

MINUTES
PARSONS CITY COMMISSION
MARCH 2, 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 Crook
Commissioner Shaw
Commissioner Bolinger
Absent: Commissioner Cruse

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

Becky Dantic, Great Plains Development Authority, thanked everyone for attending the Ribbon Cutting at GPDA.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the following meetings: February 13 & 17, 2020.

Accounts Payable Appropriation Ordinance No. 284

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$252,323.99.

Waste Water Treatment Plant Peak Flow Pump Station

Approved and authorized the Mayor's signature on an agreement from HDR Engineering, Inc. for the design of Waste Water Treatment Plant Influent Pump Station Upgrades and Excess Flow Holding Basin (EFHB).

Engineering Design Phase	\$40,300.00
Bidding Phase	\$ 6,925.00
Construction Engineering Phase	<u>\$27,100.00</u>
	\$74,325.00

Funding Source: KDHE Wastewater Revolving Loan Funds.

Request for Temporary Street Closure – Fire School

Approved a request from Labette Community Fire School, Parsons Fire Department, and Labette Community College are requesting the temporary closing of Broadway Ave. between 13th Street and Heacock Avenue beginning at 7:00 a.m. on Thursday, May 28, 2020 until

March 2, 2020

Saturday, May 30, 2020 no later than 10:00 p.m. Closing the street will allow training props to be placed on the street in close proximity to classes and amenities at the college while keeping attendants safe as they are focusing on training. These props will not damage the street and any debris will be picked up. Barricades to span the width of the street at both ends would be needed. Fire School Staff can place the barriers. Staff will move the barriers to accommodate the Farmer's Market if needed.

Award Bid for Demolition and Site Clearance, Fire Damaged Structure – 1204 South 13th Street
Bids were taken for the removal of the Fire Damaged Structure located at 1204 South 13th Street as follows:

Billman's LLC	\$4,500.00
Heck & Wicker, Inc.	\$2,650.00
JRB Industries, Inc.	\$5,200.00

Awarded bid to Heck & Wicker, Inc., the apparent lowest bidder.

Street Closure – Complete Count Census Event

The Complete Count Census Committee is requesting to close 18th Street between Main and Washington on March 14, 2020 from 1:30 .m. to 3:30 p.m. for an information booth and electric provided for a bounce house during the St. Patrick's Day Celebration. This is to raise awareness of the upcoming 2020 Census.

Set Bid Date – 2020 Model Lawn Mowers

Set Thursday, March 12, 2020 at 1:30 p.m. as date and time to receive bids for two new 2020 Model Lawn Mowers for use in Oakwood Cemetery.

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

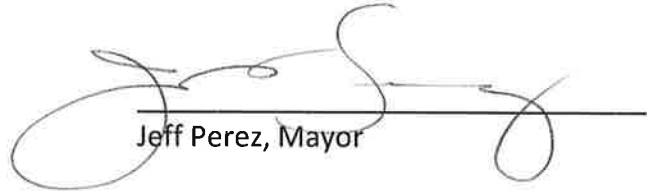
Resolution No. 3401 – Animal License Tags

Resolution No. 3401 was introduced by Commissioner Crooks, seconded by Commissioner Bolinger setting the registration fees for dogs and cats with the addition of the words "per year" in the final draft. Approved on roll call. Crooks – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Public comments were heard from Vicki Pribble and Sean Murphy.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved, Commissioner Crooks seconded that we adjourn at 6:38 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
March 12, 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, Mayor Perez seconded that we approve the agenda as presented. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

St Patrick's Annual Bob Greenough Memorial Run

Approved street closure on Stevens Ave. from Central to Lincoln be closed for the St. Patrick's CYU Annual Bob Greenough Memorial Run on March 14, 2020 from 7:00 a.m. – 11:00 a.m. Volunteers will be stationed at intersections for runners' safety.

The commission reviewed the agenda for March 16, 2020.

Public Comments were heard from Vicki Pribble.

Comments were heard from City Staff and Commission.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 5:44 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
MARCH 16, 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 Bolinger moved, Commissioner Shaw 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

- A. U.S.D. 506 – Chris Kastler, Meadowview Grade School Principal gave a presentation about U.S.D. 506. Tony Blackwell, Assistant Superintendent; and Donnie Peak, Meadowview Grade School Assistant Principal were in attendance as well.

- B. Samantha Graven – Library Update

Consent Docket as follows:

City Commission Minutes

Approved and authorized City Commission Minutes for February 27 and March 2, 2020.

Accounts Payable Appropriation Ordinance No. 0285

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$606,260.46.

Invoice No. 17, 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 \$1,764.00 for work completed through January 24, 2020.

Pay Request No. 2 & 3 – Local Geometric Project, US 59 Pavement Restoration Improvements

Approved and authorized payment to TranSystems Corporation in the amount of \$35,599.38 for work completed through November 1, 2019. The project will be between 21st Street and Commerce Drive on US Highway 59.

February 17, 2020

Award Bid – Project 2019-03, US Hwy 59 (16th Street) Improvements, Clark to Broadway, KDOT 50-59 KA-4756-01

Five bids were received March 12, 2020. Heck & Wicker, Inc. was the apparent low bidder in the amount of \$1,886,851.57, contingent on KDOT approval.

Award Bid – 2020 Model Lawn Mowers

Two bids were received March 16, 2020 for two (2) 2020 Model Riding Mowers for Oakwood Cemetery. Award bid to R & F Farm Supply, the apparent low bidder, in the amount of \$22,484.52.

Earth Day – 2020

Approved a request from Ron Betzen, Farm Bureau Association for a street closure on Broadway Avenue between 13th Street and Heacock for the Annual Earth Day Celebration, April 28, 2020 from 7:00 a.m. to 4:00 p.m. in Forest Park as follows:

- North end of the intersection of Heacock & Broadway
- Broadway to the East end of the LCC Gym Driveway
- Broadway to the West end of Mike Carpino Ford Driveway
- Heacock to the North end of the Swimming Pool Driveway

In case of inclement weather, Mr. Betzen has requested an alternate date of April 30, 2020.

2020 Music in the Park Title Sponsor Agreement

Approved and authorized “Music in the Park” Title sponsorship agreement with CST Storage in the amount of \$4,000.00. The additional funds will help provide the series with higher quality music acts.

Request for Proposals – Special Alcohol Funds

Set Friday, April 10, 2020 at 5:00 p.m. as the deadline for the submission of requests for Special Alcohol Funding in 2020.

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.

OLD BUSINESS

Proposal Request – Parsons Pet Hospital

Parsons Pet Hospital has requested \$25,000.00 for the purchase and installation of additional pens for the animals that are housed at their facility under the current contract with the City. The request includes the cost of portable pens that would remain property of the City, a heat and air unit, and the building of a wall in their current facility. The first step would only require a \$5,000.00 initial investment from the City. Dr. Eva Dudek was in attendance to present the proposal. Mayor Perez moved, Commissioner Cruse seconded to

February 17, 2020

pay \$5,000.00 for the initial renovation at Parsons Pet Hospital. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

NEW BUSINESS

Change Order No. 1 & 2 – Project 2019-07, Swimming Pool Project

Commissioner Bolinger moved, Commissioner Shaw seconded to approve Change Order No. 1 in the amount of \$3,300.00 and No. 2, in the amount of \$159,155.00 submitted by RenoSys as follows:

Submittals for New Stainless Steel Gutter

Remove existing Stainless Steel Gutter and Concrete (as required)

Furnish and install New Stainless Steel Gutter

Grounding of new Stainless Steel Gutter

Connect New Stainless Steel Gutter to Existing Plumbing at Pool Edge

Shipping

Original Contract Value:	\$105,075.00
Change Order No. 1:	3,300.00
Value after prior CO/Amend	108,375.00
Change Order No. 2 Increases	<u>159,155.00</u>

Current Total amount of contract: \$267,530.00

Ordinance No. 6461 – Special Assessments

Ordinance No. 6461 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 expense of mowing and board ups during the months of August, September, October, November, and December, 2019. Total amount \$24,508.26. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

Ordinance No. 6462 – Rabies Vaccinations

Ordinance No. 6462 was introduced by Commissioner Shaw, seconded by Mayor Perez amending the City Code to allow animal registration for dogs and cats to be effective for three years if a three year rabies vaccination is used and eliminating the \$50.00 fee due at the time of impoundment. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

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

February 17, 2020

Public Comments were heard from Vicki Pribble and Robert Spinks.


City Manager, Debbie Lamb, announced that in order to comply with Social Distancing to help slow the spread of COVID-19 (Coronavirus) all city buildings except the lobby of the Police Station will be closed to the public indefinitely as of 8:00 a.m., Tuesday, March 17, 2020. Customers can make payments over the phone, online, or in one of the two dropboxes.

Comments were heard from City Commissioners.

Mayor Perez moved, Commissioner Cruse seconded that we recess to Executive Session to discuss possible litigation, as allowed to discuss deemed privileged in the attorney-client relationship to KSA 75-4319(b)(2) with City Commissioners, City Manager, City Attorney, and Director of Utilities in attendance. Open meeting to resume at 7:53 p.m. in the City Commission Room. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Returned to open meeting at 7:53 p.m. with no action taken.

Commissioner Bolinger moved, Commissioner Cruse seconded that we adjourn at 7:53 p.m. Approved on roll call. Crooks - yes; Cruse – yes; Shaw – yes; Bolinger - yes; Perez - yes.



Jeff Perez, Mayor

Attest:



Gabrielle Swanwick, City Clerk