

MINUTES
PARSONS CITY COMMISSION
April 2, 2020

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

Present: Commissioner Crooks
Commissioner Cruse
Commissioner Shaw
Commissioner Bolinger

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


Ordinance No. 6463 – Health Order Violation

Ordinance No. 6463 was introduced by Commissioner Bolinger, seconded by Commissioner Cruse relating to the violation of an order issued by Labette County Emergency Management, the Labette County Health Department, or an Executive Order issued by the Governor of the State of Kansas. Currently, if such an order is not followed, it is a violation of State Law and is prosecuted in Labette County District Court. This Ordinance makes violating these orders a City infraction, thus allowing it to be prosecuted in Parsons Municipal Court. Parsons Municipal Court is a more convenient venue for the Parsons Police Department and the citizens of Parsons.

The commission reviewed the agenda for April 6, 2020.

Comments were heard from City Staff and Commission.

Commissioner Cruse moved, Commissioner Crooks seconded that we adjourn at 6:00 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.



Jeff Perez, Mayor

Attest:



Gabrielle Swanwick, City Clerk

MINUTES
PARSONS CITY COMMISSION
APRIL 6, 2020

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

Present: Commissioner Crooks
 Commissioner Cruse
 Commissioner Shaw
 Commissioner Bolinger

Commissioner Cruse moved, Commissioner Crooks seconded that we approve the agenda with the addition of an addendum. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Proclamations

Mayor Perez read a Proclamation establishing April as Fair Housing Month and a Proclamation establishing April 24, 2020 as Arbor Day.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the following meetings: March 12 and 16, 2020.

Accounts Payable Appropriation Ordinance No. 286

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$446,529.06.

Invoice No. 18, Project 2018-01, Engineering Services for US 59 Clark to Broadway, KDOT
Project No. 59-KA-4756-01

Approved and authorized payment to TranSystems Corporation in the amount of \$2,806.00 for special engineering services completed through December 27, 2019.

Pay Request No. 4 & 5 – Local Geometric Project, US 59 Pavement Restoration Improvements

Approved and authorized payment to TranSystems Corporation in the amount of \$31,231.32 for work completed through December 27, 2019. The project will be between 21st Street and Commerce Drive on US Highway 59.

Invoice No. 1 – Tri City Airport Runway Maintenance, AIP 3-20-0067-012

Approved and authorized payment to Burns & McDonnell Engineering in the amount of \$38,640.00 for design services through February 29, 2020. Funding is FAA 90%/City 10%.

Change Order No. 2 – Project No. 2019-05, Morgan Street Reconstruction

Approved and authorized Change Order No. 2, submitted by Hinman Construction for Project 2019-05, Morgan Street Construction. Due to weather and extra work required, the engineering department is requesting a time extension to May 31, 2020 and an additional \$23,335.00 to complete the project. The new adjusted contract amount is \$155,487.00.

Pay Request No. 9 – Influent Pump Station and Sludge Processing Evaluation

Approved and authorized payment to HDR Engineering in the amount of \$6,385.00 for work completed through February 29, 2020. Funding source – EPA Compliance Funds.

Pay Request No. 1 – Project 2019-07, Swimming Pool Repairs

Approved and authorized payment to RenoSys Corporation in the amount of \$16,200.00 for work completed through March 31, 2020.

CST Storage “Music in the Park” Series

Approved and authorized the Mayor’s signature on agreement for The CST Storage “Music in the Park” Series. The series will begin with its first concert on May 23, 2020. The series will consist of nine (11) weekly concerts to be held on each Thursday evening in Forest Park at the Seaton Family Pavilion, with the exception of the May 23rd date. The 2019 budget approved \$9,000.00 from the General Fund for this program.

**Edit – due to the COVID-19 Virus, Katy Days has been cancelled, therefore the May 23, 2020 concert will not be held.

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

NEW BUSINESS

Quit Claim Deed – 2001 Crawford

Commissioner Bolinger moved, Commissioner Cruse seconded to approve and authorize the Mayor’s signature on a Quit Claim Deed for 2001 Crawford. In 1972 the Urban Renewal Agency of Parsons deeded the property at 2001 Crawford to Charles Newkirk. In 1977, the Urban Renewal Agency deeded the property immediately east of 2001 Crawford to the City of Parsons, which would eventually be used to create 20th Street. However, there was some overlap of property on both legal descriptions, creating a cloud on the title for 2001 Crawford. The potential purchaser is asking for a quit claim deed from the City to the current owner to clear up this overlap. City staff reviewed the conflict and finds no problem with issuing the deed. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Parsons Theater

The City originally made a loan to assist in the reestablishment of the Parsons Theater soon after the Tornado of 2000, then in 2010 a loan was made for significant upgrading of the

Theater. It has been requested that the remainder of this loan be forgiven so the Theater can apply for Federal Disaster loans currently being made available in response to the COVID-19 virus. Commissioner Crooks moved to forgive the remainder of the loan, Commissioner Shaw seconded. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - no.

Trucks – Purple Wave

Commissioner Shaw moved, Mayor Perez seconded to approve spending up to \$27,000.00 from the Water Fund and up to \$42,000.00 from Equipment Reserve for the purchase of two (2) dump trucks and a flatbed truck from Purple Wave. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved, Commissioner Cruse seconded that we adjourn at 7:30 p.m. Approved on roll call. Crooks – yes; Shaw – yes; Bolinger – yes; Perez - yes.



Jeff Perez, Mayor

Attest:



Gabrielle Swanwick, City Clerk

MINUTES
PARSONS CITY COMMISSION
April 16, 2020

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

Present: Commissioner Crooks
Commissioner Cruse
Commissioner Shaw
Commissioner Bolinger

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

The commission reviewed the agenda for April 20, 2020.

Comments were heard from City Staff: The City has acquired the old Sutherland's building for Commodities Distribution on Thursday, April 23, 2020 through Labette Assistance Center. There will also be a distribution of Disaster Boxes on Thursday, April 30, 2020.


Debbie Lamb, City Manager, discussed the potential effect of the COVID-19 pandemic on the City's finances in the future.

Comments were heard from the City Commission.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 5:40 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.


Jeff Perez, Mayor

Attest:


Gabrielle Swanwick, City Clerk

MINUTES
PARSONS CITY COMMISSION
APRIL 20, 2020

The Parsons City Commission met in regular session at 6:00 p.m. in the Municipal Building Basement with Mayor, Jeff Perez presiding.

Present: Commissioner Crooks
 Commissioner Cruse
 Commissioner Shaw
 Commissioner Bolinger

Commissioner Crooks moved, Commissioner Cruse seconded that we approve the agenda with the addition of an addendum. Approved on roll call. Crooks - yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

PRESENTATION

Annual Police Report

Chief of Police, Robert Spinks gave a presentation on the department's 2019 Annual Report.

Consent Docket as follows:

City Commission Minutes

Approved and authorized City Commission Minutes for April 2 & 6, 2020.

Accounts Payable Appropriation Ordinance No. 0287

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$248,518.22.

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

Approved and authorized a payment to BG Consultants, Inc. in the amount of \$6,885.00 for work completed through April 6, 2020. Engineering agreement included the following:

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

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

Approved and authorized payment to HDR Engineering in the amount of \$3,000.00 for work completed through March 28, 2020. Funding source – EPA Compliance Funds.

Kansas Waste Tire Grant Program

Approved and authorized the Mayor's signature on a 50/50 grant award from KDHE, Bureau of Waste Management to purchase Fifteen (15) 8-foot picnic tables made from recycled material through the Kansas Waste Tire Grant Program. They will be placed at the Lake Parsons Campgrounds. This is a 50/50 grant: \$6,592.50 – Grant, \$6,592.50 Lake Advisory Fund. City Lake employees will assemble and deliver the tables.

Pay Request – Demolition and Site Clearance, 1204 S 1eth Street

Approved and authorized payment of Invoice No. 113018 to Heck & Wicker, Inc. in the amount of \$2,650.00.

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

Approved and authorized payment to TranSystems Corporation in the amount of \$2,925.00 for work completed through February 28, 2020.

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

Approved and authorized payment to TranSystems Corporation in the amount of \$8,812.00 for work completed through March 27, 2020.

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

Approved and authorized payment to TranSystems Corporation in the amount of \$6,960.34 for work completed through February 28, 2020. The project will be between 21st Street and Commerce Drive on US Highway 59.

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

Approved and authorized Change Order No. 1 submitted by Koehn Construction Services, LLC 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.

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

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

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

NEW BUSINESS

Retail Recruitment Grant – Millie's New and Used Furniture

Commissioner Crooks moved, Mayor Perez seconded to approve and authorize the Mayor's signature on a Retail Recruitment Grant in the amount of \$5,000.00 to be used by Millie's New and Used Furniture to assist in the establishing of a restaurant business in Parsons. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – no; Perez – yes.

Award Proposal – 2020 Police Interceptor Utility Patrol Vehicles

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. Four bids were received and read aloud in the City Clerk's office. Superior Emergency Response Vehicles, Andover, Kansas was the apparent best and lowest bidder in the amount of \$51,795.00 with delivery in 60 days. Commissioner Shaw moved, Commissioner Bolinger seconded to award the bid to Superior Emergency Response Vehicles. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – no; Perez – yes.

Monthly EPA Charge – COVID-19

During these trying times city staff has been looking at options to assist the residence and businesses in the City of Parsons due to the COVID-19 Crisis. The EPA Fund was put in to place to pay costs associated with the Consent Order issued by the EPA. Currently every customer who is on city sewer is charged a \$15.00 per month charge on their billing for the EPA Fund. The monthly revenue to the fund is approximately \$59,000.00. The balance of the fund on March 31, 2020 is \$1,203,197.35. The Peak Flow Station Project will be bid out in the next 60 days. The approximate cost to be incurred by this fund for that project would be \$400,000.00. There is a loan payment due September, 2020 of \$208,515.38.

The balance of the fund is earmarked for engineering and design services for the next phase of sewer rehabilitation for the west side of town.

The \$15.00 monthly fee is charged to every sewer customer. Staff is making the recommendation to waive this fee for the months of May and June, 2020. The fee would be billed again July, 2020. The city has to continue to make sewer improvements, as we have mainly focused on the east side of town and the Wastewater Treatment Plant.

Commissioner Bolinger moved, Commissioner Cruse seconded to waive the EPA fee for the months of May and June 2020. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

Resolution No. 3402 – Fire Damaged Structure

Resolution No. 3402 was presented by Commissioner Bolinger, seconded by Commissioner Crooks 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 24th Street, owned by Waynetta Reece and People's State Bank of Cherryvale, Kansas. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – no; Perez – yes.

Commissioner Cruse moved, Mayor Perez seconded to receive and file Monthly Departmental Reports for March, 2020. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

Comments were heard from City Staff:

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

Comments were heard from City Commissioners.

Commissioner Cruse moved, Mayor Perez seconded that we adjourn at 7:36 p.m. Approved on roll call. Crooks - yes; Cruse – yes; Shaw – yes; Bolinger - yes; Perez - yes.



Jeff Perez, Mayor

Attest:



Gabrielle Swanwick, City Clerk

MINUTES
PARSONS CITY COMMISSION
April 30, 2020

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


Present: Commissioner Crooks
 Commissioner Cruse
 Commissioner Shaw
 Commissioner Bolinger

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

The commission reviewed the agenda for May 4, 2020.

Comments were heard from City Staff and Commission.

Commissioner Bolinger moved, Commissioner Shaw seconded that we adjourn at 5:15 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.


Jeff Perez, Mayor

Attest:


Gabrielle Swanwick, City Clerk