

MINUTES  
PARSONS CITY COMMISSION  
August 3, 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 August 7, 2023.

23-PF-018 CDBG Public Library Window Grant

Commissioner Bolinger moved, Mayor Cruse seconded to approve and authorize the Mayor's signature on the Public Library Window Grant contract. The City received notice of a \$237,685.00 grant for the Parsons Public Library to remove two 20' x 16' sloped windows on the east and south side of the building and replacing with two redesigned non-sloped 20' x 12' windows.

Funding: \$237,685.00 – Grant  
              \$237,686.00 – Local (\$213,917.00 – Library/ \$23,769.00 – City)  
              \$475,371.00

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.

Executive Session

Mayor Cruse moved, Commissioner Strait seconded to go into executive session pursuant to KSA 75-4319(b)(4) and KSA 75-4319(b)(6) for possible land acquisition and private financial information of a corporation to discuss possible incentives and land acquisition of a local company and sales tax of a specific company for 20 minutes with City Manager, City Attorney, City Commissioners, Economic Development Director and City Clerk present. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse - yes.

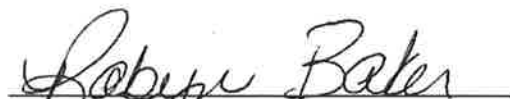
Return from executive session with no action taken.

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Commissioner Bolinger moved; Commissioner Crooks seconded that we adjourn at 5:42 p.m.  
Approved on roll call. Shaw – yes; Crooks – yes; Bolinger- yes; Strait – yes; Cruse - yes.

  
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Kevin Cruse, Mayor

Attest:

  
\_\_\_\_\_  
Robyn Baker, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
August 7, 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 Strait  
Absent: Commissioner Bolinger

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

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the July 17, 2023 and August 3, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 365

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$1,011,630.55.

Audit Services for 2023

Approved and authorized the Mayor's signature on the proposal with Jarred, Gilmore, Phillips for audit services for the year ending December 31, 2023. The amount will not exceed \$15,000.00 which includes travel and out of pocket expenses. If a Single Audit is required for Federal Funding it will be an additional \$2,900.00. The audit service went up \$500.00 and the single audit went up \$800.00 from 2022.

Continuing Disclosure

Acknowledgement of the filing of the Annual Financial Information & Operating Data. We 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: Year Ended 12/31/2022.

Request for Retail Recruitment Grant

Approved the Assistance Grant to Katy Antiques, LLC in the sum of Five Thousand dollars (\$5,000.00) under the terms of the Retail Recruitment Grant. Under the terms of the retail recruitment grant program the City will provide an assistance grant to Katy Antiques, LLC, 1810 Broadway, not to exceed the sum of Five Thousand (\$5,000.00), to be used by Katy Antiques, LLC to assist in the establishment, building and equipping of a retail business. The Grant shall be funded only from Economic Development funds available to the City through a special sales

August 7, 2023

tax for that purpose and must be matched by Twenty-Five Thousand (\$25,000.00) of owner funds. The business has completed the requirements for the grant.

Planning Commission Appointment

Appointed Ron Holsteen and Greg Chalker to serve another 3-yr term with the Planning Commission for a term to expire in 2026.

Road Closure – Moonlight Madness

Approved road closure for Moonlight Madness. The Parsons Chamber of Commerce respectfully requested to close North 18<sup>th</sup> St. between Main Street and Washington and between Main St. and Broadway on Friday evening, August 25, 2023 from 6:00 p.m. to 11:00 p.m. to allow space for food trucks, a deejay and vendors. They plan to keep the intersection of Main and 18<sup>th</sup> St. open to traffic as Main Street businesses prefer.

Road Closure – 5<sup>th</sup> Friday Celebration Downtown

Approved the road closure, use of barricades, trash cans, junction box and mobile stage for the 5<sup>th</sup> Friday Celebration Downtown. The Parsons Chamber of Commerce respectfully requested the closure of the following streets on Friday, September 29, 2023 from 5:00 p.m. to 9:00 p.m. for the purpose of September 5<sup>th</sup> Friday Celebration Downtown.

The area will be defined with barricades and Main Street and 18<sup>th</sup> St. will be closed to traffic during the consumption period, which runs from 6:00 p.m. to 9:00 p.m. Friday, September, 29, 2023. They plan to place the parking barricades at 5:00 p.m. on the 29<sup>th</sup> to allow the streets to empty and allow for the vendors and food trucks to utilize street locations.

They are further requesting that a junction box be placed halfway down North 18<sup>th</sup> St. between SKIL and The Home Store. Additionally, they requested additional trash cans be placed in the area and the streetlights be turned on at 5:00 p.m. Finally, they would like to borrow the mobile stage to be set up on North 18<sup>th</sup> St. facing South to accommodate the band.

Road Closure – Veteran’s Day Parade

Approved the road closure for the Veteran’s Day Parade. The Parsons Chamber of Commerce respectfully requested to close some of the downtown streets on Friday, November 10, 2023 from 8:00 a.m. to 10:00 a.m. for the purpose of the Veteran’s Day Parade. The roads requested are as follows: Main Street from 17<sup>th</sup> St. to Central Ave., Washington from 17<sup>th</sup> St. to Central Ave., and Central Ave. including the intersections from Stevens to Main Street.

The parade will begin at 9:00 a.m. They were able to honor our Veterans with an excellent parade in 2022, and hope to do so again.

August 7, 2023

Road Closure – Christmas Parade

Approved the road closure for the Christmas Parade. The Parsons Chamber of Commerce respectfully requested to close some of the downtown streets on Thursday, December 7, 2023 from 5:00 p.m. to 9:00 p.m. for the purpose of the Christmas Parade. The streets requested are as follows: Main Street from 17<sup>th</sup> St. to 26<sup>th</sup> St., 17<sup>th</sup> Street from Main to Broadway, Broadway from 17<sup>th</sup> St. to Central Ave., and Katy Drive from the intersection of Broadway and Central to the intersection of Washington and Central Ave.

Pay Request No. 4, Trekk Design Group, LLC, Project 2022-10 Lead Service Line Inventory

Approved Pay Request No. 4 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. 23-000777 for work completed through July 18, 2023, in the amount of \$27,375.55. The remaining balance is \$210,450.72.

Pay Request No. 9, Midwest Engineering Group, LLC for Corning Ave. Storm Water Lift Station Rehabilitation Design

Approved Pay Request No. 9 in the amount of \$950.00. Midwest Engineering Group, LLC entered into an engineering agreement with the City for the design of Corning Ave. Storm Water Lift Station Rehabilitation. This pay request is for \$950.00 for work completed through August 1, 2023.

Pay Request No. 7 KLETC Building Remodel – Greg Hinman Construction

Approved Pay Request No. 7 to Greg Hinman Construction. Greg Hinman submitted Pay Request No. 7 for work performed through July 31, 2023 for an amount of \$11,780.00.

2023 Ford Police Interceptor SUV

Approved and authorized the cost of \$67,543.30 to SERV for a 2023 Chevy Tahoe Police Interceptor, versus the 2023 Ford Police Interceptor that was approved on May 15, 2023 at a cost of \$61,327.93. On May 15, 2023, the City Commission approved the purchase of three (3) 2023 Ford Police Interceptor SUV from SERV (Superior Emergency Response Vehicles) at a price of \$61,327.93 per vehicle. Two (2) of the vehicles are scheduled to be here this weekend. They are not able to get the third vehicle at this time.

SERV has located a 2023 Chevy Tahoe as substitute for the vehicle they are unable to get. The cost for this vehicle is \$67,543.30, fully equipped. The additional cost is \$6,215.37. This vehicle is in stock, it will just have to have the equipment installed.

Project Agreement No. 042-23 with KDOT for Parsons Tolen Creek Trail Project No. 050-TE-0530-01  
Approved and authorized issuing request for proposals for Lease Purchasing Financing to be submitted by noon on Thursday, August 17, 2023 for the following:

Financing for Project 2023-04 Municipal Bldg Ext. Repair	\$1,000,000.00
Water Meters and Meter Installation	\$2,000,000.00

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

Ordinance

Commissioner Shaw moved, Commissioner Strait seconded to approve and authorize the Mayor's signature on Ordinance No. 6539 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 abatements during the months of April, May and June 2023 for a total amount of \$31,410.89. Approved on roll call. Shaw – yes; Crooks – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3453 – GAAP Waiver 2024

Commissioner Strait moved, Commissioner Shaw seconded to approve and authorize the Mayor's signature on Resolution No. 3453 finding that financial statements and reports prepared in Conformity with General Accepted Accounting Principles (GAAP) are not relevant to the requirements of the cash basis and budget laws of the State of Kansas and are of no significant value to the governing body or members of the general public of the City of Parsons. Approved on roll call. Shaw – yes; Crooks – yes; Strait – yes; Cruse – yes.

Comments were heard from Ryan Robertson.

Comments were heard from City Staff and City Commissioners.

Commissioner Shaw moved, Commissioner Crooks seconded that we adjourn at 6:51 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Strait – yes; Cruse – yes.

  
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Kevin Cruse, Mayor

Attest.  
  
\_\_\_\_\_  
Robyn Baker, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
August 17, 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 August 21, 2023.

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 5:25 p.m. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger- yes; Strait – yes; Cruse - yes.

  
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Kevin Cruse, Mayor

Attest:

  
\_\_\_\_\_  
Robyn Baker, City Clerk

MINUTES  
PARSONS CITY COMMISSION  
August 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 Strait  
Absent: Commissioner Bolinger

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

Presentation

TREKK – Matt Ridpath – Update on lead & copper lines

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the August 7, 2023 and August 17, 2023 meetings.

Accounts Payable Appropriation Ordinance No. 366

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$272,484.40.

Municipal Building Architect Replacement Agreement

Approved and authorized the Mayor's signature on the replacement agreement. The City commission awarded the Municipal Building Masonry Repairs to Innovative Masonry Restoration on June 21, 2023. The proposed start date for this contract is August 1, 2023. On July 17, 2023, the Commission approved agreement with DGM Consultants, P.A. for inspection services for a total amount of \$81,500.00. DGM Consultants, P.A. has changed to DGM Consultants and added Penn Street Engineering, LLC to the contract. Everything in the agreement will stay the same.

Water Meter Installation Agreement

Approved and authorized the Mayor's signature on the agreement with VanGuard Utility Service, Inc. for water meter installation for an amount not to exceed \$345,045.90.

Pay Request No. 1, 21<sup>st</sup> Street Basin and Downtown Basin Rehab Design

Approved and authorized payment for Pay Request No. 1 to HDR Engineering, Inc. for \$6,050.00 for work completed through July 29, 2023. HDR entered into an engineering agreement with the City for Design of 21<sup>st</sup> Street Basin, Rosewood Basin, and Downtown Basin Rehab.



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

Curious Minds Discovery Zone 4<sup>th</sup> Annual Touch-a-Truck Event

Approved use of Marvel Park parking lot and shelter house area west of the football stadium, road closure to the low water bridge, and volunteer to bring City vehicles including police cars, firetrucks, sanitation truck, the street sweeper and a tractor for the Curious Minds Discovery Zone 4<sup>th</sup> Annual Touch-a-Truck Event on Saturday, November 11<sup>th</sup> from 10:00am – 2:00pm. They will have a quiet hour (no horns/loud noises) from 10am-11am for children with sensory issues. This is a free event made possible by sponsorships and donations.

Award bid for Project 2023-04 – Lease Purchase Financing for the Municipal Building Exterior Repairs

Awarded the bid for Project 2023-04, Lease Purchase Financing for the Municipal Building Exterior Repairs to Bank of Commerce for 12 years at the 4.250% interest rate. Five (5) bids were received on August 17, 2023, for Project 2023-04, Municipal Building Exterior Repairs. Bank of Commerce was the apparent low bidder with an annual interest rate of 4.250% for 12 years and 4.500% for 15 years.

	144 Months (12 Yrs)		180 Months (15 Yrs)	
	Semi-Annual Payment Amount	Annual % Rate	Semi-Annual Payment Amount	Annual % Rate
Commercial Bank	\$84,128.44	4.672%	\$62,596.83	4.592%
<b>Bank of Commerce</b>	<b>\$82,940.82</b>	<b>4.250%</b>	<b>\$62,334.74</b>	<b>4.500%</b>
Governmental Capital Corp	\$82,954.71	4.250%	\$62,489.07	4.550%
Community National Bank & Trust	\$91,912.73	7.250%	\$70,916.30	7.250%
Labette Bank	\$83,829.07	4.500%	\$63,209.24	4.750%

Pay Request No. 4, TranSystems Corporation for US 59 KDOT SP – Clark to Dirr

Approved payment of Pay Request No. 4 to TranSystems Corporation for KDOT 59 SP – Clark to Dirr Invoice # 0004011760 for \$3,370.88 for final professional services rendered through January 27, 2023.

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

Ordinance

Ordinance No. 6540 – Sales Tax

Commissioner Strait moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Ordinance No. 6540 levying a city retailers sales tax in the amount of one-half of one percent (.5%) effective on the first day of January, 2024 and to continue for a period of ten (10) years. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Ordinance No. 6541 – Beer Garden for LCC 100<sup>th</sup> Year Anniversary Celebration

Commissioner Bolinger moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on Ordinance No. 6541 exempting Forest Park Amphitheatre Area from provisions of subsection (c) of KSA 41-719 and subsection (c) KSA 41-719A and permitting the consumption of cereal malt beverage from 5:00 p.m. until 11:00 p.m. on the 23<sup>rd</sup> of September, 2023. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes; Cruse – yes.

Resolution

Resolution No. 3454 – Resolution of Intent to Create an RHID Zone

Commissioner Strait moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on Resolution No. 3454 of the governing body of the City of Parsons, Kansas in accordance with Kansas law the passage of this Resolution would establish the intent for the proposed RHID district at the land indicated in the attached legal description. Or more commonly known as the Kay Lane and Queens Road location. The land is owned by JOBS Inc. and a proposed development could include 80 homes in the moderate housing range with an additional 11 acres being available for custom built homes. This resolution indicates the intent of the City and will be forwarded for additional approval to the Secretary of the Kansas Department of Commerce following its passage and publication in the local paper pursuant to the state statute. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger - yes; Strait – yes; Cruse – yes.

Departmental Reports

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

Comments were heard from Vicki Pribble.

Item G on the consent docket – Award bid for Project 2023-04 – Lease Purchase Financing for the Municipal Building Exterior Repairs – was found to be incorrect. Mayor Cruse moved,

CITY COMMISSION – PAGE 4

August 21, 2023

Commissioner Bolinger seconded to pull Item G from the consent docket to correct it. It will be on the work session meeting on August 31, 2023 to be approved. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger -yes; Strait – yes; Cruse – yes.

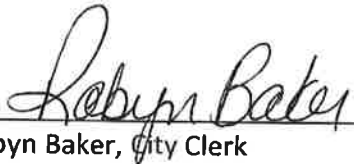
Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved, Commissioner Shaw seconded that we adjourn at 6:45 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  
 August 31, 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 September 5, 2023.

Award Bid for Project 2023-04 – Lease Purchase Financing for the Municipal Building Exterior Repairs

Commissioner Bolinger moved, Commissioner Crooks seconded that we award bid for Project 2023-04 - Municipal Building Exterior Repairs to Bank of Commerce for 10 years at the 4.500% interest rate authorize the City Manager’s signature on financing. Five (5) bids were received on August 17, 2023. Bank of Commerce was the low bidder with an annual interest rate of 4.250% for 7 years and 4.500% for 10 years. Shaw – yes; Crooks – yes; Bolinger – yes; Strait – yes.

	Semi-Annual Payment Amount	Annual % Rate	Semi-Annual Payment Amount	Annual % Rate
Commercial Bank	\$84,128.44	4.672%	\$62,596.83	4.592%
<b>Bank of Commerce</b>	\$82,940.82	4.250%	<b>\$62,334.74</b>	<b>4.500%</b>
Governmental Capital Corp	\$82,954.71	4.250%	\$62,489.07	4.550%
Community National Bank & Trust	\$91,912.73	7.250%	\$70,916.30	7.250%
Labette Bank	\$83,829.07	4.500%	\$63,209.24	4.750%


Labor Day Holiday

Commissioner Bolinger moved, Commissioner Strait seconded to approve the change of the regular City Commission meeting be that was scheduled for Monday, September 4, 2023, Labor Day Holiday to be rescheduled for Tuesday, September 5, 2023. 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 4:59 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