

# Parsons City Commission

Regular Session

Monday, April 20, 2020 at 6:00 p.m.

Municipal Building

- I. **CALL TO ORDER. PLEDGE OF ALLEGIANCE.**
- II. **MOMENT OF SILENCE**
- III. **APPROVAL OF THE AGENDA**
- IV. **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.
- V. **PRESENTATIONS**
  - A. **2019 Annual Police Report**
- VI. **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**  
**Information:** City Commission Minutes for April 2 & 6, 2020.  
  
**Recommendation:** Approve and authorize the Mayor’s signature.
  - B. **Accounts Payable Appropriation Ordinance No. 287**

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

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

**C. Pay Request No. 1 – CDBG Stormwater Improvements, Project No. 2020-05, Grand No. 20-PF-011**

**Information:** BG Consultants, Inc. has submitted Pay Request No. 1 in the amount of \$6,885.00 for work completed through April 6, 2020.

Engineering agreement includes the following:

Engineering Design	\$56,900.00
Inspection Services	<u>\$11,100.00</u>
Total	<u>\$68,000.00</u>

**Recommendation:** Approve and authorize payment to BG Consultants, Inc.

**D. Pay Request No. 10 – Influent Pump Station and Sludge Processing Evaluation**

**Information:** HDR Engineering, Inc. has submitted Pay Request No. 10 in the amount of \$3,000.00 for work completed through March 28, 2020.

Funding Source: EPA Compliance Funds

**Recommendation:** Approve and authorize payment to HDR Engineering, Inc.

**E. Kansas Waste Tire Grant Program**

**Information:** The City has received notice of a \$6,592.50 grant award from KDHE, Bureau of Waste Management to purchase 15 picnic tables made from recycled material through the Kansas Waste Tire Grant Program.

The tables will be placed at the Lake Parsons Campgrounds:  
15 - 8’ picnic tables.

Funding

This is a 50/50 grant.

\$6,592.50 Grant

\$6,592.50 Lake Advisory Board  
City Lake employees will assemble and deliver the tables.

**Information:** Approve and authorize the Mayor's signature on the contract for the KDHE Kansas Waste Tire Grant Program.

**F. Pay Request – Demolition and Site Clearance, 1204 S 13<sup>th</sup> Street**

**Information:** Heck & Wicker, Inc. has submitted Invoice No. 113018 for Demolition and Site Clearance of the Fire Damaged Structure at 1204 S. 13<sup>th</sup> Street in the amount of \$2,650.00.

**Information:** Approve and authorize payment to Heck & Wicker, Inc.

**G. Invoice No. 19, Project 2018-01, Engineering Services for US 59 Clark to Broadway, KDOT Project No. 59-KA-4756-01**

**Information:** TranSystems Corporation has submitted Invoice No. 19 in the amount of \$2,925.00 for professional engineering inspection services for work completed through February 28, 2020.

**Recommendation:** Approve and authorize payment to TranSystems Corporation.

**H. Invoice No. 20, Project 2018-01, Engineering Services for US 59 Clark to Broadway, KDOT Project No. 59-KA-4756-01**

**Information:** TranSystems Corporation has submitted Invoice No. 20 in the amount of 8,812.00 for professional engineering inspection services for work completed through March 27, 2020.

**Recommendation:** Approve and authorize payment to TranSystems Corporation.

**I. Pay Request No. 6 – Local Geometric Project, US 59 Pavement Restoration Improvements**

**Information:** TranSystems Corporation has submitted Pay Request No. 6 in the amount of \$6,960.34 for work completed through February 28, 2020 for the US Hwy 59 – Local Geometric Project, Pavement Restoration Improvements. The project will be between 21<sup>st</sup> Street and Commerce Drive on South US Highway 59.

**Recommendation:** Approve and authorize payment to TranSystems Corporation.

**J. Change Order No. 1 – City Clerk/Water Office Project**

**Information:** Koehn Construction Services LLC has submitted Change Order No. 1 in the amount of \$308.00 for the addition of one (1) Yale Next Touch Lever for installation in the new security door of the City Clerk/Water Offices. The addition of the change order brings the total price of the project to \$51,077.95.

**Recommendation:** Approve and authorize the Mayor's signature on Change Order No. 1.

**K. Pay Request No. 1 and Final – City Clerk/Water Office Project**

**Information:** Koehn Construction Services LLC has submitted Pay Request No. 1 and Final in the amount of \$51,077.95. Work has been completed to a satisfactory level.

**Recommendation:** Approve and authorize payment to Koehn Construction Services LLC.

**CONSENT DOCKET ENDS**

**VII. NEW BUSINESS**

**A. Retail Recruitment Grant – Milli's New and Used Furniture**

**Information:** Under the terms of the retail recruitment grant program the City will provide an assistance Grant to Parsons Diner not to exceed the sum of Five Thousand dollars (\$5,000), to be used by Milli's New and Used Furniture to assist in the establishment, building, and equipping of a retail business in Parsons, Kansas. The Grant shall be funded only from Economic Development funds available to the City through a special sales tax for that purpose and must be matched by Twenty Five (\$25,000) of owner funds. The business has completed the requirements for the grant which include evidence of spending the minimum required amount of \$25,000 of personal funds, has submitted a business plan and has been in contact with the SBDC at Pitt State for any additional assistance.

**Recommendation:** Approve retail recruitment grant.

**B. Award Proposal - 2020 Police Interceptor Utility Patrol Vehicles**

**Information:** Proposals were received on Friday, April 17, 2020 at 10:00 a.m. for Two (2) 2020 Ford Police Interceptor Utility Patrol Vehicles for the Parsons Police Department.

\*\*Information will be available in Packets for Monday's meeting.

**Recommendation:** Award proposals for Police Vehicles.

**VIII. ORDINANCES**

**A. Ordinance No. 6464 – Vacating Alley Ways**

**Information:** Ordinance No. 6464 vacating a platted street located at 35<sup>th</sup> Street and Clark Street in the City of Parsons, Labette County, Kansas.

On March 19, 2020 the Planning Commission conducted a Public Hearing to review the request from the City of Parsons to vacate a portion of the platted street at 35<sup>th</sup> and Clark Street. All utility companies were notified with no opposition received to the closure. Ordinance No. 6464 retains easements for ingress and egress, reconstruction and maintenance of all existing and future utilities and appurtenances. The vacation is being request to accommodate a request to rock the street. No public comments were received. Vote was unanimous to approve request as presented.

**Recommendation:** Approve and authorize the Mayor's signature on Ordinance No. 6464.

**IX. RESOLUTIONS**

**A. Resolution No. 3402 – Fire Damaged Structure**

**Information:** Resolution No. 3402 setting June 15, 2020 at 6:00 p.m. as the date and time for a Public Hearing on the Fire Damaged Structure at 901 South 24<sup>th</sup> Street, owned by Waynetta Reece and People's State Bank of Cherryvale.

**Recommendation:** Approve and authorize the Mayor's signature on Resolution No. 3402.

**X. DEPARTMENTAL REPORTS**

**A. Monthly Reports – March, 2020**

**Recommendation:** Receive and File.

**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. Kansas Department of Transportation Grant Application Reviews**
- B. Code Enforcement**
- C. Tourism Grant Application**
- D. 13th and Briggs**

**XIII. CITY COMMISSION COMMENTS**

**XIV. ADJOURN**