

MINUTES
PARSONS CITY COMMISSION
July 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.

Rod Landrum gave a presentation on a Pocket Park planned for a vacant lot on Main Street.

Mayor Perez brought up the need for a Mandatory Mask Ordinance for the City of Parsons after Labette County Commissioners voted to override the Executive Order from the Governor. Mayor Perez moved, Commissioner Crooks seconded to move forward with an Ordinance. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

The commission reviewed the agenda for July 6, 2020.

Comments were heard from City Staff and Commission.

Commissioner Bolinger moved, Commissioner Cruse seconded that we adjourn at 6:16 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.



Jeff Perez, Mayor

Attest:



Gabrielle Evans, City Clerk

MINUTES
PARSONS CITY COMMISSION
JULY 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 Bolinger 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.

Kyle Spielbusch, Jarrett, Gilmore & Phillips CPAs, presented the 2019 Audit to the Commission.

Public Comments were heard from Warren Marlow regarding a drainage ditch near his property.

Ordinance No. 6469 – Face Masks

Ross Albertini, City Attorney, presented an Ordinance requiring face masks in public places in the City of Parsons, Kansas. The City will provide education, signage, and masks to businesses. This will be paid out of Health Reserve Fund and then can be reimbursed from COVID relief funds in the future.

Public Comments were heard from the following:

Dr. Ben Legler	Brian Williams, Labette Heath
Dr. Wayne Gilmore	Dr. Shawn Zimbrunes
Jessica Rush	Shanda Lofgren
Jordan Thompson	Darren Dusher
Dave Shadley	David Stice
Dave Richardson	Jennifer Eichinger
Ryan Robertson	Susan Schulze

Ordinance No. 6469 was presented by Mayor Perez, seconded by Commissioner Crooks requiring individuals wear face masks in certain locations within the City Limits of Parsons, Kansas and setting out the enforcement of said requirement. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Consent Docket as follows:

July 6, 2020

City Commission Minutes

Approved and authorized minutes for the following meetings: June 11 & 16, 2020.

Accounts Payable Appropriation Ordinance No. 292

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$1,020,459.01.

Pay Request No. 7 – Local Geometric Project, US 59 Pavement Restoration Improvements

Approved and authorized payment to TranSystems Corporation in the amount of \$2,173.00 for work completed through March 27, 2020. The project will be between 21st Street and Commerce Drive on US Highway 59.

Pay Request No. 9 – Local Geometric Project, US 59 Pavement Restoration Improvements

Approved and authorized payment to TranSystems Corporation in the amount of \$2,440.00 for work completed through May 29, 2020. The project will be between 21st Street and Commerce Drive on US Highway 59.

Change Order No. 1 – Project 2019-03, KDOT Access Management, US Hwy 59 Improvements from Clark to Broadway

Heck & Wicker Construction, Inc. has submitted Change Order No. 1 in the amount of \$31,239.25 for the removal of storm water line on the KDOT Access Management Project on US Hwy 59 from Broadway to Clark.

Pay Request No. 1, 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 \$139,494.79 for work completed through June 30, 2020.

Pay Request No. 3 – Project 2019-07, Swimming Pool Repairs

Approved and authorized payment to RenoSys Corporation in the amount of \$28,647.00 for work completed through June 30, 2020.

Arts and Humanities Board Appointment

Appointed Tony Munoz to a four (4) year term to expire in 2024.

Americans with Disabilities Act Anniversary Celebration

Approved a request from Mary Reynolds of SKIL for the closure of the North parking lot behind SKIL from 7:30 a.m. to 2:30 p.m. on July 24, 2020. This will be a drive thru event entering the parking lot near the fire station and exiting near Ace Hardware. They are also requesting use of electricity to be on during the event. Public is invited.

Real Estate Contract – 1100 North 21st Street

Approve and authorized the Mayor’s signature on a real estate contract between the City of Parsons and Helen Evans, owner of 1100 North 21st Street. The contract amount is for \$500.00 plus the payment of the back property taxes. The back property taxes are as follows:

Total Amount Due	\$5,224.51
Special Assessment	<u>- 3,300.00**</u>
Amount to be paid by the City	\$1,924.51

**Special Assessment is for demolition which was already paid by the City in the 2016 demolition contract. An affidavit will be filed with the County to remove the assessment.

The total amount to be paid for the property is \$2,424.51.

The lot is located north of the Public Works Building and will allow access from the north into the Public Works lot and more storage area for equipment and preordered materials.

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.

Special Alcohol Fund Distribution

Request for proposals were received for the distribution of the Special Alcohol Fund. Four (4) proposals were submitted as follows:

Labette Center for Mental Health	\$30,000
Big Brothers/Big Sisters	\$ 7,500
Communities in Schools	\$20,000
LB/CK Juvenile Services –Toward No Drugs Project	\$ 2,000

A committee went over the proposals and conducted interviews and recommend distribution of the funds according to Statute as follows:

Labette Center for Mental Health	\$25,000.00
Big Brothers/Big Sisters	\$ 1,000.00
Communities in Schools	\$ 1,000.00
LB/CK Juvenile Services	<u>\$ 2,000.00</u>
	\$29,000.00

Balance for 2020 Distribution	\$32,000.00
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Commissioner Bolinger moved, Commissioner Shaw seconded to approve the distribution of the funds as recommended. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Resolution No. 3407 – Fire Damaged Structure

Resolution No. 3407 was introduced by Commissioner Crooks, seconded by Commissioner Bolinger setting Thursday, September 3, 2020 at 4:30 p.m. as the date and time for a Public Hearing on the Fire Damaged Structure at 2211 Washington Ave, owned by Zacharia and/or Heather Cook. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Public Comments were heard from Brianna Nush about the fundraising efforts for the Splash Pad.

Comments were heard from City Staff on the following: Tennis Courts, Pit Bull Ordinance, Auditorium Policies, and Music in the Park.

Comments were heard from City Commissioners.

Mayor Perez moved, Commissioner Bolinger seconded that the City Commission recess into executive session to discuss a building downtown as allowed to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships pursuant to KSA 75-4319(b)(4) with City Commission, City Manager, City Attorney, City Clerk, and Economic Development Director. Open meeting will resume at 9:47 p.m. . Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Returned to open meeting at 9:47 p.m. with no action taken.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 9:48 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.



Jeff Perez, Mayor

Attest:



Gabrielle Evans, City Clerk

MINUTES
PARSONS CITY COMMISSION
July 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 Bolinger
Absent: Commissioner Shaw

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

Release Mortgage – 2217 Broadway

Commissioner Cruse moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on a Mortgage Release for the property at 2217 Broadway owned by Thelma Collins. The property was subject to a 3-year mortgage against the property for participating in a CDBG Rehabilitation Program. The original agreement was filed February 3, 2003. The program requirements, which expired February 3, 2006 has been satisfied. The property owner has requested the lien be removed. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.

The commission reviewed the agenda for July 20, 2020.

Public comments were heard from Angela Johnson. She and Carl Johnson are working on a Veteran's Wall and are asking to form a working relationship with the City to get it done.

Jim Zaleski, Economic Development Director and Laura Moore, Community Development Director gave a presentation on SPARK Funds. Zaleski also presented plans to order face masks to hand out to businesses as well as other educational materials to supplement the Face Mask Ordinance.


Comments were heard from City Staff and Commissioners.

Commissioner Cruse moved, Commissioner Crooks seconded that we adjourn at 5:04 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.



Jeff Perez, Mayor

Attest:



Gabrielle Evans, City Clerk

MINUTES
PARSONS CITY COMMISSION
JULY 20, 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 Shaw
Commissioner Bolinger
Absent: Commissioner Crooks
Commissioner Cruse

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

Commendations – Fire Department

Fire Chief Ward presented commendations to firefighters for their great response to a call. A man had been electrocuted and they were able to revive him and keep lifesaving efforts going until paramedics arrived and saved the man's life. The following were commended:

Matt Claibourn, Battalion Chief	Jared Stringer, Captain
Jacob Hine, Lieutenant	Cody Fought, Driver
Anthony Wommack, Firefighter	

Consent Docket as follows:

City Commission Minutes

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

Accounts Payable Appropriation Ordinance No. 0293

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$466,574.34.

Pay Request No. 4 – 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 \$3,090.00 for work completed through July 3, 2020.

Pay Request No. 12 – Influent Pump Station and Sludge Processing Evaluation

Approved and authorized payment to HDR Engineering in the amount of \$1,394.00 for work completed through June 27, 2020. Funding source – EPA Compliance Funds.

Pay Request No. 2, Olsson Associates Master Agreement for On-Call Engineering Services Work Order No. 3

Approved and authorized payment to Olsson Associates in the amount of \$1,980.68 for work completed through July 1, 2020 for on-call engineering services for the Parsons Lake Dam Inspection.

Pay Request No. 2, HDR Wastewater Treatment Plant Peak Flow Pump Station

Approved and authorized payment to HDR Engineering, Inc. in the amount of \$21,115.00 for work completed through June 27, 2020 for the design of the WWTP Peak Flow Pump Station.

Set Bid Date – 2020 Dumpster Containers

Set Wednesday, July 29, 2020 at 1:30 p.m. as date and time to receive bids for five (5) – 2 cubic yard, five (5) – 4 cubic yard, and fifteen (15) – 6 cubic yard dumpster containers.

Pay Request No. 10 – Local Geometric Project, US 59 Pavement Restoration Improvements

Approved and authorized payment to TranSystems Corporation in the amount of \$3,661.00 for work completed through June 26, 2020. The project will be between 21st Street and Commerce Drive on US Highway 59.

Award Bid – Project No. 2020-03, Parsons Tri-City Airport Taxiway Connector construction AIP No. 3-20-0067-012-2020

The City of Parsons received four (4) bids on June 4, 2020 to construct a 600' Taxiway Connector at the Parsons Tri-City Airport. The engineering Department request acceptance of the Base Bid, for the Construct Taxiway Connector Project to LaForge & Budd Construction Company, Inc. in the amount of \$888,932.50.

Pay Request No. 1, 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 \$95,655.38. This amount includes the total amount of work completed to date in the amount of \$106,283.75, less the 10% retainage fee of \$10,628.38.

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

Ordinance No. 6470 – Fire Contract

Ordinance No. 6470 was introduced by Commissioner Shaw, seconded by Commissioner Bolinger authorizing a contract to furnish firefighting services by the Parsons Fire Department to Brandon and Emily Morris, 1712 23,000 Rd. in Parsons, Kansas. The property is located within the two-mile zone outside the corporate limits of the City of Parsons, Kansas. Approved on roll call. Shaw - yes; Bolinger – yes; Perez – yes.

Ordinance No. 6471 – Authorizing Ordinance for Parsons Hospitality Holding, LLC

Ordinance No. 6471 was introduced by Commissioner Bolinger, seconded by Commissioner Shaw authorizing the Execution and Delivery of, and consenting to, a first supplemental and amendment to trust indenture by and between the City of Parsons and Commercial Bank, Parsons, Kansas as trustee. This will authorize Parsons Hospitality Holding, LLC to make “interest-only” payment until January 1, 2021. Approved on roll call. Shaw - yes; Bolinger – yes; Perez – yes.

Resolution No. 3408 – Coronavirus Relief Funds

Resolution No. 3408 was introduced by Mayor Perez, seconded by Commissioner Bolinger adopted to accept and distribute SPARK Coronavirus Relief Funds. Approved on roll call. Shaw - yes; Bolinger – no; Perez – yes.

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

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved, Commissioner Shaw seconded that we adjourn at 7:05 p.m. Approved on roll call. Shaw – yes; Bolinger - yes; Perez - yes.


Jeff Perez, Mayor

Attest:


Gabrielle Evans, City Clerk

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

Greg Chalker, Planning/Zoning Board, gave a presentation on the Comprehensive Plan for the City of Parsons. Lowell Wells and Richard Babcock were also in attendance.

The commission reviewed the agenda for August 3, 2020.

Mayor Perez brought up discussion on the Mask Ordinance.

Jim Zaleski, Economic Development Director, discussed the property at 1810 Main Street. The City will be accepting proposals including offering price and planned use of the building from interested buyers.

Comments were heard from City Staff and Commissioners.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 6:37 p.m. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.



Jeff Perez, Mayor

Attest:



Gabrielle Evans, City Clerk