

MINUTES
PARSONS CITY COMMISSION
February 1, 2024

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

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

Commissioner Bolinger moved, Commissioner Cruse seconded that we approve the agenda as presented. Voice vote passed unanimously.

New Business

Motorola Car Cameras – Kyle Wiford

Award Proposal for Pool Filter Replacement

Commissioner Bolinger moved, Commissioner Cruse seconded to award proposal for Pool Filter Replacement to United Industries, Inc. for \$31,888.00. Four proposals were received for Pool Filter Replacement. United Industries, Inc. submitted the lowest and best proposal. Staff has reviewed the proposals and recommended award to United Industries, Inc. Approved on roll call. Shaw -yes; Bolinger – yes; Cruse – yes; Strait – yes.

Commissioner Crooks joined the meeting at 4:45 p.m.

The commission reviewed the agenda for February 6, 2024.

Resolution

Resolution No. 3460 – Blue Cross Blue Shield – Outdoor Fitness Court

Mayor Strait moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Resolution No. 3460 which is a resolution to adopt and allocate funds for an outdoor fitness court as part of the 2024 National Fitness Campaign. The City of Parsons will receive a \$50,000 National Grant from NFC Grant Committee and Statewide Partners. The City of Parsons will provide a local match in the amount of \$60,000 to promote and implement a free-to-the-public outdoor Fitness Court. Approved on roll call. Shaw -yes; Crooks – yes; Bolinger – yes; Cruse – yes; Strait – yes.

Comments were heard from Ryan Robertson.

Comments were heard from City Staff and City Commissioners.

Executive Sessions

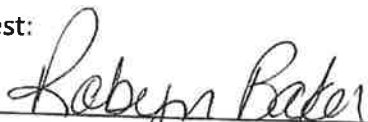
Mayor Strait moved, Commissioner Bolinger seconded that the city commission recess into executive session pursuant to KSA 75-4319(b)(4) for private financial information of a corporation to discuss a potential business prospect with City Manager, City Attorney, Economic Development and Commissioners present. Voice vote passed unanimously. Returned from executive session with no action taken.

Mayor Strait moved, Commissioner Bolinger seconded that the city commission recess 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 Commissioners present. Voice vote passed unanimously. Returned from executive session with no action taken.

Commissioner Bolinger moved; Commissioner Cruse seconded that we adjourn at 6:19 p.m. Voice vote passed unanimously.


Eric Strait, Mayor

Attest:


Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
February 6, 2024

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

Present: Commissioner Shaw
 Commissioner Crooks
 Commissioner Bolinger
 Commissioner Cruse

Prayer – Harold Gross Jr – Macedonia Soul-Winning Ministry

Commissioner Bolinger moved, Commissioner Cruse seconded that we approve the agenda as presented. Voice vote passed unanimously.

Presentation

Promotion – Keenan Roberts

Public Comment

Sontana Johnson – Juneteenth Holiday

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the January 16, 2024 and February 1, 2024 meetings.

Accounts Payable Appropriation Ordinance No. 377

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$560,670.56.

Pay Request for TranSystems for US 59 KDOT SP-Clark to Dirr

Approved Pay Request for TranSystems for US 59 KDOT SP-Clark to Dirr. Payment Invoice No. INV-0004217849, for \$2,540.00 for professional services through August 25, 2023 and Payment Invoice No. INV-0004241979, for \$12,466.75 for professional services through September 22, 2023. Total payment will be \$14,986.75. Approved by City Manager prior to printing of 1099s.

Pay Request No. 1 for TranSystems for Design work for the Tolen Creek Trail Project

Approved Pay Request No. 1 for TranSystems for Invoice No. INV-0004302210 for \$391.58 for professional services through November 24, 2023. Approved by City Manager prior to printing of 1099s.

Pay Request No. 2 for TranSystems for Design work for the Tolen Creek Trail Project
Approved Pay Request No. 2 for TranSystems for Invoice No. INV-0004350199 for \$8,478.00 for professional services through December 22, 2023.

Pay Request No. 6, 21st Street Basin and Downtown Basin Rehab Design
Approved and authorized payment for Pay Request No. 6 to HDR Engineering, Inc. for \$29,630.00 for work completed through December 30, 2023. HDR entered into an engineering agreement with the City for Design of 21st Street Basin, Rosewood Basin and Downtown Basin Rehab.

Tax Abatements

In accordance with the requirements of K.S.A. 79-210, and the annual review and consideration of the above-referenced matter by the City of Parsons, Kansas (the "City"), the undersigned hereby certifies that the property previously exempted by the above-referenced Order(s) of the Kansas Board of Tax Appeals continues to meet all the terms and conditions by the City as a condition of granting the exemption.

Parsons Hospitality Holding, LLC
Tax Abatement Docket No. 2020-792-IRBX
Ducommun Aerostructures, Inc.
Tax Abatement Docket No. 2017-5507-IRBX
Tax Abatement Docket No. 2018-1923-IRBX
Tax Abatement Docket No. 2019-697-IRBX
Grandview Products Co., Inc.
Tax Abatement Docket No. 2015-733-EDX

Pay Request No. 3 Greg Hinman Construction, Project 2023-05
Approved Pay Request No. 3 for work provided between August 1, 2023 and December 20, 2023 on Project 2023-05 at the Kansas Law Enforcement Training Facility, 2103 Corning to Greg Hinman Construction in the amount of \$30,480.00.

Parsons Recreation Commission – Swimming Pool
Received and filed 2023 Report, approved and authorized the Mayor's signature on the Operating Agreement and approved the payment of \$11,000.00 for Swimming Pool Management for 2024.

Kansas Department of Wildlife, Parks & Tourism – 2024 Annual Operation and Maintenance Assurance Statement

Approved and authorized the President of the Board's signature on the Kansas Department of Wildlife, Parks & Tourism – 2024 Annual Operation and Maintenance Assurance Statement for the following:

<u>NPS Project No.</u>	<u>Project Title</u>
20-00200	Marvel Park Project
20-00239	Forest Park Improvements
20-00355	Forest Park Improvements and Swimming Pool

Professional Service Agreement Amendment

Approved and authorized the Mayor's signature on Professional Service Agreement Amendment between Trekk Design Group, LLC and the City of Parsons. This amendment attaches the KDHE SRF contract provisions signed by Trekk Design Group, LLC on December 19, 2022 between the City of Parsons and Trekk Design Group, LLC per KDHE requirements.

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

New Business

Purchase of Two (2) Motorola M500 Car Camera Systems

Commissioner Bolinger moved, Commissioner Shaw seconded to approve the purchase of Two (2) Motorola M500 Car Camera Systems. In mid-2023, the Parsons City Commission approved the purchase of two (2) 2023 Ford Interceptor SUVs. This purchase was approved during the bids process for the body/car camera purchase project in 2023. This purchase was approved in 2023 for 2024 vehicles, due to Ford Motor Company stating that there would be no new orders taken in 2024 for Ford Interceptor patrol vehicles and fulfillment would be based on 2023 orders.

As a result of this vehicle purchase being approved during that time, and not knowing which camera system manufacturer would be awarded the RFP, these two patrol cars were purchased without having the in-car camera systems included in the vehicle bid. The inclusion of the in-car camera system is historically included in the overall bid/purchase process of the patrol car.

In August of 2023, the Parsons City Commission approved the purchase of camera systems through Motorola Solutions, after their acquisition of WatchGuard, our former camera provider.

Due to this patrol vehicle purchase in a transitional time period, we are asking for approval to purchase two (2), Motorola MS00 in-car camera systems for outfitting in new patrol vehicles.

Since the approval, purchase and implementation of the new Motorola body and in-car cameras this purchase is a sole source purchase, as Motorola Solutions is the only source for purchase of the MS00 Carner System. It is the current model of Motorola's in-car camera that is compatible with the new Motorola System installed at Parsons Police Department in December of 2023.

Parsons Police Department requests the approval for purchase of two (2), Motorola MS00 In-Car Camera Systems.

BUDGET IMPLICATIONS:

The funding for this project will be funded primarily from the Public Safety Sales Tax and will not be a burden to the General Fund.

Total cost for two (2) Motorola M500 In-Car Camera Systems, includes the cost of the two (2) camera systems, five (5) year extended warranty, and five (5) years of unlimited cloud storage, and licensing.

List Cost - \$30,833.00
Total Cost - \$24,666.40

Upfront costs for hardware, accessories and year 1 subscription - \$15562.08	
Year 2 Subscription	- \$2,276.08
Year 3 Subscription	- \$2,276.08
Year 4 Subscription	- \$2,276.08
Year 5 Subscription	- <u>\$2,276.08</u>
Total	- \$24,666.40

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

Comments were heard from Vicki Pribble, Steve & Shelley Gudde, Lauren Coover and Joe Dobson.

Comments were heard from City Staff and City Commissioners.

Executive Session

Mayor Strait moved, Commissioner Bolinger seconded that the city commission recess 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 Commissioners present. Voice vote passed unanimously. Returned from executive session with no action taken.

Commissioner Bolinger moved, Commissioner Cruse seconded that we adjourn at 7:18 p.m. Voice vote passed unanimously.


Eric Strait, Mayor

Attest:

Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
February 15, 2024

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

Present: Commissioner Shaw
 Commissioner Crooks
 Commissioner Bolinger
 Commissioner Cruse

Commissioner Bolinger moved, Commissioner Crooks seconded that we approve the agenda as presented. Voice vote passed unanimously.

Presentation

Matt Ridpath – Trekk Design Group

The commission reviewed the agenda for February 19, 2024.

Comments were heard from Vicki Pribble.

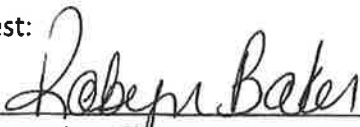
Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved; Commissioner Cruse seconded that we adjourn at 5:50 p.m. Voice vote passed unanimously.



Eric Strait, Mayor

Attest:



Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
February 19, 2024

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

Present: Commissioner Shaw
Commissioner Crooks
Commissioner Bolinger
Commissioner Cruse

Commissioner Bolinger moved, Commissioner Cruse seconded that we approve the agenda as presented. Voice vote passed unanimously.

Presentation

Swearing in of Dr. Legler and Dr. Delyna Bohnenblust – Chief Spinks

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the February 6, 2024 and February 15, 2024 meetings.

Accounts Payable Appropriation Ordinance No. 378

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$250,059.81.

Pay Request No. 3, Innovative Masonry Restoration Services for Project 2023-04, Municipal Building Masonry Renovation

Approved Pay Request No. 3 to Innovative Masonry Restoration Services for masonry services performed through January 31, 2024 in the amount of \$82,001.70.

Release Mortgage at 115 S Park

Approved and authorized the Mayor's signature on release of mortgage for property at 115 S Park owned by Frank and Glenda Alloway which was subject to a 5-year mortgage against the property for participating in the CDBG Rehabilitation Program. The original agreement was filed January 19, 2000. The program requirements, which expired January 19, 2005 have been satisfied. The property owner has requested the lien be removed.

Awarding Mowing Bids, Project 2024-02, City Property

Award bids for Ward 1, 2 and 3 to D & M Lawncare for a total of \$2,560.00. Bids were received on February 9, 2024 from five (5) contractors for Mowing City Property. Award Bid for Project 2024-02, Mowing City Property, to D & M Lawncare, the apparent low bidder for Wards 1 and 3. Ward 1 for a total of \$1,245.00 and Ward 3 for a total of \$1,235.00 for a grand total of \$2,480.00.

The apparent low bidder on Ward 2 was Roscoe's Lawncare for a total bid of \$61.75. Roscoe's Lawncare has declined the bid award. Ward 2 will be awarded to the next low bidder, D & M Lawncare for a total bid on Ward 2 for \$80.00.

Awarding Mowing Bids, Project 2024-03, Oakwood & Pefley Cemetery

Award bid to Turf Brothers for a total of \$6,249.00. Bids were received on February 9, 2024, from two (2) contractors for Mowing Oakwood & Pefley Cemeteries. The low bidder for Project 2024-03, Oakwood Cemetery & Pefley Cemetery was Turf Brothers for a total of \$6,249.00.

Set Bid Date & Mandatory Walk Through for Project 2024-04, Mowing of Tolen Creek Disc Golf Course & City of Parsons Property at 1209 Corporate Drive

Set Bid date and mandatory walk through for Project 2024-04, Mowing of Tolen Creek Disc Golf Course & City of Parsons property at 1209 Corporate Drive. Because the Tolen Creek Disc Golf Course will be used for tournament, a mandatory walk through will take place at 1:00 p.m. Wednesday, February 28, 2024, at the Stone House on the East end of Cattle Drive. All bidders must attend the walk through to be eligible for bidding. Sealed bids will be opened on Monday, March 4, 2024 at 10:30 a.m. in the Commission Room.

Set Bid Date – 2024 Polycart Containers

Set Wednesday, February 28, 2024 at 10:30 a.m. as date and time to receive bids for 580 Ninety-five gallon polycarts.

Pay Request No. 7, 21st Street Basin and Downtown Basin Rehab Design

Approved and authorized payment for Pay Request NO. 7 to HDR Engineering, Inc. HDR entered into an engineering agreement with the City for Design of 21st Street Basin, Rosewood Basin, and Downtown Basin Rehab. This pay request is for \$48,460.00 for work completed through January 27, 2024.

Safe Route to School Agreement

Approved and authorized the Mayor's signature on the Kansas Safe Routes to School Planning and Programming Grant. The City of Parsons is one of five selected for a Planning and Programming Grant to help communities across the state create Safe Routes to School Plan. The Safe Route to School Plans include an analysis of existing conditions, public outreach to help understand opportunities and barriers to active travel for students and caregivers, and identification of potential infrastructure and non-infrastructure solutions to help more children safely walk, bike and roll to school.

Request for Dates to use Tolen Creek Park for a 3-D Archery Shoot

Approved a permit under Sec. 450.5 Parsons Recreational Weapons Code for the Labette County Archery Club to hold their 3-D Shoots July 14, August 4 and September 1 from 8:00 a.m. to 4:00 p.m. and be provided a key to the gates and bollards for access to the back of the trail. The Labette County Archery Club would like to hold three pre-scheduled 3D archery shoots at Tolen Creek Park July 14, August 4 and September 1, from 8:00am-4:00pm.

They are requesting a permit under Sec. 450.5 Parsons Recreational Weapons Code for the 3-D shoots. The special permit would allow them to hold the event at Tolen Creek Park. The club is aware of the insurance and safety requirements of an event of this nature.

The July date will be the local club hosting the Kansas State Shoot.

Pay Request No. 2 for TranSystems for Design work for the Tolen Creek Trail Project
Approved Pay Request No. 2 for TranSystems for Invoice No. INV-0004350199 for \$14,270.85 for professional services through January 26, 2024.

Gentiva's 1st Annual Memorial Walk

Tabled the Gentiva's 1st Annual Memorial Walk. Gentiva Hospice 1st Annual Memorial Walk on April 6, 2024 in downtown Parsons will include bounce house, music, food trucks and followed by the memorial walk in the evening. For the safety of all attending, they request that the downtown be closed to vehicle traffic from 4:00 p.m. to 8:30 p.m. This would involve blocking off Main from 17th Street to Central Street and 18th Street from Main to Broadway and Main to Washington using city barricades. Barricades placed at the appropriate intersections will be set up and taken down by Gentiva staff. Gentiva Hospice would also request the use of orange cones for marking off areas for the attending vendors.

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

New Business

D.V. Reed Request

Commissioner Cruse moved, Commissioner Bolinger seconded to approve the request in the amount of \$5,000.00 and approve the submission of the paperwork to the Labette County District Court for the funding. Wesley United Methodist Church would like to request funds in the amount of \$5,000.00 from the D.V. Reed fund to support the Grab n Go Food Ministry. This ministry started in March 2020 as an in-person meal on the fourth Thursday of each month. Covid hit, so it was changed to a drive by pick up once a month and then to twice a month. In 2021, it was increased to 230 given out every Thursday. They are handed out from the King Cash parking lot. The monthly cost is around \$2,500.00 to \$3,000.00 for these meals, with the cost of food and supplies continuing to rise.

The meals are handed out on a first come first serve with some delivered to the homebound and/or elderly. The meals vary from lasagna, chili and cinnamon rolls, vegetable soup, hamburgers, hot dogs, ham salad sandwiches, taco burgers to beanie weanies. They always include a fruit (fresh or in cups) and a dessert (usually homemade cookies or brownies). They are sometimes in a sack and other times in a Styrofoam container.

February 19, 2024

Wesley has a group that comes out every Wednesday and bags up the desserts to be used and another group that comes out on Thursdays to fix the meal and box it up. People drive the church van to the parking lot to hand them out around 5:15 p.m. each Thursday along with a bottle of water. People will start lining up around 4:00 p.m. and the meals are gone within 15 minutes. This shows what a valuable outreach this is to the community of Parsons.

Wesley United Methodist Church feels this is a very worthwhile outreach to the City of Parsons and want to continue it. They do try for grants and also have fundraisers as well as private donations given for it.

The current balance of the fund is \$24,895.46. Staff suggestion is to grant them \$5,000.00. This would leave a balance of \$19,895.46 for requests throughout 2024. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Cruse – yes; Strait - yes.

Approve Interlocal Agreement between the Labette County and the City of Parsons for use of right-of-way

Commissioner Bolinger moved, Commissioner Cruse seconded to approve the Mayor's signature on Interlocal Agreement with Labette County to allow for use of right-of-way to install a waterline to the Great Plains Industrial Park. This agreement allows the City of Parsons to install and maintain a waterline in the County's right-of-way along 23,000 road from the east city limits to Rooks road. This is the waterline connecting the City of Parsons with the Great Plains Industrial Park for emergency water interconnection supply. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Cruse – yes; Strait - yes.

Kansas Department of Commerce Historic Economic Asset Lifeline (HEAL) Grant Agreement

Commissioner Bolinger moved, Commissioner Crooks seconded to approve and authorize the Mayor's signature on grant agreement. The city has received notice of a \$100,000 grant award from Kansas Department of Commerce Historic Economic Asset Lifeline (HEAL) Grant for 1810-1812 Broadway. This grant along with the property owners matching funds will allow improvements to a dilapidated downtown building allowing the property to become a contributing economic driver in the community. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Cruse – yes; Strait - yes.

ORDINANCE

Ordinance No. 6553, Salary Ordinance

Commissioner Shaw moved, Commissioner Bolinger seconded to approve and authorize the Mayor's signature on Ordinance No. 6553 providing for salaries and wages of certain appointive officers and employees of the City of Parsons, Kansas and repealing Ordinance No., 6512 and all other ordinances in conflict. Approved on roll call. Shaw – yes; Crooks – yes; Bolinger – yes; Cruse – yes; Strait - yes.


Departmental Reports

Commissioner Cruse moved, Commissioner Crooks seconded to receive and file the Monthly reports for January 2024. Voice vote passed unanimously.

Comments were heard from Vicki Pribble.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved, Commissioner Cruse seconded that we adjourn at 7:13 p.m. Voice vote passed unanimously.


Eric Strait, Mayor

Attest:


Robyn Baker, City Clerk

MINUTES
PARSONS CITY COMMISSION
February 29, 2024

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

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

Commissioner Cruse moved, Commissioner Bolinger seconded that we approve the agenda as presented. Voice vote passed unanimously.

The commission reviewed the agenda for March 4, 2024.

Gentiva's 1st Annual Memorial Walk

Commissioner Bolinger moved, Commissioner Cruse seconded to approve road closure, use of barricades and orange cones for the Gentiva's 1st Annual Memorial Walk on April 6, 2024 in downtown Parsons from 4:00 p.m. to 8:30 p.m. It will include bounce house and live band in the CDC lot (pending insurance approval). Outsiders Tacos will be at The Gathering Place and battery lit tealight luminary bags representing loved ones lining the downtown sidewalks. The memorial walk will take place from 7:30 p.m. to 8:00 p.m. They are requesting the streets be closed from Central to 17th St on Main and the North and South intersections of Main and 18th St. For the safety of all attending, they are requesting that the downtown be closed to vehicle traffic from 4:00 p.m. to 8:30 p.m. Barricades placed at the appropriate intersections will be set up and taken down by Gentiva staff. Gentiva Hospice would also request the use of orange cones for marking off areas for the attending vendors.

Businesses downtown have been contacted by Gentiva staff to make them aware that they would like to close the street from 4:00 p.m. to 8:30 p.m. Approved on roll call. Bolinger – yes; Cruse – yes; Strait – yes.

Comments were heard from Vicki Pribble and Robert Spinks.

Comments were heard from City Staff and City Commissioners.

Commissioner Bolinger moved; Commissioner Cruse seconded that we adjourn at 5:14 p.m. Voice vote passed unanimously.


Eric Strait, Mayor

Attest:


Robyn Baker, City Clerk