

MINUTES
PARSONS CITY COMMISSION
June 1, 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
 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 June 5, 2023.

Resolution

Resolution No. 3450, Support for Moderate Income Housing (MIH) Request for Proposals

Commissioner Bolinger moved, Mayor Cruse seconded to approve and authorize the Mayor's signature on Resolution No. 3450. The Kansas Housing Resources Corporation MIH program is funded through the State Housing Trust Fund with the purpose of administering and supporting housing programs. Housing for moderate income households is vital for economic development, yet difficult to achieve given that most federal housing programs serve a lower income bracket, and market supply is limited due to high development cost, low appraisals, tight lending conditions, and lack of investor interest.

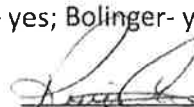
The City's proposal will assist in providing 14 new single-family residential homes for moderate-income families on city owned lots.

The Resolution is for support to apply and participate in the Kansas Moderate Income Housing Request for Proposal. 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 5:00 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
June 5, 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 Shaw seconded that we approve the agenda with the moving of item C on the Consent Docket to New Business. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Public Hearing

Mayor Cruse opened the public hearing on the Kansas Public Water Supply Loan Fund – Water Meters at 6:02 p.m.

Public Hearing regarding a proposed loan in an amount not to exceed \$2,200,000.00 to be taken by the City of Parsons From the Kansas Public Water Supply Loan Fund administered by the Kansas Department of Health and Environment pursuant to K.S.A. 65-163c et seq. The City has made preliminary application to KDHE for the Loan, the proceeds of which will be used by the City to finance certain modifications and improvements to the City's water supply and distribution system, and to pay interest during construction of the Project.

Mayor Cruse closed the public hearing at 6:05 p.m.

Presentation

TREKK – Updated on Inventory of Lead Water Service Lines

Public Comment

Rod Landrum – Thank you!
Chris Shultz – Tennis Courts

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the May 15, 2023 and June 1, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 361

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$390,207.95.

June 5, 2023

Pay Request No. 1, Project 2021-02, Corning Ave. Storm Water Lift Station Rehab

Approved payment No. 1 to LaForge & Budd Construction Co. for work accomplished through May 10, 2023 for Project 2021-02, Corning Ave. Storm Water Lift Station Rehab. In the amount of \$74,490.47.

21st Street Basin, Rosewood Basin and Downtown Basin Rehab Design

Approved and authorized the Mayor's signature on agreement from HDR Engineering, Inc. for Design of 21st Street Basin, Rosewood Basin and Downtown Basin Rehab.

Task 1 Project Management	\$12,000.00
Task 2 21 st Street Basin Design	\$162,000.00
Task 3 Rosewood Basin Design	\$53,000.00
Task 4 Downtown Design	\$48,000.00
Total	\$275,000.00

Pay Request No. 5 KLETC Building Remodel from Greg Hinman Construction

Approved Pay Request No. 5 to Greg Hinman Construction for supplying and installation of panic bars at 2103 Corning, (KLETC Building). The total amount for Pay Request No. 5 is \$3,555.00.

Pay Request No. 6 renovations for Police Simulator at 2103 Corning (KLETC) from Greg Hinman Construction

Approved Pay Request No. 6 to Greg Hinman Construction for renovations for police simulator at 21203 Corning, (KLETC Building). The total amount for Pay Request No. 6 is \$24,800.00.

Walk Out Juneteenth – Parade/March

Approved street closures for Juneteenth March on June 19, 2023 from 9:00 a.m. to 12:00 p.m. from 22nd Street and Grand heading east to 21st Street then south on 21st Street ending at Glenwood Park. They are needing street closures at Appleton & 21st Street and Southern & 21st Street from 10:00 a.m. to 11:00 a.m. They can place the barriers.

Commissioner Bolinger moved, Commissioner Crooks 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

Agreement – Eva Dudek d/b/a Parsons Pet Hospital

Discussed the request from Eva Dudek to make the following changes to the agreement for Parsons Pet Hospital:

Section 3. Billing

Dog Housing - \$22.00 per day, increase to \$25.00 per day

Cat Housing - \$17.00 per day, increase to \$20.00 per day

Dog Euthanization and Cremation - \$55.00 increase to \$70.00

Cat Euthanization and Cremation - \$40.00 increase to \$50.00

June 5, 2023

Standard fees for all other vet care, as approved.

EXHIBIT A – At Large Animals

Change the length of time from 3 days to 5 days that the City will pay for the sheltering of an animal.

Commissioner Bolinger moved, Commissioner Strait seconded to approve the increases on billing. Further discussion on the length of time the City will pay for sheltering of an animal will be needed. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Juneteenth Holiday

Commissioner Bolinger moved, Commissioner Shaw seconded to approve the change of the regular City Commission Meeting schedule for Monday, June 19, 2023, which is the Juneteenth Holiday to Wednesday, June 21, 2023. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Ordinance

Ordinance No. 6536 – Special Assessments

Commissioner Bolinger moved, Mayor Cruse seconded to approve and authorize the Mayor's signature on Ordinance No. 6536 making and levying a special assessment upon all lots and parcels of ground in the City of Parsons, Kansas liable for the cost and expenses of nuisance abatement during the months of January, February and March 2023 for a total amount of \$58,439.46. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3449 – Application to KDHE regarding Loan from Kansas Public Water Supply Loan Fund

Commissioner Strait moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Resolution No. 3449 giving approval to apply to the Kansas Department of Health and Environment to use the Kansas Public Water Supply Loan Fund program for the replacement and installation of approximately 4,824 water meters with Diehl IZAR STELLA LoRaWan AMI System water meters, new plastic meter box lids, software, set-up and interface. 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.

Comments were heard from City Commissioners.

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June 5, 2023

Commissioner Bolinger moved, Commissioner Strait seconded that we adjourn at 7:23 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
June 15, 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 Bolinger moved; Commissioner Crooks 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 June 21, 2023.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff and City Commissioners.

Executive Session

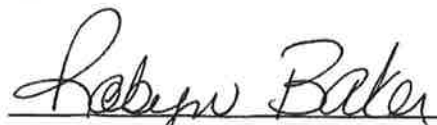
Mayor Cruse moved, Commissioner Bolinger seconded to go into executive session to discuss financial affairs of a corporation pursuant to KSA 75-4319(b)(4) for 15 minutes with the City Manager, City Attorney, Economic Development Director and the City Commissioners in attendance. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Cruse - yes. No action taken.

Commissioner Bolinger moved; Mayor Cruse seconded that we adjourn at 5:47 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger- yes; Cruse - yes.



Kevin Cruse, Mayor

Attest:



Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
June 21, 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 was presented. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the June 5, 2023 and June 15, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 362

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$402,007.62.

Pay Request to DGM Consultants, P.A. for Professional Services for Project 2023-04, Municipal Building Masonry Repairs

Approved payment to DGM Consultants for professional services through May 19, 2023 in the amount of \$7,927.84.

Parsons Chamber of Commerce July 4th Fireworks Celebration

Approved the request for street closures from the Parsons Chamber of Commerce for the annual July 4th Fireworks Celebration event on July 4, 2023, from 5:00 p.m. to 10:30 p.m. The street closure will be at the northeast road/entrance of Marvel park for the safety of the public. Public restrooms at Marvel park and Forest Park will be open for public use until 10:30 p.m.

Parsons Chamber of Commerce 5th Friday Celebration in June, 2023

Approved the request for street closures from the Parsons Chamber of Commerce for the 5th Friday Celebration for Downtown on Friday, June 30, 2023 from 5:00 p.m. to 9:00 p.m. They are requesting street closure on main from Central Ave. to 17th Street and 18th Street going North half a block and South to Broadway Ave. They also requested power cords, junction boxes, trash cans and the mobile stage.

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

Old Business

Agreement – Eva Dudek, d/b/a Parsons Pet Hospital

Commissioner Bolinger moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on the agreement from Eva Dudek with the following changes to the agreement for Parsons Pet Hospital:

Section 3. Billing

Dog Housing - \$22.00 per day, increase to \$25.00 per day

Cat Housing - \$17.00 per day, increase to \$20.00 per day

Dog Euthanization and Cremation - \$55.00 increase to \$70.00

Cat Euthanization and Cremation - \$40.00 increase to \$50.00

Standard fees for all other vet care, as approved.

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

New Business

Request for D.V. Reed Trust Fund

Commissioner Shaw moved, Mayor Cruse seconded to approve and authorize the submission of the request for \$25,000.00 for Labette County Emergency Assistance Center to the Labette County District Court for approval. Labette County Emergency Assistance Center submitted a request for \$25,000.00 from the D. V. Reed Trust Fund to help to continue assisting residents of Parsons in need. Every household in emergency need is served to the best of our ability and knowledge. Many are in a crisis and unable to properly evaluate available resources to fit their specific needs. The request would be used to assist with rent, utilities, emergency shelter, gas, food and medical costs to individuals who meet the requirements. The current balance of the fund is \$36,220.89. Past year distributions have been 2020 \$35,000.00, 2019 \$25,000.00, 2018 \$20,000.00 and 2017 \$15,000 .00. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Main Street Food Truck Reservation Policy

Mayor Cruse moved, Commissioner Bolinger seconded to approve the Main Street Food Truck Reservation Policy. The purpose of this document is to create a policy that treats all applicants equally and not only benefits the food trucks looking to provide services to our residents but to streamline the process so it runs smoothly no matter what food vendor is requesting the location or what city employee accepts the reservations. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

June 21, 2023

Request for Acceptance of the Offer for 17.9 Acres of Land in the Flynn Industrial Park through Signature of the offered LOI

Commissioner Strait moved, Commissioner Crooks seconded to approve and authorize the signature of the Mayor on the letter of intent and direct staff to move forward with the sale. After negotiations with Old Dominion corporate offices there was an offer made on 17.9 acres of land immediately north of the Old Dominion location in the Flynn Industrial Park. An offer of \$179,700 has been made for the property through a proposed letter of intent from Old Dominion. Staff believes this is a fair offer and suggests that the City sign the LOI and instruct staff to move forward with the sale of the property. A completed contract would be brought back to the commission for final approval. Suggested placement of the funds would go into both the UP Fund and the Economic Development Fund for future land development needs across the City. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Award Bid for Project 2023-04 Municipal Building 2023 Exterior Repairs

Commissioner Bolinger moved, Commissioner Shaw seconded to award bid for Project 2023-04 Municipal Building 2023 Exterior Repairs to the lowest bidder, Innovative Masonry Restoration with a bid of \$1,031,500.00. Bids were received on May 11, 2023 at 2:00 p.m. from 3 (three) contractors. 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 of \$1,031,500.00 with a completion date of 240 days. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Contract with Munireg

Commissioner Bolinger moved, Mayor Cruse seconded to table until next meeting the contract between the City of Parsons and Munireg to help with the implementation of the vacant structure regulations. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Ordinance

Ordinance No. 6537 – Amending Vacant Structure Fees

Commissioner Bolinger moved, Mayor Cruse seconded to table Ordinance No. 6537 amending Ordinance No. 6521 so fees to register Vacant Structures will match the contract with Munireg until next meeting. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Ordinance No. 6538 – Allow the use of funds out of the Industrial Fund

Commissioner Shaw moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on Ordinance No. 6538. The Economic Development Department requested approval of Ordinance No. 6538 which would allow the use of funds out of the Industrial Fund which is currently at a balance of \$410,218 to create an industrial retention incentive package for assistance in the expansion of Magnum Systems. The amount results in approximately 10% of their capital expense with projections of 15 to 20 jobs over the next 18

June 21, 2023

months and the signing of a three-year lease to keep the company expansion within city limits. The amount requested is \$30,000. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3451 – Renew Public Safety Sales Tax

Commissioner Bolinger moved, Commissioner Strait seconded to approve and authorize the Mayor's signature on Resolution No. 3451 to approve the submission to the qualified electors of the City of Parsons the proposition of renewing the levy of one-half of one percent (0.5%) Retailers Sales Tax in the City of Parsons to remain in effect for a term of 10 years to expire December 31, 2033. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.


Departmental Reports

Commissioner Shaw moved, Mayor Cruse seconded to receive and file May monthly reports. 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 7:04 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.


Eric Strait, President of the Board

Attest:


Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
June 29, 2023

The Parsons City Commission met in a work session at 4:30 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 as presented. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait - yes.

The commission reviewed the agenda for July 3, 2023.

Old Business

Contract with Munireg

Commissioner Crooks moved, Commissioner Bolinger seconded to approve and authorize the President of the Board's signature on a contract between the City of Parsons and Munireg to help with the implementation of the vacant structure regulations. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait - yes.

Ordinance

Ordinance No. 6537 – Amending Vacant Structure Fees

Commissioner Bolinger moved, Commissioner Crooks seconded to approve and authorize the President of the Board's signature on Ordinance No. 6537 amending Ordinance No. 6521 so fees to register Vacant Structures will match the contract with Munireg. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait - yes.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved; Commissioner Crooks seconded that we adjourn at 4:49 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