

MINUTES  
PARSONS CITY COMMISSION  
April 3, 2023

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

Present:       Commissioner Shaw  
                  Commissioner Crooks  
                  Commissioner Bolinger  
                  Commissioner Strait

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

Public Hearing

Mayor Cruse opened the public hearing on the Proposed Loan from the Kansas Department of Health and Environment at 6:00 p.m.

Public Hearing to apply to the Kansas Department of Health and Environment to use the Kansas Public Water Supply Loan Fund program to inventory water system piping and appurtenance by size and type and perform a lead service line inventory for the City of Parsons service area per EPA/KDHE guidelines in the amount of \$324,156.00.

Comments were heard from Vicki Pribble.

Mayor Cruse closed the hearing at 6:07 p.m.

Proclamation

Fair Housing Month  
Child Abuse Prevention Month  
Arbor Day

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the March 20, 2023 and March 30, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 357

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$226,414.76.

April 3, 2023

Hay Bids – 2023

Set Bid date of Wednesday, April 12, 2023 at 1:30 p.m. to receive bids on the sale of hay at Lake Parsons, Tri-City Airport, Old Landfill and Tolen Creek Industrial Park.

Party in the Park with Head Start

Approved the request from Head Start for the use of Forest Park, East side by the restrooms on April 21, 2023 from 11:00 a.m. to 1:00 p.m. They will have children's activities from ages 0 to 5 including the Katy Days Express.

Oakwood Cemetery – Easter Morning

Wesley United Methodist Church will be holding Sunrise Services at Oakwood Cemetery on April 9, 2023 at 7:00 a.m.

DGM Consultants, P.A. for Invoice #202102802; Professional Services for Project 2023-01, Municipal Building Masonry Repair

Approved payment of invoice to DGM Consultants, P.A. for professional services through March 13, 2023. The invoice amount is \$29,872.00.

Pay Request No. 1, Trekk Design Group, LLC Project 2022-10 Lead Service Line Inventory

Approved Pay Request No. 1 for \$15,289.25 to Trekk Design Group, LLC for Invoice No. 23-000071 for work completed through January 31, 2023. On December 19, 2022, Trekk Design Group, Inc. entered into an agreement with the City for Lead Service Line Inventory for an amount not to exceed \$324,156.75.

Mowing Bids 2023 – City Property

Awarded bids for mowing Ward 1, Ward 2 and Ward 3 in the City of Parsons. The City received four (4) bid proposals for each Ward on March 20, 2023 to consider. Staff recommended and the following bids were awarded:

- Ward 1 – Dixie's Mowing & Lawn Care - \$1,340.00
- Ward 2 – D & M Lawncare - \$66.90
- Ward 3 – Dixie's Mowing & Lawn Care - \$1,480.00

Mowing Bids 2023 – Oakwood Cemetery

Reject bids for mowing Oakwood Cemetery. The City received one (1) bid proposal for mowing Oakwood Cemetery on March 20, 2023. The single bid received was not complete. Staff recommended the bid be rejected.

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

April 3, 2023

Old Business

Lease Renewal for Army Reserves – National Guard at 2700 Southern Blvd

Commissioner Shaw moved, Mayor Cruse seconded the renewal of lease for Army Reserves – National Guard at 2700 Southern Blvd. The United States Army is requesting the City enter into a 50 year lease for the National Guard facility located on Southern Avenue. Although this lease has updated terms, it extends the previous lease the City had with the Army. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Curb and Sidewalk – 2701 Dirr

Discussed the replacement of curb and sidewalk at 2701 Dirr, Bible Holiness Church.

New Business

Kansas Waste Tire Grant Program

Commissioner Strait moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on the contract for the KDHE Kansas Waste Tire Grand Program. The City received notice of a \$4,522.00 grant award from KDHE, Bureau of Waste Management to purchase 12 trail benches and 4 picnic tables for Tolen Creek Park made from recycled material through the Kansas Waste Tire Grant Program. Funding is a 50/50 grant. \$4,522.00 Grant, \$4,522.00 Park Sales Tax. City employees will assemble and deliver the trail benches and picnic tables. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3445 – KDHE – Loan from Kansas Public Water Supply Loan Fund

Commissioner Bolinger moved, Commissioner Strait seconded to approve and authorize the Mayor's signature on Resolution No. 3445, KDHE – Loan from Kansas Public Water Supply Loan Fund. This resolution will give approval to apply to the Kansas Department of Health and Environment to use the Kansas Public Water Supply Loan Fund program to inventory water system piping and appurtenance by size and type and perform a lead service line inventory for the City of Parsons service area per EPA/KDHE guidelines in the amount of \$324,156.00. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Comments were heard from Vicki Pribble and Ryan Robertson.

Comments were heard from City Staff and City Commissioners.

April 3, 2023

Kubota Side by Side

Commissioner Bolinger moved, Mayor Cruse seconded to approve the purchase of a Kubota side by side in the amount of \$21,582.22. Parks and Streets have one that is being shared between them and the Cemetery. The new one would be used for Parks & Streets and the old side by side would go to the Cemetery. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

AV Water Technologies – water meters

Commissioner Strait moved, Commissioner Crooks seconded to approve the purchase and installation of new water meters from AV Water Technologies for \$1,668,620.00 and installation for \$376,055.00 for a total of \$2,044,675.00. The maintenance fee per year after all equipment is installed will be \$37,809.00. The meters have the following warranty – Year 1 to 5 – replace meter, pay shipping and time for the change out; Year 6 – 10 – replace meter; Year 11 -20 – cost of meter is prorated. Financing would be through Kansas Department of Health and Environment Revolving Loan Fund with interest rate of 2.15% for a 20 year period. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Commissioner Bolinger moved, Commissioner Crooks seconded that we adjourn at 7:31 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.



Kevin Cruse, Mayor

Attest:

  
Robyn Baker, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
April 13, 2023

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

Present: Commissioner Shaw  
Commissioner Crooks  
Commissioner Bolinger  
Absent: Commissioner Strait

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

The commission reviewed the agenda for April 17, 2023.

Discussion on Sales Tax Committee.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff. Laura Moore gave update on Modern Housing Grant and Jim Zaleski gave a Legislative Update.

Comments were heard from City Commissioners.

Executive Session

Mayor Cruse moved, Commissioner Bolinger seconded to go into executive session to discuss non-elected personnel issues, as allowed to discuss that which would be deemed privileged in the non-elect personnel pursuant to KSA 75-4319(b)(1) with the City Commissioners, City Attorney, City Manager and Engineering Director in attendance. Approved on roll call. Shaw – yes; Cruse – yes; Bolinger – yes; Crooks – yes.

Returned from executive session with no action taken at 5:43 p.m

Commissioner Bolinger moved; Commissioner Cruse seconded that we adjourn at 5:43 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger- yes; Cruse - yes.

  
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Kevin Cruse, Mayor

Attest:

  
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Robyn Baker, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
April 17, 2023

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

Present: Commissioner Shaw  
Commissioner Crooks  
Commissioner Bolinger  
Commissioner Strait

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

Public Hearing

Mayor Cruse opened the public hearing on to Apply for the 2023 Kansas Small Cities Community Development Block Grant Program at 6:01 p.m.

A Public Hearing for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Community Facilities and Services category. A specific project application to be discussed is for improvements to the Parsons Public Library at 311 S 17<sup>th</sup>. This project proposes to remove two 20' x 16' sloped windows on the east and south sides of the building and replace with two redesigned non-sloped 20' x 12' windows. The estimated project cost is \$475,371 with the grant request for \$237,685 of the project cost. Oral and written comments will be recorded and become a part of the City's CDBG Citizen Participation Plan.

Mayor Cruse closed the hearing at 6:18 p.m.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the April 3, 2023 and April 13, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 358

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$973,139.34.

CCLIP-Project #59-50 U-2392-01 Bid Award

Approved awarding bid to J Graham Construction Inc. for the amount of \$292,096.30. Two (2) sealed bids were received on March 1, 2023 for KDOT CCLIP-SP Project 59-50 U-2392-0. Bids were received

April 17, 2023

from Mission Construction Co. Inc. in the amount of \$335,137.49 and from J Graham Construction, Inc. in the amount of \$292,096.30. Low bidder was J Graham Construction, Inc.

Parsons Point of Pride and Parsons High School Art Student Collaboration

Approved painting the three (3) dumpster enclosures by Parsons Point of Pride and Parsons High School Art Students. Parsons Point of Pride and Parsons High School Art Students would like to collaborate on beautifying the downtown area by painting the outside brick dumpster enclosures in the South parking lot behind El Pueblito/Parsons Area Community Foundation/KLKC, as well as the North Parking lots behind SKIL and Kitchen Pass. They are requesting approval to paint the enclosures.

Hay Bids – 2023

Bids were received on Monday, April 17, 2023 at 10:00 a.m. for the sale of hay at Lake Parsons, Tri-City Airport, and County Line Industrial Park. The high bids were approved as follows:

**HAY BIDS - 2023**

LOCATION	NAME	PER ACRE 2023	PER ACRE 2022
Elks Shelter – 35 Acres	Giefer Bros	\$72.50	\$61.27
N. of Kiwanis – 85 Acres	Giefer Bros	\$72.50	\$61.27
Below Dam – 12 Acres	Giefer Bros	\$72.50	\$58.00
Lions Shelter – 35 Acres	Harry Cormeny	\$59.77	\$58.00
Camping Area – 30 Acres	Giefer Bros	\$72.50	\$58.38
S. Galesburg – 5 Acres	Joe Linnebur	\$18.30	\$16.23
S. Lake Caretaker – 32 Acres	Allen Baker	\$38.10	\$35.01
Airport – Tract I – 45.62 Acres	Harry Cormeny	\$47.52	\$41.01
Airport – Tract II – 45.65 Acres	Harry Cormeny	\$47.52	\$41.01
Old Landfill - 15 acres	Harry Cormeny	\$51.03	
County Line Industrial - 15 acre	Harry Cormeny	\$51.03	\$48.27

Revised City Connecting Link Resolution

Approved the revised agreement and the Mayor’s signature on City Connecting Link Resolution. The Resolution has been revised and will supersede the previous Resolution dated May 8<sup>th</sup>, 2009. This City Connecting Link Improvement Program is part of the KDOT Local Partnership Program.

Payment to Burns & McDonnell for Parsons Tri-City Airport Closeout Report Services through February 28, 2023

Approved payment to Burns & McDonnell for Invoice No. 16 for \$13,247.40 for professional engineering and design services at the Parsons Tri-City Airport for services through February 28, 2023.

April 17, 2023

Reissue Amended RFP to Replace Police Body, In-Car & Interview Room Camera Systems

Approved the rejection of the previously submitted proposals and authorized the re-issuance of a revised RFP for Police Body, In-Car, and Interview Camera systems.

Motorola purchased WatchGuard, which has been our vendor for police body, in-car, and interview room camera systems.

The police department capital replacement schedule had our nine (9) year old WatchGuard server on schedule to be replaced this current fiscal year. This server has experienced intermittent problems that have been temporarily fixed. When we contacted WatchGuard to price a replacement server, we were notified that because of the purchase of the company by Motorola the WatchGuard line was being terminated. We were told that our equipment warranties were void and that replacement equipment under the WatchGuard brand was no longer available.

We were told that we should migrate to Motorola products.

Other police departments have experienced the same problem, and many have purchased other hardware and software, surplusing their WatchGuard equipment. This includes the Lawrence Police Department, Newton Police Department, and others. Other agencies may have more time to convert or migrate to Motorola or other vendors, we are tied to how long a faltering server will continue to operate while knowing that as equipment reaches the end of its useful life it will not be repairable or replaceable.

The twenty-seven (27) body cameras except for a couple are already seven (7) years old which is the manufacturer's maximum product life for the units. The in-car units total fifteen (15) and range from three (3) to seven (7) years of age and the interview room units are newer.

A Request for Proposals was created and sent to vendors with a due date of March 6, 2023. Only three (3) proposals were submitted with total costs listed below:

<b>Motorola</b>	<b>\$392,120.73</b>	<b>Subscription + Purchase</b>
<b>AXION</b>	<b>\$367,168.57</b>	<b>Subscription</b>
<b>Utility</b>	<b>\$252,000.00</b>	<b>Purchase</b>

Staff evaluated the proposals and felt that the proposals exceeded a reasonable cost and recommend that the proposals be rejected.

**INFORMATION:**

A new round of RFP's has been prepared with modifications. If necessary, the interview room systems could be purchased separately in the future as a cost savings measure.



**BUDGET IMPLICATIONS:**

When a vendor is selected the purchase is of a significant amount that it can be funded using a government lease-purchase covering the warranty period of the hardware (usually five or 7 years), using Public Safety Sales Tax revenue. An outright purchase is not feasible using currently available general fund resources.

Annual Katy Days Celebration

Approved the request for Annual Katy Days Celebration May 26 – 28, 2023. The Annual Katy Days Event will be Memorial Day weekend, May 26, 27 and 28, 2023 in Forest Park. Dave Winchell has requested the use of the entire park and the following:

- 1) Close Broadway Ave. from 13<sup>th</sup> St. to 10<sup>th</sup> St. from 6 a.m. Friday, May 26 until Noon on Sunday, May 28, 2023.
- 2) Close Heacock Ave. from Broadway Ave. to Grand Ave. from 6 a.m. Friday, May 26 until Noon on Sunday, May 28, 2023.
- 3) Close 10<sup>th</sup> St. loop from Broadway Ave. to Heacock Ave. from 6 a.m. Friday, May 26 to Noon on Sunday, May 28, 2023.
- 4) Close 13<sup>th</sup> St. from Broadway Ave. to Grand Ave. from 5 p.m. to 7 p.m. Friday, May 26, 2023 (Parade Only).
- 5) Close Grand from 13<sup>th</sup> St. to Heacock Ave. from 5 p.m. to 7 p.m. Friday, May 26, 2023 (Parade Only).
- 6) Close the following streets for 5K Race Route at Tolen Creek Park– Larsen Blvd. just east of the Conference Center driveway North to Cattle Dr. and the intersection of 15<sup>th</sup> & Cattle Dr. but will leave access open to Pete’s from 7 a.m. to 10 a.m. Saturday, May 27, 2023.
- 7) Waive all vendor fees.

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

New Business

Set Bid Date for Project #2023-04, The 100 Year Municipal Building Exterior Repair Restoration Project

Commissioner Shaw moved, Commissioner Bolinger seconded to set Thursday, April 27, 2023 at 2:00 p.m. as date and time for the Mandatory Pre-Bid Meeting for qualified and interested bidders for the 100 year Municipal Building Exterior Repair Restoration Project. Set Thursday, May 11, 2023 at 2:00 p.m. as the bid date to accept bids and set Monday, May 15, 2023 as the award date for Project #2023-04. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

April 17, 2023

Rescind the August 15, 2022, City Commission Approval of the Alquist 3D, LLC Free Land Program Application

Commissioner Bolinger moved, Mayor Cruse seconded to rescind the August 15, 2022, City Commission approval of the Alquist 3D, LLC Free Land Program Application. On August 15, 2022 the City Commission approved Alquist 3D's application for all remaining lots available in the City's Free Land Program, which was approximately 13 lots. To date the property has not been transferred to Alquist 3D and Alquist 3D has not made any request for the property to be transferred to them. Pursuant to the Free Land Program regulations, Alquist 3D had 120 days to begin construction on a home although at the time, City Staff did indicate it would be willing to be flexible on the 120 deadlines to account for the scope of the project and the winter weather. Based on the fact Alquist 3D has not made any further request for the land to be transferred and the guidelines of the Free Land Program have not been complied with, City Staff is requesting the City Commission vote to rescind the August 15, 2022 approval of Alquist 3D's Free Land Program application. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Old Business

Purchase of 2023 John Deere Gator

Commissioner Shaw moved, Mayor Cruse seconded to approve the purchase of 2023 John Deere Gator. On April 3, 2023, the City Commission approved the purchase of a Kubota side by side vehicle in the amount of \$21,582.22 through a dealer located in Southeast Kansas and priced through Sourcewell contract pricing. This agreement did not work out.

Heritage Tractor, Pittsburg, Kansas has a 2023 John Deere Gator XUV865R in stock at a cost of \$31,983.75, including a three (3) year powertrain warranty. This is the government pricing, to the public the cost would be approximately \$39,000.00. Staff had a demonstration and found this to be a much higher quality piece of equipment. This is an increase of \$10,401.53. The funding for the purchase would be \$5,000.00 from the Tourism Fund, as this will be a great asset to the upkeep of the trails and trails are a large part of tourism in Southeast Kansas. The balance of \$26,983.75 would be paid by sales tax funds. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3446 – Certifying Legal Authority to Apply for the 2023 Kansas Small Cities Community Development Block Grant Program

Mayor Cruse moved, Commissioner Shaw seconded to approve and authorize the Mayor's signature on Resolution No. 3446, certifying that the City of Parsons has legal authority to apply for CDBG funds and approval to sign and apply for assistance to the Kansas Department of Commerce. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

April 17, 2023

Resolution No. 3447 – Assuring the Kansas Department of Commerce that funds will be continually provided for the operation and Maintenance of Improvements to the Library Window System

Commissioner Shaw moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Resolution No. 3447 assuring KDOC that the City of Parsons will provide operation and maintenance for the improvements to the Parsons Public Library for the Window Improvement Grant. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Departmental Reports

Monthly Reports were received and filed for March 2023.

Comments were heard from Ryan Robertson.

Comments were heard from City Staff. Derek Clevenger gave an update on Lake Parsons. Debbie Lamb gave updates on City Commission Filing, Abandoned Structures and Comprehensive Plan.

Comments were heard from City Commissioners.

Commissioner Shaw moved, Mayor Cruse seconded that we adjourn at 7:32 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

  
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Kevin Cruse, Mayor

Attest:

  
\_\_\_\_\_  
Shanda Lofgren, Deputy City Clerk

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

Present:       Commissioner Shaw  
                  Commissioner Crooks  
                  Commissioner Bolinger  
                  Commissioner Strait

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

The commission reviewed the agenda for May 1, 2023.


Inter-Local Agreement for the CDBG Parsons Public Library Window Improvement Project

Commissioner Bolinger moved, Commissioner Shaw seconded to approve and authorize the Mayor's signature on the interlocal agreement that is required for the window improvement project that The City of Parsons is applying for through a Community Development Block Grant on behalf of the Parsons Public Library. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved; Commissioner Strait seconded that we adjourn at 5:07 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger- yes; Strait – yes; Cruse - yes.

  
Kevin Cruse, Mayor

Attest:

  
Robyn Baker, City Clerk