

MINUTES
PARSONS CITY COMMISSION
May 1, 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 abandoned and Fire Damaged structures at 6:01 p.m.

Resolution No. 3444 set May 1, 2023 for a Public Hearing on abandoned structures at the following addresses: 2407 Morgan Ave., 1411 Chess Ave., 2401 Morgan Ave., 2815 North Blvd. & 2825 North Blvd. No public comment was heard.

Mayor Cruse closed the hearing at 6:04 p.m.

Proclamation

100 year Anniversary of the 1st City Commission Meeting

Public Comment

Lou Martino – Tree in front of his house

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the April 17, 2023 and April 27, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 359

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$333,736.59.

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Pay Request No. 2, Trekk Design Group, LLC Project 2022-10 Lead Service Line Inventory

Approved Pay Request to Trekk Design Group, LLC. 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. The attached pay request is for Invoice No. 23-000202 for work completed through March 27, 2023 in the amount of \$31,105.81. And Invoice No. 23-000356 for work completed through April 21, 2023, in the amount of \$18,387.10. The total of both invoices is \$49,492.91.

2023 Vehicle Bids

Authorized the City Manager to purchase or lease-purchase up to three (3) 2023 or newer Ford Police PPV SUVs for the Police Department. The original capital replacement schedule for the police department has been to purchase two new patrol vehicles each year for roughly \$112,000 fully equipped (emergency equipment, radio, vehicle camera and radar). The last new vehicles were purchased in 2020 (2 Ford SUV's + P/U) and 2021 (2 SUV's + 1 K-9 P/U), and 2022 (1 SUV + 2 used P/U's were purchased + used K-9 Dodge Charger). These vehicles have been purchased to be 'patrol ready' with emergency lighting, radios, radar, and vehicle cameras professionally installed prior to delivery.

Currently the police fleet consists of 23 vehicles including 13 marked patrol cars, 8 unmarked assigned vehicles (3 detectives, COP/DC & 2 travel cars), the CSO truck and Command Post Truck.

The fleet has grown with detectives and specialized assignments that have come online, this includes two marked K-9 units and a Community Policing Officer assignment. Sgt's have assigned vehicles to be first responders from their residence (3 Sgt's, a 4th Sgt position is open), these assigned vehicles will greatly extend their life.

Currently seven (7) vehicles (2 Det, 4 patrol and 1 CSO truck) are off warranty and are at or over 100,000 miles (93,851 to 132,798 miles). Because of the delay between ordering and delivery of vehicles we are not surplusing any vehicles until delivery of 2024 model cars occurs.

DISCUSSION/ANALYSIS: Police patrol vehicles are the backbone for the delivery of policing services. But acquiring new vehicles is limited by the continuing short production runs of police vehicles produced by Ford, Dodge and Chevy. There is usually a short ordering window for delivery of these vehicles, which no longer follow a regular schedule. Delivery dates are currently not guaranteed and can stretch out to a year into the future after a purchase is made.

The 2023 model year ordering period closed months ago and production continued to be impacted. Consequently, there are only a few 2023 vehicles left in the hands of a limited number of dealers/outfitters. We believe that we can locate up to three (3) 2023 Ford SUV PPV vehicles through this bid.

The next order cycle for 2024-year model vehicles will start sometime in the next few months, specific dates have not been announced. It is anticipated that another bid for 2024 vehicles will come

quickly, knowing that once an order is made with a short order window, delivery will not occur until well into 2024.

BUDGET IMPLICATIONS:

Funds for this purchase or lease-purchase will be drawn from the Safety Sales Tax Fund and has no impact on the City's General Fund.

As a side note, by converting this and all future police vehicle acquisitions to a government lease-purchase, we can use the same level of funding that we have used to buy 2 new vehicles annually to fund a police fleet that will last longer and provide a greater response capability to the City for special events, crime emphasis patrol, serious crime response/investigations and most importantly immediate deployment during natural or man-made disasters (ranging from tornados to haz-mat train derailments).

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

Special Alcohol Funds

Commissioner Strait moved, Commissioner Bolinger seconded to approve the distribution of the Special Alcohol Funds for 2023.

The following request were received for Special Alcohol Funds for 2023:

| | | |
|---|----|------------|
| Labette Center for Mental Health Services, Inc. | \$ | 30,000.00 |
| Communities in Schools of Mid-America, Inc. | \$ | 195,321.93 |
| **Unsecured Funding Amount | | |
| Kansas Big Brothers Big Sisters, serving Labette County | \$ | 3,000.00 |
| LB-CK Juvenile Services | \$ | 4,500.00 |

Distribution of Special Alcohol Funds for 2022 were as follows:

| | | |
|---|----|-----------------|
| Labette Center for Mental Health Services, Inc, | \$ | 16,000.00 |
| LB-CK Juvenile Services | \$ | 3,000.00 |
| Kansas Big Brothers Big Sisters, serving Labette County | \$ | <u>1,000.00</u> |
| Total Distribution for 2022 | \$ | 20,000.00 |

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The funding resources available for distribution in 2023 is \$18,000.00.

After the committee reviewed the applications, the recommendations are as follows:

| | | |
|---|----|-----------------|
| Labette Center for Mental Health Services, Inc, | \$ | 12,000.00 |
| Communities in Schools of Mid-America, Inc. | \$ | 1,500.00 |
| LB-CK Juvenile Services | \$ | 3,500.00 |
| Kansas Big Brothers Big Sisters, serving Labette County | \$ | <u>1,000.00</u> |
| Total Distribution for 2023 | \$ | 18,000.00 |

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

Ordinance

Ordinance No. 6535 – Special Use Permit

Mayor Cruse moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Ordinance No. 6535. The Planning Commission conducted a Public Hearing on April 18, 2023, on the request for a Special Use Permit for the construction of a 180' utility tower for WIFI internet. The request from the property owner is due to the height of the pole being taller than 60'. The petitioner was Zachary & Lorrie Hill, 1770 25000 Rd, Parsons, KS. The vote was in favor of approving the Special Use Permit as presented. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3448 – Abandoned Houses

Mayor Cruse moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on Resolution No. 3448. The Governing Body of the City of Parsons, Kansas, on the 1st day of May, 2023 held a public hearing allowing the owners, agents, lien holders and any occupants of record of the structures located on the following described real estate to wit: 2407 Morgan Ave., 1411 Chess Ave., 2401 Morgan Ave., 2815 North Blvd. & 2825 North Blvd. The deadline to obtain all necessary permits for such removal or repair is May 20, 2023, or in the event the owner fails to diligently pursue the same, the Governing Body of the City of Parsons, Kansas will cause the structure to be razed and removed and all costs assessed against the property as provided by law. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Comments were heard from City Staff. Matt Hoisington announced the Music in the Park line up. Derek Clevenger gave the dates for E-Waste. It will be Jun 10 from 7:00 am to 12:00 pm at the Public Works building. The sidewise clean up will be June 17 at the landfill from 7:00 am to 12:00 pm.

Comments were heard from City Commissioners.

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Commissioner Strait moved, Mayor Cruse seconded that we adjourn at 6:41 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
May 11, 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 Crooks
Commissioner Bolinger
Commissioner Strait
Absent: Commissioner Shaw

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

The commission reviewed the agenda for May 15, 2023.

Old Business

Request for Tree Removal

Commissioner Strait moved, Commissioner Bolinger seconded to approve the removal of the tree at 1423 Morgan. Lou Martino, 1423 Morgan has requested the city remove the tree located in front of his property. The property owner feels the tree died due to the work that was completed two years ago on Morgan Street. At the time of the construction, property owners were given an option to have trees removed from the right of way. The property owner chose not to have this tree removed and it did not survive the very dry weather we have had since the project was completed. Approved on roll call. Crooks – abstain; Bolinger – yes; Strait – yes; Cruse - yes.

Curb and Sidewalk Repair – 2631 Dirr

Commissioner Bolinger moved, Commissioner Crooks seconded to approve the request negotiated below. Holiness Church, 2631 Dirr has requested the replacement of curb and sidewalk on 27th Street and Dirr Street adjacent to the church property. Curb is generally replaced at the time of street rehabilitation; sidewalks are replaced with the approval of the City Commission. Staff has viewed the project with the church and have concluded that the curb will be left alone at the present time. The front sidewalk closest to the church door will be replaced, moving north approximately two feet and included an ADA ramp on 27th Street; the sidewalk leading into the front door of the church on Dirr will be replaced and an ADA ramp installed on Dirr Street. The church has members that are qualified to lay concrete, therefore they will furnish the labor. The city will purchase the concrete in an amount not to exceed \$1,200.00. Approved on roll call. Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff and City Commissioners.

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Commissioner Bolinger moved; Commissioner Strait seconded that we adjourn at 5:11 p.m.
Approved on roll call. Crooks – yes; Bolinger- yes; Strait – yes; Cruse - yes.

A handwritten signature in cursive script, appearing to read "Kevin Cruse", written over a horizontal line.

Kevin Cruse, Mayor

Attest:

A handwritten signature in cursive script, appearing to read "Robyn Baker", written over a horizontal line.

Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
May 15, 2023

The Parsons City Commission met in regular session at 6:00 p.m. in the Municipal Building Commission Room with President of the Board Eric Strait presiding.

Present: Commissioner Shaw
Commissioner Crooks
Commissioner Bolinger
Absent: Mayor Cruse

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

Proclamation
National Gun Violence Awareness Day

Presentation
Audit Presentation 2022 – Jarred, Gilmore & Phillips P.A.
Commissioner Bolinger moved, Commissioner Shaw seconded to receive and file the 2022 Audit from Jarred, Gilmore & Phillips P.A. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

Consent Docket as follows:

City Commission Minutes
Approved and authorized minutes for the May 1, 2023 and May 11, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 360
Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$351,130.88.

Pay Request No. 4 & Final, Project 2020-06, Peak Flow Pump Station and Force Main
Approved and authorized payment to LaForge and Budd Construction Co. For Pay Request No. 4 & Final in the amount of \$71,750.00 for work accomplished through February 9, 2023 for Project 2020-06, Peak Flow Pump Station and Force Main. Funding is from KDHE Revolving Loan Funds.

Work Proposal from Hinman Construction for Phase 3, Project 2023-06, Labor & Materials for Unit #3 of the Law Enforcement Training Facility at 2103 Corning
Approved and authorized the bid from Greg Hinman Construction on work proposal for Project 2023-06, Labor & Materials for Unit #3 of the Law Enforcement Training facility at 2103 Corning in the amount not to exceed \$139,675.00.

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Invoice No. 1 and Final from Wilson Amusement Inspections, LLC

Approved payment of Invoice No. 1 and Final from Wilson Amusement Inspections for \$1,215.00 for inspection of the Miniature Katy Train, VIN #MKT194 at Forest Park. Darrell Moyer has inspected the work and approves payment.

Agreement No. 074-23 with KDOT for CCLIP Resurfacing Program Project No. 050-KA-6905-01

Approved Agreement No. 074-23 with KDOT to formally acknowledge commitment of the City of Parsons and Kansas Department of Transportation in the implementation of CCLIP Resurfacing Program, (Project No. 050-KA-6905-01) which will consist of resurfacing a portion of US-59. Beginning 300 Feet North of the corner of US 59 Highway and Flynn Drive, running South to the North entrance of drive of Walmart. This local KDOT partnership will pay 90% of the cost of construction and construction engineering up to \$1,000,000.00.

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

New Business

Award Bid for 2023 Vehicle Bids – Patrol Vehicle

Commissioner Bolinger moved, Commissioner Crooks seconded to award the bid to SERV in the amount of \$61,3273.93/vehicle. The City Commission authorized a bid for three (3) 2023 Ford SUV Explorer PPV's to supplement the current patrol vehicle fleet.

Currently the police fleet consists of 23 vehicles including 13 marked patrol cars, 8 unmarked assigned vehicles (3 detectives, COP/DC & 2 travel cars), the CSO truck and Command Post Truck.

The fleet has grown with detectives and specialized assignments that have come online, this includes two marked K-9 units and a Community Policing Officer assignment. Sgt's have assigned vehicles to be first responders from their residence (3 Sgt's, a 4th Sgt position is open), these assigned vehicles will greatly extend their life.

Currently seven (7) vehicles (2 Det, 4 patrol and 1 CSO truck) are off warranty and are at or over 100,000 miles (93,851 to 132,798 miles). Because of the delay between ordering and delivery of vehicles we are not surplusng any vehicles until delivery of 2024 model cars occurs. We anticipate that before this occurs that some of the current fleet vehicles may fail and be removed from service.

We anticipate that a purchase of five (5) vehicles for model year 2024 will be necessary knowing that delivery may not occur until well into 2024 or beyond. A five (5) vehicle purchase we have been told by Ford Fleet is the minimum number to receive any priority in shipping receipt.

DISCUSSION/ANALYSIS: With Commission approval the Police Department posted a bid for up to three (3) vehicles that were 2023 Ford SUV Explorer PPV's. This bid included all necessary emergency

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equipment and its installation with radio equipment supplied by the City for installation. Delivery date was to be a prime consideration along with overall pricing.

Bid packages were sent to multiple dealers and outfitters. This included conversations with the local Ford Dealer.

A total of two (2) bid proposals were received from vendors for police vehicles, which included SERV (Superior Emergency Response Vehicles) in

Andover, KS, and SVS (Specialty Vehicle Source) in Junction City, KS. SERV has previously provided fully equipped vehicles to the police department. SVS was a new bidder.

BUDGET IMPLICATIONS: Funds for this purchase or lease-purchase will be drawn from the Safety Sales Tax Fund and has no impact on the City’s General Fund.

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|--|------------------------|
| SERV – Superior Emergency Response Vehicles Andover, KS 67002 | Police Vehicle 1 |
| Vehicle Make, Model, Year 2023 Ford Police Interceptor Utility SUV (NEW) | \$61,327.93 |
| Purchase and installation of listed equipment | Included in base price |
| Note: Two vehicles in stock, 3 rd is in production & payment required at time of delivery. | |
| | |
| Extended Warranty | Not offered by Ford |
| Shipping/Delivery | included |
| Total Bid Price per Vehicle | \$61,327.93 |
| Suggested or Available Options: | |
| Estimated Delivery Date | July15, 2023 |

| | |
|--|---------------------|
| SVS – Specialty Vehicle Source, Junction City, KS 66441 | Police Vehicle 1 |
| Vehicle Make, Model, Year 2023 Ford Police Interceptor Utility SUV (NEW) with all equipment installed | \$70,425.53 |
| Breakout price and installation of listed equipment | (\$22,525.53) |
| Breakout price of vehicle alone | (\$47,900.00) |
| Note: Bidder has four (4) White vehicles in stock & Payment required at time of order. | |
| | |
| Extended Warranty | Not offered by Ford |
| Shipping/Delivery | included |
| Total Bid Price per Vehicle | \$70,425.53 |

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| | |
|---------------------------------|------------|
| Suggested or Available Options: | |
| Estimated Delivery Date | Not listed |

Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

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

Discussed the bids that were received on May 11, 2023 at 2:00 p.m. from three (3) contractors for Project 2023-04, Municipal Building 2023 Exterior Repairs. Restoration and Waterproofing presented a bid for \$1,925,000.00 with a completion date of 555 days after start; MTS Contracting presented a bid for \$1,137,000.00 with a completion date of 330 days after start; Innovative Masonry Restoration presented a bid for \$1,031,500.00 with a completion date of 240 days. Staff will look into financing options and bring it back to the Commission.

Request for Signature on Contract with 4 State Builders LLC

Commissioner Crooks moved, Commissioner Bolinger seconded to approve the signature of the President of the Board on the contract for land transfer to 4 State Builders LLC. The Economic Development Department recommended the City of Parsons enter into a contract with 4 State Builders LLC for the land located at the corner of Belmont and 17th. The contract calls for three structures to be built with groundbreaking taking place no less than 6 months from the signing of the contract for the first home. Final plans include two duplexes and one single-family home to be built on the location; upon completion the plan is to place those homes up for sale. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

Request for Approval of Incentive Package for 4 State Builders

Commissioner Strait moved, Commissioner Bolinger seconded to approve the Economic Development Department incentives and the ability to work with 4 State Builders LLC on the development of the property outlined in the contract. The Economic Development Department was asking for approval to provide incentives in reference to the contract with 4 State Builders LLC for the land located at the corner of Belmont and 17th. These would include but not be limited to \$10,000.00, payable to 4 State Builders LLC upon execution of the contract. This is for use in improving pre-construction lots and final landscaping. Additionally, the new structures would be enrolled into the Neighborhood Revitalization Program that is already in place as well as standard incentives already in place such as waiving of tap fees. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

Departmental Reports

Commissioner Bolinger moved, Commissioner Crooks seconded to receive and file April monthly reports. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

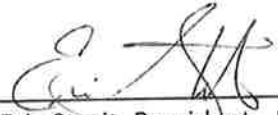
Comments were heard from Vicki Pribble, Ryan Robertson, Chris Schultz, Sharon Billman & Stanley Basler. Sharon Billman & Stanley Basler asked for permission to hold a service following Music in the Park. This would be the next Thursday, August 3, 2023. They requested use of the Pavilion and sound system. Matt Hoisington will donate his personal

equipment and time at no charge for the sound system. Commissioner Bolinger moved, Commissioner Crooks seconded to approve the use of the Pavilion at no charge for the Worship in the Park on August 3, 2023. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

Comments were heard from City Staff.

Comments were heard from City Commissioners.

Commissioner Bolinger moved, Commissioner Crooks seconded that we adjourn at 7:42 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.


Eric Strait, President of the Board

Attest:


Robyn Baker, City Clerk