number of dealers/outfitters. We believe that we can locate up to three (3) 2023 Ford SUV PPV vehicles through this bid.

The next order cycle for 2024-year model vehicles will start sometime in the next few months, specific dates have not been announced. It is anticipated that another bid for 2024 vehicles will come quickly, knowing that once an order is made with a short order window, delivery will not occur until well into 2024.

**BUDGET IMPLICATIONS:**

Funds for this purchase or lease-purchase will be drawn from the Safety Sales Tax Fund and has no impact on the City's General Fund.

As a side note, by converting this and all future police vehicle acquisitions to a government lease-purchase, we can use the same level of funding that we have used to buy 2 new vehicles annually to fund a police fleet that will last longer and provide a greater response capability to the City for special events, crime emphasis patrol, serious crime response/investigations and most importantly immediate deployment during natural or man-made disasters (ranging from tornados to haz-mat train derailments).

**ACTION REQUEST:**

Authorize the City Manager to purchase or lease-purchase up to three (3) 2023 or newer Ford Police PPV SUVs for the Police Department.

**Parsons (KS) Police Department  
Deputy Chief of Police Dennis Dodd  
City Clerk's Office  
112 S. 17th Street, P.O. Box 1037  
Parsons, Kansas 67357  
620-421-7060 (f) 620-421-7081**

**Bids will be considered for the following Makes and Models:  
2023 Ford Police Interceptor SUV**

Bid Number:	2023-001
Date and Time of bid opening:	Noon, May 15, 2023
Estimated quantity:	Up to 3 Vehicles

The City of Parsons, Kansas (hereinafter referred to as the "City") is soliciting bids for up to **three (3) police vehicles that will be used as Police Patrol**. Please carefully review this document – delivery of outfitted vehicles is a key factor in the award of the bid. You can bid for just one, two or all three potential vehicle purchases. If you are interested in making a bid consistent with the conditions, instructions, requirements, and specifications as contained herein, submit a comprehensive bid in a sealed envelope no later than **Monday, May 15, 2023 at Noon**. The outside of the envelope should be clearly marked with the Proposer's name and address and identified as "Submission of Proposal—Police Patrol Vehicle Bid". The sealed envelope should be addressed as follows:

**Ms. Robyn Baker – City Clerk  
ATTN: Police Patrol Vehicle Bid  
112 S. 17th Street, P.O. Box 1037  
Parsons, Kansas 67357  
Bid Number: 2023-001**

It is the sole responsibility of the proposer to see that its response and the appropriate documents are delivered on time. Any response received after the scheduled closing time for receiving bids will be returned to the bidder unopened and will not be considered.

Proposed pricing for services may be disclosed at a public meeting to receive and to file responses of this solicitation at the City of Parsons, City Commission meeting. Other information provided in your response will be considered proprietary and will not be divulged during the bid review process unless otherwise required by law. Because the services sought will require the expenditure of public funds, part, or all of the successful proposal, as well as a resulting contract, will likely be public records within the meaning of the Kansas Open Records Act. Prior to acceptance of a bid, the information contained in each proposal will be used for evaluating the proposer's ability to handle the scope of services and will not be shared with persons not involved in the evaluation of proposals unless otherwise required by law.

## **GENERAL INFORMATION**

This request is for up to **three police vehicles of the 2023 Model Year for the Ford Interceptor SUV Police Pursuit model**. It is the intent of these specifications to describe the above listed vehicle(s) that are capable to accommodate the needs of the City.

Questions regarding this bid request must be made in writing and directed to Deputy Chief Dennis Dodd at [ddodd@parsonspd.com](mailto:ddodd@parsonspd.com).

## **INSTRUCTIONS TO BIDDERS**

**Preparation of Bid.** Bid shall be made on the Bid Form included in this request for Bids. Bid information shall be entered into the appropriate space on the Bid Form. All costs of bid preparation are the expense of the bidder. No electronic, verbal, facsimile or telephone bid will be accepted.

**Examination of Bid Documents.** The Bid Documents consist of this Request for Bid, and any addenda which may be issued. Submission of a bid shall constitute bidder's acknowledgment upon which the City may rely that bidder has thoroughly examined and is familiar with the Bid Documents. No claim for additional compensation will be allowed beyond that stated in the bidder's submitted Bid Form. Neglect or failure of the bidder to receive or examine all or part of the Bid Document shall in no way relieve the bidder from any obligations with respect to this bid.

**Conformance to Bid Requirements.** All requested attachments shall be submitted with the completed bid form and in the designated format. Bids shall conform to the requirements of this Request for Bid. Failure to comply with *all* requirements of this Request for Bid may result in bid rejection.

**Interpretation of Bid Documents and Addenda.** Should a bidder discover conflicts or ambiguity in the Bid Documents that require a decision or explanation, bidder may request an interpretation. Such a request shall be made in writing and delivered to the buyer identified on the cover page of this Request for Bid no later than five (5) calendar days before the deadline for receipt of bids. Every interpretation made to bidders will be in the form of an Addendum issued by the City. Addenda, if issued, will be sent as promptly as possible to all parties that have been issued Bid Documents. Bidders shall acknowledge the receipt of Addenda on the Bid Form.

**Submission of Bid.** Bidders shall submit two originals (clearly marked 'Original') of the completed Bid Form, together with any required attachments or explanatory materials, prior to the time and date set for receiving bids as stated on the cover page of this Request for Bid and/or any modifying Addenda thereto. Bids shall be delivered in a sealed envelope clearly marked with the applicable bid number addressed to:

**Ms. Robyn Baker – City Clerk**  
**ATTN: Police Patrol Vehicle Bid**  
**112 S. 17th Street, P.O. Box 1037**  
**Parsons, Kansas 67357**  
**Bid Number: 2022-001**

**Modification or Withdrawal of Bids.** Bids may be modified or withdrawn prior to the bid submission deadline. Bids modified must be retrieved by bidder, at bidder's expense, and resubmitted with corrected information prior to the bid submission deadline. There will be no extensions for bid modification beyond the bid submission deadline.

*No bids may be modified after the bid submission deadline.*

**Late Bids.** Bidder shall be responsible for the timely delivery of bid. Bids received after the deadline for receipt of bids shall not be accepted and shall be returned to the bidder unopened unless necessary for identification purposes.

**Bid to Remain Open.** The bidder shall guarantee its bid for a period of sixty (60) calendar days from the date of bid opening.

**Contract Award.** Final determination for the award of the contract and any purchase will not be exclusively on price. Factors that may be considered are price, Kansas based vendors, **expedited delivery dates**, responsible bidder, service, warranty, options, dealer support, and other areas determined by the agency.

Vehicles may be offered by a vendor as an authorized automotive dealer exclusively or in partnership with an authorized automotive dealership.

The acceptance of a bid will be evidenced by a written Purchase Order delivered to the successful bidder. The successful bidder agrees to abide by the specifications, requirements, terms, and conditions contained in the Contract Documents.

**Contract Documents.** The successful bidder will be required to enter into a Purchase Order that is acceptable to the City. Special Provisions within the contract may allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful bidder and the City. Contract documents will consist of this bid invitation, its attachment(s), and addenda, if any; the successful bidders completed and signed Bid Form; and a Purchase Order/Contract issued by the City. In the absence of any language to the contrary in the executed Purchase Order/Contract, this bid invitation, its attachment(s) and addenda, if any, will be the determining document in questions of compliance with the specifications for this bid.

**Reservations.** The City reserves the right to:

1. Postpone the date and time announced for receipt of bids by issuance of an Addendum at any time prior to the deadline for receipt of bids.
2. Reject any bid that is conditional in any way or that contains erasures, items not called for, items not in conformity with applicable law, changes, additions, alternate proposals, or any other modifications of the Bid Form which are not in accordance with the Bid Documents.
3. The City of Parsons reserves the right to accept and or reject any and all bids and to waive informalities therein.
4. Make any investigations deemed necessary to determine if a bidder is responsive and responsible.
5. Reject any or all bids, including any bids that are found to be non-responsive or submitted by a bidder that is not responsible.
6. Waive minor defects or irregularities in any bid, provided that the discrepancy does not affect the bid amount or give the bidder an advantage over others.
7. Award a Purchase Order to a single bidder for the entire procurement or to multiple bidders according to specifications.
8. Preference on a bid will be given to a city dealer within a 5% difference of the lowest bid received if that shall occur.

**CITY OF PARSONS, KANSAS**

**BID FORM**

**Bid Number 2023-001**

**MINIMUM SPECIFICATIONS**

1. Manufacturer will use the highest quality components and design practices available to the automobile industry.
2. The vehicles shall be new (unused) units, 2023 model year production. The vehicles shall be supplied with all equipment and accessories indicated as standard equipment in the manufacturer's corresponding model year published literature.
4. **Delivery of vehicles is to begin** on a date agreed on by the purchaser.
5. The vehicle to be delivered will be washed and fully serviced to Parsons Police Department, 217 North Central, Parsons, KS 67357.
6. Warranty requirements (minimum):
  - a. Basic – Options to be listed - Miles Bumper to Bumper
  - b. Rust – options to be listed
  - c. Drive Train – 5 Year / 100,000 Miles

**SPECIFICATIONS THAT VEHICLES SHALL INCLUDE:**

**2023 FORD POLICE INTERCEPTER UTILITY SUV- NEW**

3.3 Direct-Injection V6 FFV, AWD, Black Paint, Remote Keyless Entry, Back-Up Camera, Black Steel Wheels, Police Pursuit Package, and ALL OTHER STANDARD EQUIPMENT for Police Package.

**ADDED OPTIONS**

Any available add on options are to be listed with accompanying prices.

**ADDITIONAL REQUIRED POLICE UPFITTING FOR PATROL VEHICLE**

(Or equipment equal to quality and operation as the following with City approval):

**1-Whelen Inner Edge FST DUO Interior Lightbar -OR-**

**1-Whelen Liberty II 54" DUO LED Lightbar (Red/Blue with full white flood options)**

**Note:** Roof mounted, or slick-top interior emergency lighting should be quoted separately.

**2-Whelen LINZV2 Under Mirror Lights**

**12-Whelen ION Perimeter Lights (4 front, 4 rear, 4 side)**

**1-Whelen Dominator 8 Rear Lightstick / TA**

**1-Whelen Cencom Carbide Siren/Lighting Controller**

**2-Whelen SA315 100w Siren Speakers and Bracket**

**1-Thunderstruck Grille Guard**

**1-Single Prisoner Transport Cage****1-Jotto Center Console w/Armrest and Cupholders, includes floorplate****1-SANTACRUZ Gun Locks (handcuff lock style) for carbine and shotgun. A Duel Mounted Rifle and Shotgun Mounting System****1-Stalker Dual SL Dual Antenna Radar System****1-Vehicle camera system will be mounted later, vendors are in the process of being changed. Any pre-wiring should be listed.****1-Havis Computer Mounting System PKG-PSM-3006****1-Havis Docking Station H-DS-PAN-111****1-Power Supply and Circuit Breaker****1-Heavy Duty Battery Disconnect Solenoid****1-800Mhz Mobile Radio Antenna/Coax. Motorola radio to be installed later, city is awaiting delivery.****1-100A Circuit Breaker****1-Blue Sea Fuse Block (or similar quality brand)****1-Premium Vehicle Graphics – Installed – Match Current 2021/22 Fleet****Shop Supplies – wiring, connectors, securement items, brackets, etc.****Professional Upfitting and Installation****ADDED OPTIONS**

Black Appearance Package

Skid Plate Group

Cargo Management System

Remote Keyless Entry / Start

All-Terrain Tires

Anti-Spin Rear Differential

**Quantity: Up to 3 Vehicles****Pricing**

	Ford Police Interceptor
Vehicle Make, Model, Year	
Bid Price	
Shipping/Delivery	
Extended Warranty if Available	
Total Bid Price	
Suggested or Available Options:	



Estimated Delivery Date	

Vendor Name	
Vendor Mailing Address	
Vendor Contact Person	
Contact Person Telephone(s)	
Contact Person E-Mail	
Vendor Representative	
Signature	Date

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# Memorandum

## City of Parsons

### City Manager's Office

**TO:** Parsons City Commission

**FROM:** Debbie Lamb. City Manager

**Date:** April 27, 2023

**RE:** Special Alcohol Funds Distribution

Please place the following item on the City Commission agenda for discussion at their May 1, 2023 commission meeting.

#### Information:

The following request were received for Special Alcohol Funds for 2023:

Labette Center for Mental Health Services, Inc.	\$	30,000.00
Communities in Schools of Mid-America, Inc.	\$	195,321.93
**Unsecured Funding Amount		
Kansas Big Brothers Big Sisters, serving Labette County	\$	3,000.00
LB-CK Juvenile Services	\$	4,500.00

Distribution of Special Alcohol Funds for 2022 were as follows:

Labette Center for Mental Health Services, Inc,	\$	16,000.00
LB-CK Juvenile Services	\$	3,000.00
Kansas Big Brothers Big Sisters, serving Labette County	\$	1,000.00
Total Distribution for 2022	\$	20,000.00

The funding resources available for distribution in 2023 is \$18,000.00.

#### Action Request:

After the committee reviewed the applications the recommendations are as follows:

Labette Center for Mental Health Services, Inc,	\$	12,000.00
Communities in Schools of Mid-America, Inc.	\$	1,500.00
LB-CK Juvenile Services	\$	3,500.00
Kansas Big Brothers Big Sisters, serving Labette County	\$	1,000.00
Total Distribution for 2023	\$	18,000.00

Memorandum  
City of Parsons  
Planning & Zoning Department

**TO:** Debbie Lamb, City Manager  
**FROM:** Laura Moore, Planning and Zoning Administrator  
**DATE:** April 27, 2023  
**RE:** Ordinance No. 6535, Special Use Permit - 1770 25000 Rd

Please include the following item on the City Commission agenda for consideration at the May 1, 2023, meeting:

**Ordinance No. 6535, Special Use Permit**

**Information**

The Planning Commission conducted a Public Hearing on April 18, 2023, on the request for a Special Use Permit for the construction of a 180' utility tower for WIFI internet. The request from the property owner is due to the height of the pole being taller than 60'. The vote was in favor of approving the Special Use Permit as presented.

**Action Requested**

Adopt Ordinance No. 6535 and authorize Mayor's signature.

**ORDINANCE NO. 6535**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT TO ALLOW A 180' UTILITY TOWER IN THE A-1 AGRICULTURAL DISTRICT ON CERTAIN PROPERTY LOCATED IN THE 3-MILE EXTATERRETORIAL AREA OF THE CITY OF PARSONS, KANSAS, UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS OF THE CITY AS ORIGINALLY APPROVED BY ORDINANCE NO. 5957.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PARSONS, KANSAS:

SECTION 1. Having received a recommendation from the Parsons City Planning Commission, and proper notice having been given and hearing held as provided by law and under authority and subject to the provisions of the Zoning Regulations of the City as originally approved by Ordinance No. 5957, a special use is hereby approved to allow a 180' Utility Tower in the A-1 Agricultural District described as follows:

Beginning 40' W of the Southeast Corner of the W ½ of the SE Quarter of Section 9, Township 31 S, Range 20 E, Thence N 254.5'; Thence W 286' Thence N 522.5', Thence W 376', Thence S 777' to the Section Line; thence E along the Section Line to the Point of Beginning, Labette County, Kansas (Zachary & Lorrie Hill, Owner/Petitioner) – 1770 25000 Rd.

Such special use is subject to the following condition(s): N/A

SECTION 2. This Ordinance shall take effect and be in force from and after its passage, approval, and publication once in the official city newspaper.

PASSED BY THE GOVERNING BODY ON MAY 1, 2023.

ATTEST:

\_\_\_\_\_  
Kevin Cruse, Mayor

\_\_\_\_\_  
Robyn Baker, City Clerk

## FACTORS

**Petitioner:** City of Parsons

**Location:** 1770 25000 Rd

**Current Classification:** A-1 Agricultural District Request:

Special Use Permit for 180' Utility Tower for wireless internet

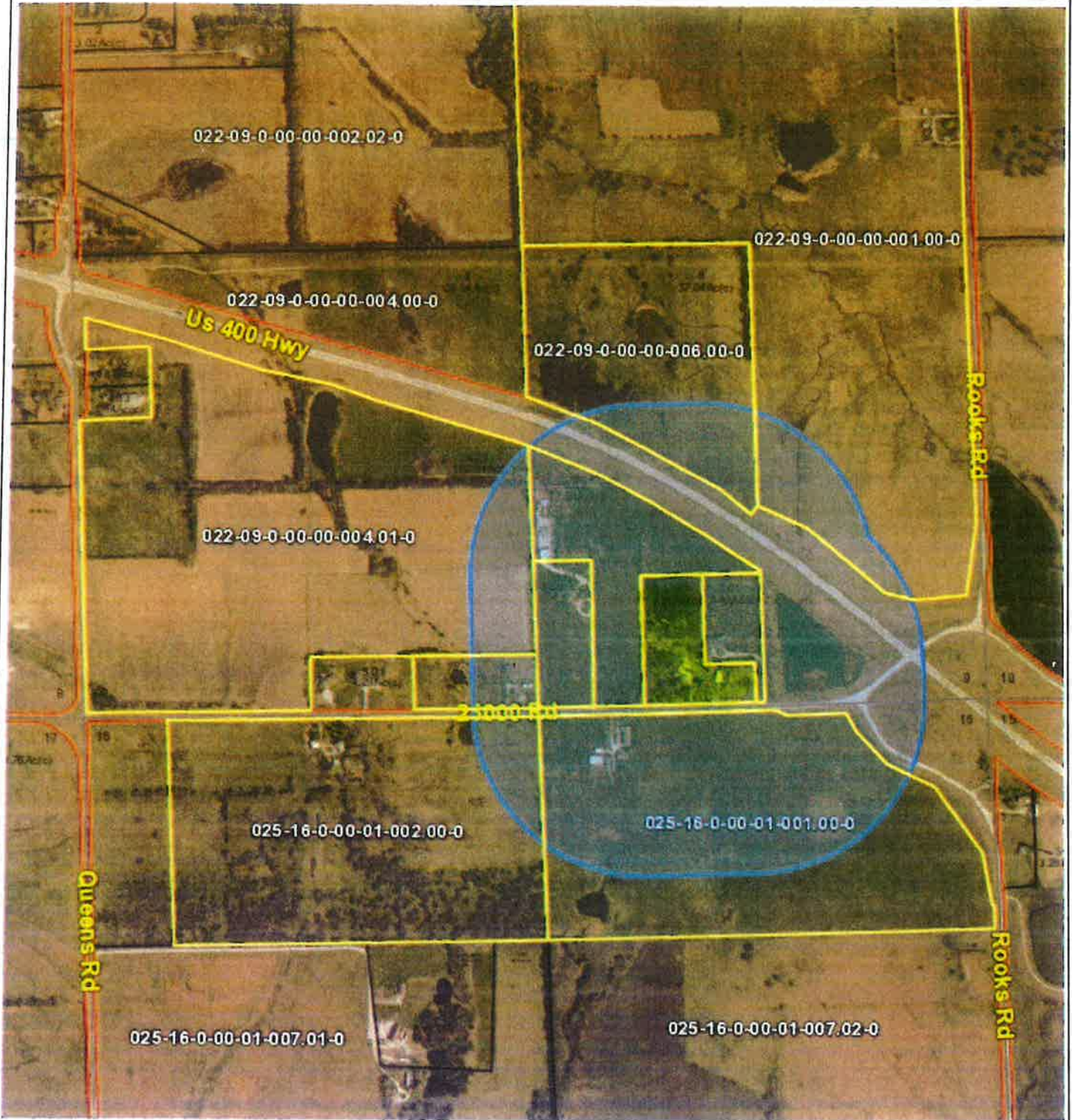
Item	Factor	Agree	Disagree
1.	What are the existing uses of property and their character and condition on the subject property and in the surrounding neighborhood?		
	COMMENTS: Existing uses of the property and surrounding area is agricultural.		
2.	What is the current zoning of the subject property and that of the surrounding neighborhood in relationship to the requested special use permit?		
	COMMENTS: The current property is zoned is A-1 Agricultural as well as the surrounding area.		
3.	Is the length of time that the subject property has remained undeveloped or vacant as zoned a factor in the consideration for a change in zoning or special use permit?		
	COMMENTS: No, the property is not vacant and the zoned A-1 Agricultural is not a factor in consideration for the special use permit request.		
4.	Would the requested change in zoning correct an error in the application of these regulations as applied to the subject property?		
	COMMENTS: No, the reason for the special use permit is the height of the utility tower.		

Item	Factor	Agree	Disagree
5.	Is the change in zoning requested because of changed or changing conditions in the area of the subject property and, if so, what is the nature and significance of such changed or changing conditions?  COMMENTS: Not Applicable. The hearing is for a special use permit to allow for the installation of a utility tower taller than 60'.		
6.	Do adequate sewage disposal and water supply and all other necessary public facilities including street access exist or can they be provided to serve the uses that would be permitted on the subject property if the change in zoning was approved?  COMMENTS: Yes, but not applicable for specific project.		
7.	Would the subject property need to be platted or replatted or in lieu of dedications made for rights-of-way, easements, access control or building setback lines if the change in zoning was approved?  COMMENTS: No, not required for this specific project.		
8.	Would a screening plan be necessary for existing and/or potential uses of the subject property if the change in zoning was approved?  COMMENTS: No, not required for this specific project.		
9.	Is the general amount of suitable vacant land or buildings available or not available for development that currently has the same zoning district classification as is requested for the subject property?  COMMENTS: No, this special use permit is required only for the height of the utility tower to be installed.		
10.	In the event that the subject property is requested for business or industrial uses, are such uses needed to provide more services or employment opportunities?  COMMENTS: Yes, the special use permit will offer move availability of services to the community.		
11.	Is the subject property suitable for the current zoning to which it has been restricted?		

	<b>COMMENTS: Yes, the property is suitable for the current A-1 Agricultural District zoning.</b>		
13.	Would the change in zoning or special use permit as requested be consistent with the purpose of the zoning district classification and the intent and purpose of these regulations?		
	<b>COMMENTS: Yes, the special use permit follows the city's current zoning regulations.</b>		
14.	Is the request for the zoning change in conformance with the Comprehensive Plan and does it further enhance the implementation of the Plan?		
	<b>COMMENTS: N/A, zoning change is not required.</b>		
15.	What is the nature of the support or opposition of the requested change in zoning?		
	<b>COMMENTS: There has been no ex parte or communication for support or opposition to the proposed change in zoning as of 4/18/23.</b>		
16.	Are there any informational materials or recommendations available from professional persons knowledgeable on this request which would be helpful in its evaluation?		
	<b>COMMENTS: No</b>		
17.	Does the relative gain to the public health, safety and general welfare outweigh the loss in value or the hardship imposed upon the applicant by not approving the requested special use?		
	<b>COMMENTS: Yes, the gain to public health, safety and general welfare could outweigh the loss in value or the hardship imposed if the proposed request for special use permit where not approved.</b>		

**Of those factors considered as relevant to the requested change in zoning district classification or boundary, not all factors need to be given equal consideration by the Planning Commission in deciding upon its recommendation.**





1,600.0 0 Distance / 2 1,600.0 Feet

NAD\_1983\_StatePlane\_Kansas\_South\_FIPS\_1502\_Feet

1:9,600



1000' buffer  
1470 25000 RD Parsons KS

42

This map is a user generated static output from an Internet mapping site and is for reference only  
Data layers that appear on this map may or may not be accurate or current  
THIS MAP IS NOT TO BE USED FOR NAVIGATION



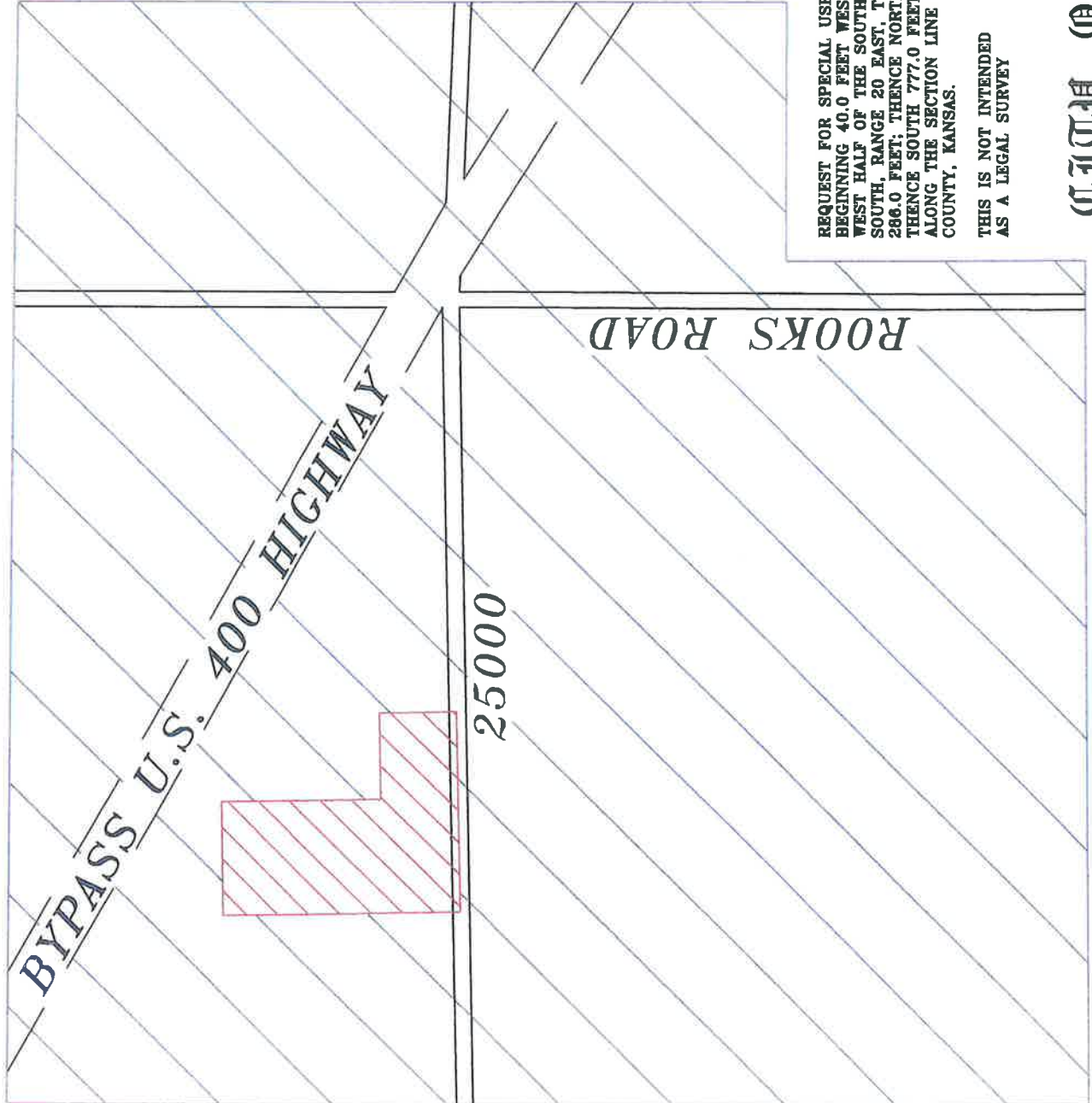
# LEGEND



A-1:



AREA REQUESTING  
SPECIAL USE:



REQUEST FOR SPECIAL USE:  
BEGINNING 40.0 FEET WEST OF THE SOUTHEAST CORNER OF THE  
WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 31  
SOUTH, RANGE 20 EAST, THENCE NORTH 254.5 FEET; THENCE WEST  
286.0 FEET; THENCE NORTH 522.5 FEET, THENCE WEST 376.0 FEET,  
THENCE SOUTH 777.0 FEET TO THE SECTION LINE; THENCE EAST  
ALONG THE SECTION LINE TO THE POINT OF BEGINNING, LABETTE  
COUNTY, KANSAS.

THIS IS NOT INTENDED  
AS A LEGAL SURVEY

UNIVERSITY OF KANSAS

DRAWN BY:	DC	PROPOSED SPECIAL USE
DATE:	4/10/23	1770 25000 RD
SCALE:	NONE	PARSONS, KS.
PAGE:	1 OF 1	

**MINUTES PLANNING COMMISSION/BOARD OF ZONING APPEALS  
CITY COMMISSION ROOM  
April 18, 2023, 2022 5:30 P.M.**

**MEMBERS PRESENT:** Sharon Kendrick, Lowell Wells, Charles Gross, Richard Babcock, and Ron Holsteen

**MEMBER ABSENT:** Greg Chalker

**CITIZENS PRESENT:** Roger Thompson, Zachary Hill, Ronnie Wolverton, Debora Wolverton, Ronie Stringer, Chris Stringer, Gary Varvel and David Semrad

**CITY STAFF PRESENT:** Laura Moore

- I. Chairman Sharon Kendrick called the Parsons Planning Commission meeting to order and led in the Pledge of Allegiance. A quorum was determined by roll call.
- II. Richard Babcock moved to approve the agenda as presented. Lowell Wells seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.
- III. Ron Holsteen moved to approve the minutes of the Parsons Planning Commission/Board of Zoning Appeals meetings held March 21, 2023. Lowell Wells seconded the motion. Voting on roll call, Kendrick – Abstain; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.
- IV. Planning Commission – New Business
  - A. A Public Hearing was held on the request for a special use permit for the construction of a 180' Utility Tower for wireless internet on property zoned as A-1 Agricultural District described as follows:

Beginning 40' W of the Southeast Corner of the W ½ of the SE Quarter of Section 9, Township 31 S, Range 20 E, Thence N 254.5'; Thence W 286' Thence N 522.5', Thence W 376', Thence S 777' to the Section Line; thence E along the Section Line to the Point of Beginning, Labette County, Kansas (Zachary & Lorrie Hill, Owner/Petitioner) – 1770 25000 Rd

Mr. Hill stated this is an internet tower for broadband internet and it's because in our area we don't have good internet. There's only two ISP providers, Winexus and Wave Wireless, and neither one of them has a tower close to us, and so both have about the same service. For years we have complained and lots of the neighbors have complained, and this is a tower that everyone in the area is going to be able to use. It will have an antenna on it that belongs to WINEXIS and anybody that wants to have access to highspeed broadband internet for the first time northeast of Parsons.

Mr. Hill owns the property and is leasing the tower to Winexus and they will remove the tower if the lease is terminated. It's 180' tall, guyed tower, but it won't be tall enough to require lights. Mr. Hill said everyone will be able to use it for business, education, personal use, whatever. Mr. Hill said if the tower fell it would not hit any structure, but maybe a shop building that he owns. Access would be off 25000 Rd and will use the driveway that goes to his shop building.

Chairman Kendrick opened the public hearing for comment. Debora Wolverton who lives across the road and wondered if there was any chance it would interfere with any other services? Is it a health hazard? Mrs. Wolverton thought the tower was going to be closer to the neighbor's house

who was trying to sell it and felt bad for the owners. Will Winexus ever go to fiber optics or are they staying with tower systems?

David Semrad, part owner of Winexus, stated the tower will be a guyed tower and it should not have any effect on any of your services or satellite services. "Mr. Semrad stated that basically Winexus and Wave Wireless have been competitors for 17 years. Wave Wireless started in Parsons and Winexus started in Galesburg area and now we both share in Parsons, St. Paul, Erie, Thayer, and Galesburg. There has never been any hostility between us. The way wireless internet works is it's an unlicensed frequency and there is a band of frequencies that is used, and we just works out the frequency usage. It's not like cell phone companies who buy millions of dollars of licensed frequencies, and they are the only company who can use them. Mr. Semrad stated it is to our benefit to work together with other unlicensed frequency businesses."

Mr. Semrad said as far as the tower, the location if it would fall, which it won't because of how it's built. It's an engineered kit to stay up and we have over done it by cementing it into the ground and if the tower falls over it won't hit any structure except the possible exception of Mr. Hill's shed. As far as a health hazard, it's wireless signal and the government regulates the power output so no there's not any health issues. The tower size is 16" triangle wide and the range will be approx. 10 miles but would be subject to trees and hills in the way.

Roger Thompson owns a farm nearby and the internet is terrible, and it would be a benefit to have the service upgraded in that area.

Chairman Kendrick asked if any ex parte contact or communication had been reported, none received. Laura Moore read the factors as part of the evaluation of the special use request, and the Board agreed with the factors read.

Richard Babcock moved to make the recommendation to the City Commission to approve the Special Use Permit as requested. Ron Holsteen seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.

- V. Lowell Wells moved to recess the Parsons Planning Commission Meeting and convened the Board of Zoning Appeals Meeting. Ron Holsteen seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.

#### VI. New Business – Board of Zoning Appeals

- A. A Public Hearing was held on the request for a front-yard construction of a front porch on property zoned R1- Single-Family Residential District described as follows:  
 Lots 3-4, Block 20, Belmont Addition, City of Parsons, Labette County, KS (Christopher Stringer, Owner/Petitioner) – 3008 Morgan

Ronnie Stringer stated that the porch would be centered with the front door, and the porch roof will only cover the porch area, does not include the steps and will be open all around the porch area without railing. The porch will be 8' tall.

Chairman Kendrick opened the public hearing for comment, none received. Chairman Kendrick asked if any ex parte communication or contact had been reported, none received. The Public Hearing was closed to review the standards in Article 10 Section 107 D 1-2. Laura Moore read each standard and the Board agreed this request met the requirements.

Lowell Wells moved to approve the front-yard variance as requested for the construction of a front porch. Ron Holsteen seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.

B. A Public Hearing was held for a front-yard variance for the construction of a carport on property zoned R1- Single-Family Residential District described as follows:

E50' Lot 7 & W40' Lot 8, Block 169, Parsons 3<sup>rd</sup> Addition, City of Parsons, Labette County, KS (Varvel, Owner/Petitioner) – 1205 Morgan

Gary Varvel stated that he would like to build a 18'x16' carport to park his vehicles under. The carport would be attached to the house under the drip edge of the existing roof, all open with a metal roof, trim, and secured on 4"x4" treated posts. Mr. Varvel stated that the basketball goal will be relocated.

Chairman Kendrick opened the public hearing for comment, none received. Chairman Kendrick asked if any ex parte communication or contact had been reported, none received. The Public Hearing was closed to review the standards in Article 10 Section 107 D 1-2. Laura Moore read each standard and the Board agreed this request met the requirements.

Richard Babcock moved to approve the front-yard variance as requested for the construction of a carport. Lowell Wells seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.

VII Lowell Wells moved to adjourn the Board of Zoning Appeal Meeting and reconvene the Parsons Planning commission Meeting. Ron Holsteen seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.

VIII Annual Comprehensive Plan Review – Laura Moore stated that Debbie Lamb, City Manager, and city staff are working on an update to give to the City Commission on what has been accomplished in the first two years of the five year Implementation Strategy and Action Plan suggested by Verdunity. Mrs. Moore will share the update with the Planning Commission/BZA Board upon completion.

IX Zoning Diagnostic Report & Zoning Regulations Review – Laura Moore presented the changes made in Article 5. Off -Street Parking and Loading.

X Chairman Comments – The next regular scheduled meeting will be May 16, 2023.

XI There being no further business to come before the Planning Commission, Chairman Kendrick moved to adjourn. Lowell Wells seconded the motion. Voting on roll call, Kendrick – Yes; Wells – Yes; Gross – Yes; Babcock – Yes; and Holsteen – Yes. Motion carried.

Meeting adjourned 6:59 p.m.

Respectfully Submitted:

\_\_\_\_\_  
Laura Moore

Approved:

\_\_\_\_\_  
Sharon Kendrick, Chairman

RESOLUTION NO. 3448

WHEREAS, the Governing Body of the City of Parsons, Kansas, on the 1<sup>st</sup> day of May, 2023, held a public hearing allowing the owners, agents, lien holders and any occupants of record of the structures located on the following described real estate to-wit:

Lot 15, Block 198, City of Parsons, Labette County, Kansas, known as **2407 Morgan Ave.** Interested parties are Greg H. Hollingsworth, Bank of America, N.A.

E ½ of the W ½ of Lot 4, except the North 7.5 feet of Lot 4, all in Block 127, City of Parsons, Labette County, Kansas, known as **1411 Chess Avenue.** Interested parties are Jason A. Smart, Jessica Johnson.

Lot Sixteen (16), Block One Hundred Ninety-eight (198), City of Parsons, Labette County, Kansas, known as **2401 Morgan Ave.** Interested parties are Hafter Family Trust, Judith Price, Trustee or successor Trustee.

Lots 4 and 5, Block 3, Orchard Park Addition, City of Parsons, Labette County, known as **2815 North Blvd.** Interested parties are Tawny L. Smith

Lot 6, Block 3, Orchard Park Addition, City of Parsons, Labette County, known as **2825 North Blvd.** Interested parties are Michael T. Ingalsbe and Krystal W. Ingalsbe

and WHEREAS, the Governing Body of the City of Parsons, Kansas, as deemed it necessary to hold a public hearing in which the owner or occupant of said structures may appear and show cause why such structure should not be condemned, ordered repaired or demolished; and

WHEREAS, the Resolution calling for such hearing was published once each week for two consecutive weeks on the same day of each week in the official city newspaper, and said Resolution was properly and lawfully served on the owners, agents, lien holder or occupants of said structures; and

WHEREAS, the Governing Body of the City of Parsons, Kansas, heard all evidence submitted by the Building Inspector, and in addition heard evidence submitted by the owners or occupants of said structures; and

WHEREAS, the evidence supports the finding that said structure(s) is unsafe and dangerous.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF PARSONS, KANSAS the structure(s) located on the real estate above described is unsafe and dangerous.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF PARSONS, KANSAS THAT SAID STRUCTURE SHOULD EITHER BE REPAIRED OR CONDEMNED.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF PARSONS, KANSAS, that said structures shall be repaired or removed and the premises made safe and secure. Said repair or removal shall be diligently pursued by the owner until the work is completed. The deadline to obtain all necessary permits for such removal or repair is May 20, 2023, or in the event the owner fails to diligently pursue the same, the Governing Body of the City of Parsons, Kansas will cause the structure to be razed and removed and all costs assessed against the property as provided by law.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF PARSONS, KANSAS that upon the removal of the structure, all basements or excavations located on the premises shall be filled, and the owner-occupant shall take all other action necessary to leave such premises in a safe and secure condition.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be served on the owner, lienholder, agent and occupant of said structure as provided by law.

\_\_\_\_\_  
Kevin Cruse, Mayor

Attest: \_\_\_\_\_  
Robyn Baker, City Clerk