

MINUTES
PARSONS CITY COMMISSION
September 3, 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 Bolinger moved, Commissioner Crooks seconded that we approve the agenda as presented. Approved on roll call. Crooks – yes; Cruse – yes; Bolinger – yes; Perez – yes.

Public Hearing – Abandoned and Fire Damaged Structures, 2211 Washington Ave
Mayor Perez opened the Public Hearing at 4:32 p.m.

Resolution No. 3407 set September 3, 2020 for a Public Hearing on the fire damaged structure at 2211 Washington Ave owned by Zacharia and/or Heather Cook.

Mayor Perez closed the public hearing at 4:34 p.m.

Rod Landrum was in attendance for an update on the “Gathering Place” pocket park. All funds have been raised at this time and they’re ready to start.

Arianna Bennett, Parsons Recreation Center, gave a presentation on upcoming new Walking Trail Exercise Equipment.

Police Chief Robert Spinks gave an update on Mask Inspections.

The commission reviewed the agenda for September 8, 2020.

Public Comments were heard from Alan Engles.

Comments were heard from City Staff and Commissioners.

Commissioner Bolinger moved, Commissioner Crooks seconded that we adjourn at 5:34 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
SEPTEMBER 8, 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.

The City of Parsons Police Department received the AAA Kansas Community Traffic Safety Platinum Award for 2020. This is the fifth year in a row that the Department has received this award.

Consent Docket as follows:

Accounts Payable Appropriation Ordinance No. 296

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$359,912.58.

Pay Request No. 5, 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 \$120,176.85 for work completed from August 11 to August 30, 2020.

Invoice No. 7, 12, 13, 14, & 15 – Project 2019-03, 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 \$113,787.54 for professional engineering inspection services for work completed through July 31, 2020.

Invoice No. 3 – 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 May 31, 2020. Funding is FAA 90%/City 10%.

Pay Request No. 3, HDR Wastewater Treatment Plant Peak Flow Pump Station

Approved and authorized payment to HDR Engineering, Inc. in the amount of \$11,823.00 for work completed through August 1, 2020 for the design of the WWTP Peak Flow Pump Station.

Change Order No. 3 – Project No. 2019-07, Swimming Pool Repairs

Approved and authorized Change Order No. 3, submitted by RenoSys Corporation, in the amount of \$12,725.00 to upgrade the included 10-year warranty to a 15-year warranty. This is a full warranty, it is not prorated. Total project cost is \$280,255.00.

Continuing Disclosure

Acknowledged the published Submission Confirmation for the reports to file for the Self Reporting required by our Bond Issues: Financial/Operating Filing Annual Financial Information & Operating Data for Year Ended 12/31/2019.

Parsons High School Honor Flight Event

Approved a request from the Parsons High School Honor Flight for a 0.1 Fun Run (100 meters) on October 17, 2020 from 2:00 p.m. to 7:00 p.m. They are requesting closure of Washington Ave. from 17th Street to 19th Street. There will be food trucks present. This closure will not affect the Fire Station.

Set Bid Date – Project 2020-06, Peak Flow Pump Station & Force Main

Set Tuesday, October 13, 2020 at 1:30 p.m. in the Commission Room of the Municipal Building as the date and time to receive bids for Project 2020-06, Peak Flow Pump Station and Force Main.

Downtown Pocket Park

SEK Point of Pride has raised the necessary funds to establish and construct a Pocket Park in the 1800 Block of Main, in the City owned lot located East of Commercial Bank Data Center. It has been recommended to name the park “The Gathering Place”. Rod Landrum was in attendance to present the update and as a courtesy ask for approval. City Commission approved the name and gave permission to start work on the project. No vote was required.

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

Ordinance No. 6476 – Special Assessments

Ordinance No. 6476 was introduced by Commissioner Shaw, 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 \$4,109.20. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Ordinance No. 6477 – Vacate Alley, Labette Community College

Ordinance No. 6477 was introduced by Commissioner Cruse, seconded by Commissioner Bolinger vacating a platted alley between Main Street and Broadway Ave. and between 13th Street and Heacock Ave located in the City of Parsons, Kansas. The vacation is contingent

upon Labette Community College issuing a Notice to Proceed Construction. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Resolution No. 3409 – Fire Damaged Structure, 2301 Briggs

Resolution No. 3409 was introduced by Commissioner Shaw, seconded by Commissioner Bolinger setting Monday, October 19, 2020 at 6:00 p.m. or as soon thereafter as the date and time for a Public Hearing on the Fire Damaged Structure at 2301 Briggs owned by Robert A. Dutton. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Resolution No. 3410 – Fire Damaged Structure, 2211 Washington Ave.

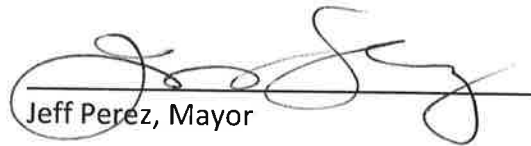
Resolution No. 3410 was introduced by Commissioner Cruse, seconded by Commissioner Bolinger declaring 2211 Washington Ave, owned by Zacharia and/or Heather Cook unsafe and giving property owners a deadline of October 5, 2020 for repair or removal of the structure. Zacharia Cook was present. He stated that he wants to take responsibility for the demolition of the property. He asked if the City would work out a payment plan to cover the costs of demolition. City Commissioners and staff agreed to work with Mr. Cook. Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Public Comments were heard from Ryan Robertson regarding the mask ordinance. Gary Goodnight, Parsons Rotary Club, asking the commission for permission to name a portion of the Rotary Walking Trail from the Arboretum after Kenny Ervin. “Rather than name in his memory, we would like to name in his honor” at this time.

Debbie Lamb, City Manager, noted that on August 8, 2020, there was a Presidential Memorandum issued on Deferral of Employee Payment of Certain Payroll Taxes. This would defer the obligation of employees to pay payroll tax (6.2% social security) for the period of September 1 to December 31, 2020. The money would then have to be paid back by April 30, 2021, unless Congress takes action to eliminate the obligation altogether. The City of Parsons has opted-out of this memorandum (as allowed) and will continue to collect and pay the payroll tax.


Comments were heard from City Staff and City Commissioners.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 7:09 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
September 17, 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 Cruse
Commissioner Shaw
Commissioner Bolinger
Absent: Commissioner Crooks

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

Mask Ordinance Continuance Discussion

The Mask Ordinance expires on October 1, 2020. Commission discussed extending it. This item will be added to the agenda for September 21, 2020.

Great Plains – KDOT Grant

Great Plains Industrial Park is moving forward with a road project grant request through Kansas Department of Transportation. The local match for this program was not budgeted by Great Plains or the County. However, they have created a sustainable way to pay back a requested loan that will allow them to meet the local match needed to apply for the grant. They are requesting a loan from the City's UP Fund, which currently has a balance of \$752,036.00. Brad Reams, Executive Director of the Park, was in attendance to formally request the loan and discuss the amount and terms with the City Commission. Commissioners requested that Mr. Reams return for the October 5, 2020 meeting with a formal request.

The commission reviewed the agenda for September 21, 2020.

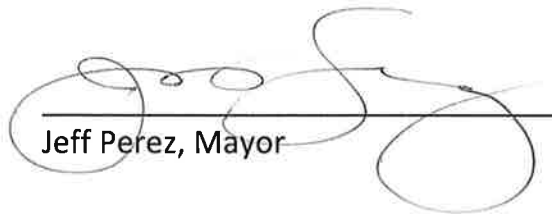
Derek Clevenger, Director of Utilities and Shane McElfresh, Sanitation Supervisor presented information on a Dodge Ram/Loadmaster Mini Packer from TCS available for sale for \$66,000.00 w/trade in of the 2015 Isuzu Mini Packer that went out of warranty this year. This will be added to the Agenda for Monday, September 21, 2020.

Derek also reported on Morgan Street Sidewalks – the City will pay to repair places that the City has done damage to during construction. Homeowners may do extra at their expense, paid directly to the Contractor.

The High School is requesting a “Rolling” Homecoming Parade on Friday, October 9, 2020 at 2:30 p.m. The parade will include about 3 floats and the marching band. They are not requesting any street closures, just for the police to “leap frog” to intersections to block the traffic.


Comments were heard from City Staff and Commissioners.

Commissioner Cruse moved, Commissioner Bolinger seconded that we adjourn at 5:59 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
SEPTEMBER 21, 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 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.

Consent Docket as follows:

City Commission Minutes

Approved and authorized City Commission Minutes for August 13 & 17, 2020.

Accounts Payable Appropriation Ordinance No. 0297

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$1,587,902.22.

Pay Request No. 6 – 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 \$1,000.00 for work completed through September 3, 2020.

Pay Request No. 4, HDR Wastewater Treatment Plant Peak Flow Pump Station

Approved and authorized payment to HDR Engineering, Inc. in the amount of \$14,576.00 for work completed through August 29, 2020 for the design of the WWTP Peak Flow Pump Station.

Invoice No. 16 – Project 2019-03, 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 \$35,514.67 for professional engineering inspection services for work completed through August 28, 2020.

Set Bid Date – Project No. 2020-07, Concrete Street Resurfacing

Set Monday, October 5, 2020 at 10:00 a.m. as the date and time to receive bids for Project 2020-07, Concrete Street Resurfacing. The successful bidder will enter a contract with the City to complete concrete resurfacing on the 1400 block of Morgan Ave.

Pay Request No. 3 & Final – Project 2019-05, Morgan Street Reconstruction

Approved and authorized payment to Hinman Construction in the amount of \$46,924.00. This is the final payment and close out of the project.

Planning/Zoning Commission Reappointments

Ron Holsteen and Greg Chalker have each agreed to serve another 3-year term, expiring in 2023, with the Planning and Zoning Commission. Approved appointments.

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.

Second Floor Barrier Project

Due to the outbreak of COVID-19 city staff have initiated a project to build a permanent barrier to separate the reception workspace area in the 2nd floor lobby of the Municipal Building from direct contact of the general public. Five different contractors were contacted to supply a design/build proposal for construction. Out of the five, only one, Koehn Construction Services submitted a proposal to build a barrier wall along with two doors with remote openers. The total amount for the proposal is \$40,663.85. The company has indicated that they would be able to start work on the project in as little as two weeks and is confident the project would be completed before the end of the year. Funding for the project has been budgeted out of the SPARK 1 program. Commissioner Crooks moved, Commissioner Bolinger seconded to approve the proposal. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

2020 Sanitation Refuse Truck

City staff was recently approached by Truck Component Services (TCS) to demo a 2020 Ram 5500 with an 8 yd loadmaster packer bed. Staff was impressed with the truck and instructed TCS to put a quote together with a trade-in allowance for our 2015 Isuzu Mini-Packer. TCS presented a quote for \$66,000.00 including trade-in. City Staff feels like this is an excellent opportunity to upgrade and it will keep us on track with our 5-year cycle on trucks. There is an optional 5-year warranty for an additional cost of \$5,000.00. Commissioner Bolinger moved, Commissioner Crooks seconded to approve purchase of 2020 Sanitation Refuse Truck in the amount of \$66,000.00 and 5-year warranty in the amount of \$5,000.00 for a total amount of \$71,000.00. Approved on roll call. Crooks – yes; Cruse – yes; Shaw - yes; Bolinger – yes; Perez – yes.

Ordinance No. 6478 – Mask Ordinance Extension

Ordinance No. 6478 was introduced by Mayor Perez, seconded by Commissioner Crooks extending Ordinance No. 6469 requiring individuals wear face masks in certain locations within the City Limits of Parsons Kansas and setting out the enforcement of said requirement.

Public comments were heard from Ryan Robertson, Matt Hamilton, and Robert Spinks.

Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez – yes.

Public Comments were heard from Ryan Robertson.

Comments were heard from City Staff and City Commissioners.

Mayor Perez moved, Commissioner Crooks seconded that the City Commission recess into executive session to discuss litigation as allowed to discuss that which would be deemed privileged in the attorney-client relationship pursuant to KSA 75-4319(b)(2) with City Commission, City Manager, City Attorney, City Clerk, and Police Chief present. Open meeting will resume at 7:35 p.m. . Approved on roll call. Crooks – yes; Cruse – yes; Shaw – yes; Bolinger – yes; Perez - yes.

Returned from Executive Session at 7:35 p.m. with no action taken.

Commissioner Bolinger moved, Commissioner Cruse 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 Evans, City Clerk