

MINUTES  
PARSONS CITY COMMISSION  
AUGUST 3, 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 Bolinger  
Absent: Commissioner Shaw

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

Chief Spinks presented a Commendation to Officer Brice Dickens.

Consent Docket as follows:

Accounts Payable Appropriation Ordinance No. 294

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$282,191.65.

Pay Request No. 1 – Project 2019-06, Asphalt Street Improvements

Approved and authorized payment to Heckert Construction Company, Inc. in the amount of \$272,532.11 for work completed through July 28, 2020.

Pay Request No. 3, Project 2019-03, KDOT Access Management US Highway 59 Improvements, Clark to Broadway

Approved and authorized payment to Heck & Wicker Construction, Inc. in the amount of \$83,430.26 for work completed through July 27, 2020.

Award Bids – 2020 Dumpster Containers

Four (4) bids were received for 2020 Dumpster Containers. Awarded bid to Downing Sales and Service, Phillipsburg, Missouri, the lowest and best bidder as follows:

5 – 2-yard dumpster containers	\$410.00 ea	\$ 2,050.00
5 – 4-yard dumpster containers	\$695.00 ea	\$ 3,475.00
15 – 6-yard dumpster containers	\$873.00 ea	\$13,095.00
Shipping		\$ <u>843.00</u>
TOTAL		\$19,463.00

Delivery within 30 days of the order. Funding Source – Sanitation

August 3, 2020

Moonlight Madness Event

The Annual Moonlight Madness will be held Friday, August 21, 2020 from 6:00 p.m. to 11:00 p.m. Traditionally it has coordinated with the Parsons High School Blue and Gold Scrimmage. This year, because of COVID-19, schools have a delayed start; but the Downtown Retailers are still looking forward to this event. There will be food vendors and music. Businesses are planning to be open from 6:00 p.m. to 11:00 p.m.

Approved and authorized a request from the Chamber of Commerce that North 18<sup>th</sup> Street be closed from Main to Washington to allow Food Trucks use of the area. They are also requesting the use of three (3) spider boxes and a 100 ft cord for them to run on, six (6) barricades to be placed on Thursday, August 20, 2020 at the corners of Main and 18<sup>th</sup> St and Washington and 18<sup>th</sup> St. Volunteers will set up the barricades on Friday afternoon.

Labette Community College Back to School Event

Approved a request from Terri Leroy, Labette Community College for the use of the Northwest Corner of Forest Park for a Back to School Event on August 18, 2020 from 9:00 a.m. to 3:00 p.m. A zip-line will be brought in for participants to use.

Annual Turkey Shoot

Approved the use of Marvel Park Parking Lot and closure of the low water bridge on October 25, 2020 and November 1, 2020 from 9:00 a.m. to 3:00 p.m. requested by Knights of Columbus, St. Patrick's Council 643 for their Annual Turkey Shoot.

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

Incentive Price – Sullivan Building

The Sullivan Building (1707 Main Street) is owned by the CDC and the City has partnered with them to bring it into a sellable condition. Under the terms the CDC has negotiated, the City would be reimbursed by the CDC for all of the asbestos removal, the engineering study, and a couple thousand towards the roof repair. Approximately \$14,000.00 total. The roof was approximately \$34,000.00 and the un-reimbursed portion of that would be considered the incentive put forth by the City for the sale of the building.

The business being moved in would be Milli's Fine Furniture and they have submitted a business plan and have been in contact with the SBDC at Pittsburg State for any additional assistance on the expanded version of this plan to include the expansion into the larger facility.

Commissioner Cruse moved, Commissioner Crooks seconded to approve and authorize the incentive terms. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez - yes.

August 3, 2020

Real Estate Contract – 310 S 21<sup>st</sup> Street

Commissioner Cruse moved, Commissioner Bolinger seconded to approve and authorize a real estate contract between the City of Parsons and Labette Center for Mental Health Services, owner of the vacant property located at 310 South 21<sup>st</sup> Street. The contract amount is for \$62,500.00. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.

Budget 2021

Mayor Perez moved, Commissioner Bolinger seconded to set Monday, August 17, 2020 at 6:00 p.m. or as soon thereafter as possible for a Public Hearing on the 2021 Budget. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.

Ordinance No. 6472 – Special Assessments

Ordinance No. 6472 was introduced by Commissioner Cruse, seconded by Commissioner Bolinger making and levying a special assessment upon all lots and parcels of ground in the city liable for the cost and expenses of mowing and trash removal for the months of January, February, March, April, May, June, and July, 2020 in the amount of \$3,697.42. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.


Ordinance No. 6473 – Amending Face Mask Ordinance to Exempt Children Aged 5 and under

Ordinance No. 6473 was introduced by Commissioner Crooks, seconded by Commissioner Cruse amending Ordinance No. 6469 to exempt children aged 5 and under from wearing a mask as well as allowing K-12 students to follow mask rules issued by their administration.

When Ordinance No. 6469 was passed it made no exemptions for children. After further review, City Staff feels that Ordinance No. 6469 should allow the same exemption from the mask requirement as would allowed in Governor Kelly's Executive Order 20-52 for children aged 5 and under. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.

Comments were heard from City Staff and City Commissioners.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 6:52 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez - yes.

  
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Jeff Perez, Mayor

Attest:

  
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Gabrielle Evans, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
August 13, 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 Shaw seconded that we approve the agenda as presented. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Ongoing COVID-19 Update

Lori Ray, Superintendent of USD 503, was in attendance to give an update on schools opening.

1810 Main – Proposals

Three people were in attendance to present their proposals for the building at 1810 Main Street as follows:

Jessica and Brad Rush – will update the upstairs apartment and use the business space for a retail business.

Verlyn Bolinger – will use the downstairs space for his insurance business and rent out the upstairs apartment. (Commissioner Bolinger excused himself from any commission discussion regarding the property)

Kenneth Ward – will live in the upstairs apartment and rent out the downstairs space for retail business.

Jim Zaleski, Economic Development Director, reported that the City would take sealed bids for the property until August 31, 2020. After discussion among the board, it was decided to put a \$45,000.00 minimum reserve on the property.

The commission reviewed the agenda for August 17, 2020.

SPARK Update – Jim Zaleski, Economic Development Director and Laura Moore, Community Development Director, gave an update on SPARK funds.

Comments were heard from City Staff and Commissioners.

Commissioner Bolinger moved, Commissioner Cruse seconded that we adjourn at 5:50 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.



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Jeff Perez, Mayor

Attest:



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Gabrielle Evans, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
AUGUST 17, 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 Bolinger 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.

Public Hearing – Budget 2021

Mayor Perez opened the public hearing at 6:03 p.m.

2021 Budget presented as follows:

	<u>Proposed</u>
Expenditures for 2020	\$19,138,830
Amount of 2020 Ad Valorem Tax	\$ 3,028,713
Estimated Tax Rate	54.604
Assessed Valuation	\$55,464,834

Public Comments were heard from Vicki Pribble.

Mayor Perez closed the hearing at 6:05 p.m. Commissioner Cruse moved, Commissioner Bolinger seconded that we approve the budget as presented. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger -- yes; Perez - yes.

Mayor Perez led a discussion regarding businesses who are not complying with the Mask Ordinance and other issues surrounding COVID-19.

Consent Docket as follows:

City Commission Minutes

Approved and authorized City Commission Minutes for July 16, 20 & 30, 2020 and August 3, 2020.

Accounts Payable Appropriation Ordinance No. 0295

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$597,518.92.

Pay Request No. 5 – 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 \$1,100.00 for work completed through August 5, 2020.

Amendment No. 1 – Wastewater Treatment Plant Peak Flow Pump Station

Approved and authorized the Mayor's signature on Amendment No. 1 submitted by HDR Engineering, Inc. for design of a septage receiving station to be incorporated into the Wastewater Treatment Plant Peak Flow Pump Station Upgrades and EFHB project in the amount of \$15,300.00

Pay Request No. 4, Project 2019-03, KDOT Access Management US Highway 59 Improvements, Clark to Broadway

Approved and authorized payment to Heck & Wicker Construction, Inc. in the amount of \$58,362.20 for work completed through August 10, 2020.

Construction Services Agreement – Project No. 2020-03, Parsons Tri-City Airport Taxiway Connector Construction AIP No. 3-20-0067-012-2020

Approve and authorize Acceptance of Construction and Closeout Services Agreement with Burns & McDonnell for Project No. 2020-03, to Construct a 600' Taxiway Connector at the Parsons Tri-City Airport in the amount of \$207,255.00.

Labor Day Holiday

The regular City Commission Meeting is scheduled for Monday, September 7, 2020, which is the Labor Day Holiday. Reschedule to Tuesday, September 8, 2020. Approved the change.

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.

Memorandum of Understanding – SPARK Coronavirus Relief Fund

Commissioner Bolinger moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on a Memorandum of Understanding between the City of Parsons and Labette County adopted to accept and distribute SPARK Coronavirus Relief Funds. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

Memorandum of Understanding – SPARK Coronavirus Relief Funds Administration

Commissioner Cruse moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on a Memorandum of Understanding between the City of Parsons and Labette County for the services provided by the City to assist the County in performing the

complete grant related administration for the County's SPARK Grant, as set forth under the guidelines of the CARES Act, The Kansas Recovery Office, and the Kansas Governor's office.

The City of Parsons will assist the County with the marketing of the funding availability, meetings with eligible recipients, eligibility review, compliance review, and the compliance oversight. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

1810 Main Street

Commissioner Cruse moved, Commissioner Crooks seconded to allow City Staff to receive sealed bids for the purchase of 1810 Main to be received by August 31, 2020. Proposals must include the proposed purchase price and expected use of the building. A minimum reserve bid of \$45,000.00 was set on the price of the building. Three individuals gave proposal presentations for the purchase of 1810 Main Street on Thursday, August 13, 2020 at the Commission Work Session. Commissioner Bolinger excused himself from discussion as he is one of the proposed bidders. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – abstain; Perez – yes.

Ordinance No. 6474 – Special Assessments

Ordinance No. 6474 was introduced by Commissioner Cruse, seconded by Commissioner Bolinger making and levying a special assessment upon all lots and parcels of ground in the city liable for the cost and expenses of mowing and trash removal for the months of January, February, march, April, May, June, and July, 2020 in the amount of \$13,697.42. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes..

Ordinance No. 6475 – Budget 2021

Ordinance No. 6475 was introduced by Commissioner Cruse, seconded by Commissioner Crooks making and levying 2020 annual tax levies and authorizing fiscal year 2021 expenditures in and for the City of Parsons, Labette County, Kansas. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.


Public Comments were heard from Ryan Robertson.

Jim Zaleski, Economic Development Director, gave an update on the Main Street Pocket Park to be named "The Gathering Place".

Comments were heard from City Staff and City Commissioners.

Commissioner Crooks moved, Commissioner Cruse seconded that we adjourn at 8:04 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.





Jeff Perez, Mayor

Attest:



Gabrielle Evans, City Clerk