

Parsons City Commission

Regular Session – Tuesday, January 3, 2017
Municipal Building

- I. **CALL TO ORDER. PLEDGE OF ALLEGIANCE.**
- II. **MOMENT OF SILENCE**
- III. **APPROVAL OF THE AGENDA**
- IV. **PUBLIC COMMENT NO. 1** – Public comments at this time will be limited to persons who have signed up in advance with the City Clerk, no later than noon on Friday prior to the meeting. Comments will be limited to five (5) minutes total per meeting, not five (5) minutes per public comment session. Persons not signing up in advance will have the opportunity to address the commission at the Open Public Comment Period at the end of the meeting.

Persons wishing to comment on any agenda items will be allowed to do so at the time each item is discussed with permission from the Mayor and Commission. Each person will be allowed two (2) minutes to comment and may comment on one (1) agenda item per meeting.

- V. **CONSENT DOCKET** – The consent agenda includes items of a routine nature and one affirmative vote will approve the recommended action for each and every item on the consent agenda. Items may be added or deleted at the request of the City Commission or Staff.

A. **City Commission Minutes** (Pages 1 – 7)

Information: City Commission Minutes for the following meetings:
December 15, 19, and 29, 2016

Recommendation: Approve and authorize Mayor's signature.

B. **Accounts Payable Appropriation Ordinance No. 0205**
(Pages 8 – 10)

Information: Ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$.

Recommendation: Approve and authorize signature.

C. Surplus Property – Fire Department (Page 11)

Information: Parsons Fire Department would like to declare an old hose washer as surplus property. This washer was purchased in the early 1980s and has been rebuilt numerous times. We have since purchased a new hose washer and would like to donate the old one to Altamont/Mt. Pleasant Fire Department.

Recommendation: Approve donation of hose washer to Altamont/Mt. Pleasant Fire Department.

D. Sewer Flow Monitoring Agreement (Pages 12 – 19)

Information: Request signature on agreement from Trekk Design Group, LLC for Sewer Flow Monitoring, for an amount not to exceed \$22,267.00 based on the hourly rate chart.

Recommendation: Approve and authorize the Mayor's signature on agreement.

CONSENT DOCKET ENDS

VI. NEW BUSINESS

A. Lease Purchase Proposals – Street Sweeper

Information: The City received proposals on December 30, 2016 for Lease/Purchase on the new Street Sweeper. Staff will report on the results of the proposals.

Recommendation: 1.) Discussion.
2.) Award Bid.

B. Award Bid – Police Vehicles

Information: The City will receive bids for Police Vehicles on Tuesday, January 3, 2017 at 10:00 a.m. for Police Vehicles. Staff will report on the results of the bids.

- Recommendation:** 1.) Discussion.
2.) Award Bid.

VII. ORDINANCES

A. Ordinance No. 6382 – Special Assessments (Page 20)

Information: Ordinance No. 6382 making and levying a special assessment upon all lots and parcels of ground in the City liable for the cost and expense of mowing during November and December, 2016. Total Amount \$3,820.00.

Recommendation: Approve and authorize the Mayor's signature on Ordinance No. 6382.

VIII. RESOLUTIONS

A. Resolution No. 3294 – Unsafe Structure (Pages 21 – 22)

Information: Resolution No. 3294 authorizing the city to board up the structure at 2430 Dirr, owned by Jackie McHolland with charges billed to the property.

Recommendation: Approve and authorize the Mayor's signature on Resolution No. 3294.

B. Resolution No. 3295 – Unsafe Structure (Pages 23 – 24)

Information: Resolution No. 3295 authorizing the city to board up the structure at 1810 and 1812 Broadway, owned by Daniel Perez, with charges billed to the property.

Recommendation: Approve and authorize the Mayor's signature on Resolution No. 3295.

C. Resolution No. 3296 – Unsafe Structure (Pages 25 – 26)

Information: Resolution No. 3296 authorizing the city to board up the structure at 2430 Grand, owned by Delores McWilliams with charges billed to the property.

Recommendation: Approve and authorize the Mayor’s signature on Resolution No. 3296.

D. Resolution No. 3297 – Unsafe Structure (Pages 27 – 28)

Information: Resolution No. 3297 authorizing the city to board up open windows at 3102 Mosher Road, owned by HSBC Mortgage Services with charges billed to the property.

Recommendation: Approve and authorize the Mayor’s signature on Resolution No. 3297.

E. Resolution No. 3298 – Unsafe Structure (Pages 29 – 30)

Information: Resolution No. 3298 authorizing the city to put the garage at 2523 Stevens, owned by Wendy Jones on the demolition list, with charges billed to the property.

Recommendation: Approve and authorize the Mayor’s signature on Resolution No. 3298.

IV. OPEN PUBLIC COMMENT – Persons wishing to address the Commission on any subject may comment at this time. Comments will be limited to five (5) minutes. If you have already commented at the beginning of the meeting, you will be given the remainder of the five (5) minutes, if any.

X. STAFF COMMENT

XI. CITY COMMISSION COMMENTS

XII. ADJOURN

MINUTES
PARSONS CITY COMMISSION
DECEMBER 15, 2016

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

Present: Commissioner Perez
 Commissioner Hogelin
 Commissioner Stewart
 Commissioner Cruse

Commissioner Cruse moved, Commissioner Hogelin seconded that we approve the agenda as presented. Approved on roll call. Perez – yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw - yes.

The commission reviewed the agenda for Monday, December 19, 2016.

Public comments were heard from Raven Martinez.

Comments were heard from City Staff and City Commissioners.

Matt Hoisington informed the commission that the audio was not working on the Livestream and Cable broadcast during the meeting.

Commissioner Perez moved, Commissioner Hogelin seconded that we adjourn at 5:28 p.m. Approved on roll call. Perez – yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw - yes.

Tom Shaw, Mayor

Attest:

Gabrielle Swanwick, City Clerk

MINUTES
 PARSONS CITY COMMISSION
 DECEMBER 19, 2016

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

Present: Commissioner Perez
 Commissioner Hogelin
 Commissioner Cruse
 Absent: Commissioner Stewart

Commissioner Perez moved, Commissioner Hogelin seconded that we approve the agenda. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Public Hearing – Budget Amendment

Mayor Shaw opened the Public Hearing at 6:03 p.m.

		2016 <u>Budget</u>	2016 Proposed <u>w/Amendment</u>	<u>Increase</u>
06	Industrial Fund	\$ 82,000	\$200,000	\$118,000
11	Special Fuel Fund	320,000	445,000	125,000
14	Special Alcohol Fund	17,500	24,000	6,500
28	Park Sales Tax	<u>170,000</u>	<u>570,000</u>	<u>400,000</u>
	TOTALS	589,500	1,239,000	649,500

Public Comments were heard from Raven Martinez.

Mayor Shaw closed the hearing at 6:08 p.m. Commissioner Perez moved that we approve the Budget Amendment as presented, Commissioner Hogelin seconded. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the following meetings:
 December 1 and December 5, 2016

Accounts Payable Appropriation Ordinance No. 0203

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$715,860.63.

Pay Request No. 14, CDBG Sanitary Sewer Improvements Project No. 2015-09, Grant No. 15-PF-011

Approved and authorized a payment to HDR Engineering, Inc. in the amount of \$21,566.00 for work completed through October 29, 2016.

Pay Request No. 1, Wastewater Treatment Plant Influent Pump Station Upgrades and Excess Flow Holding Basin Design

Approve and authorized payment to HDR Engineering, Inc. in the amount of \$7,699.00 for work completed through October 29, 2016.

Invoice No. 11 – Tri City Airport Master Plan Update, AIP 3-20-0067-101-2015

Approved and authorized a payment to Garver Engineering in the amount of \$9,231.80 for professional engineering services through November 25, 2016. Funding is FAA 90%/City 10%.

Change Order No. 1, Project 2016-09, Demolition and Site Clearance, JRB Industries

Approved and authorized Change Order No. 1, generated by the City to add two structures, 608 and 630 Main to the project. They were placed on the original contract as alternates because condemnation was not complete. That process is now finished and the structures can be demolished. This change order will add Alternate No. 1, 608 Main – \$9,200.00 and Alternate No. 2, 630 Main - \$7,100.00 for a total of \$16,300.00.

Pay Request No. 1, Project 2016-09, Demolition and Site Clearance

Approved and authorized a payment to JRB Industries, Inc. in the amount of \$15,815.25 for work completed through December 15, 2016.

Award Bids – Chemicals 2017

Awarded bids for chemicals for the Water Treatment Plant as follows:

Chemtrade	Polyaluminum Chloride	\$ 2.2280 gal.
	50% Liquid Alum.	\$ 1.2798 gal.
Brentagg SW, Inc.	25% Caustic Soda	\$ 1.010 gal.
	Activated Carbon 800	\$ 0.690 lb.
Calgon	Activated Carbon 1000	\$ 1.05 lb.
Hawkins, Inc.	Potassium Permanganate	\$ 3.09 lb.
	Potassium Permanganate (Drum)	\$ 3.09 lb.
	Fluosilic Acid	\$ 3.95 gal.
	Chlorine	\$ 0.22 lb.
	Aqua Ammonia	\$ 1.80 gal.

FEMA Land Lease – Tim and Matthew Shultz

Tim and Matthew Shultz are interested in leasing open space at 1628 North Blvd that was obtained by the Flood Plain Mitigation Project in 2002. Leasing this space will reduce the amount of maintenance obligation for the City. The use of the space must comply with all applicable Federal, State, and City Ordinances. In addition, there are limitations placed on the use by FEMA. Tim and Matthew are aware of these limitations and are willing to participate in this program. Approved and authorized the Mayor's signature on the lease.

Cereal Malt Beverage Licenses – 2017

Approved and authorized the following Cereal Malt Beverage Licenses for 2017:

Limited Retailer

Casey's General Store #1361 – 1301 Main
Casey's General Store #2960 – 516 Main
Pete's of Erie – Pump N Pete - 1430 Main
Pete's of Erie – Pump N Pete – 116 South 32nd
Pete's of Erie – Pump N Pete – 901 South 16th
Stockyard Plaza, Inc. – 2431 North 16th
Walgreens #9455 – 1528 Main
Wal-Mart Supercenter #368 – 3201 North 16th

General Retailer

Parsons Katy Golf Association - 1447 25000 Road

January 2017 Holidays

The regular City Commission meeting scheduled for Monday, January 2, 2017 is the New Year's Holiday. It will be rescheduled for Tuesday, January 3, 2017. The Commission Meeting scheduled for Monday, January 16, 2017 is the Martin Luther King Holiday. It will be rescheduled for Tuesday, January 17, 2017. Approved the changes.

Commissioner Hogelin moved, Commissioner Cruse seconded that we approve the Consent Agenda. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

OLD BUSINESS

Street Sweeper

City staff has narrowed the research on the purchase of a new street sweeper down to two (2) models:

RAVO 5 iSeries \$214,500.00 sold by Red Municipal Equipment

Elgin Whirlwind –
Freightliner Chassis \$279,164.30 sold by Key Equipment

Andy Armstrong, Red Equipment and Josh Kingsley, Key Equipment were in attendance to discuss each Street Sweeper. Also attending was Kyle Reel, Mechanic for the City. Public comments were heard from Raven Martinez, David Larsen and Frank Barnett.

City staff made two corrections to information discussed at the Work Session on Thursday, December 15, 2016.

1. Insurance proceeds are \$44,750.00. The \$55,000.00 quoted was if the City had relinquished ownership to the insurance company.
2. The hopper on the Elgin is an 8 yard, not a 10 yard.

Commissioner Perez moved that the City purchase the RAVO sweeper from Red Municipal Equipment. Commissioner Hogelin seconded. Approved by majority on roll call. Perez – yes; Hogelin – yes; Cruse – no; Shaw – yes.

City staff will look in to financing options. Commission agreed to financing based on a down payment of \$44,750.00 from insurance proceeds and \$50,000.00 from the Storm Water fund.

Commissioner Perez moved, Commissioner Hogelin seconded that we receive and file Monthly Departmental Reports for November, 2016. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Public Comments were heard from Raven Martinez and Frank Barnett.

City Manager, Debbie Lamb, reminded the commission that the Work Session scheduled for Thursday, December 29, 2016 would also be the end of the year meeting. Packets for the meeting will go out on Wednesday, December 28, 2016.

Comments were heard from City Staff and the City Commissioners.

Commissioner Perez moved, Commissioner Hogelin seconded that we adjourn at 7:46 p.m. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Tom Shaw, Mayor

Attest:

Gabrielle Swanwick, City Clerk

MINUTES
PARSONS CITY COMMISSION
DECEMBER 29, 2016

The Parsons City Commission met in a year-end session at 4:30 p.m. in the Municipal Building Commission Room with Mayor Tom Shaw, presiding.

Present: Commissioner Perez
Commissioner Hogelin
Commissioner Cruse
Absent: Commissioner Stewart

Commissioner Perez moved, Commissioner Cruse seconded that we approve the agenda. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw - yes.

Public Hearing – Budget Amendment 2015
Mayor Perez opened the Public Hearing at 4:34 p.m.

Consent Docket as follows:

Accounts Payable Appropriation Ordinance No. 0204
Ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$203,276.43.

Pay Request No. 6, 2015-09 Second Ward Sanitary Sewer Rehabilitation Phase II CDBG Project No. 15-PF-011
Approved and authorized a payment to Tri-Star Utilities, Inc. in the amount of \$58,094.87 for work completed through December 21, 2016. Funding: CDBG Funds and KDHE Revolving Loan Funds.

Award Bid – Project 2017-01, Contractual Repairs of Concrete
Awarded bid for Project 2017-01 Contractual Repairs of Concrete to Treiber Finishing, the low bidder, in the amount of \$923.00.

Commissioner Perez moved, Commissioner Hogelin seconded that we approve the Consent Agenda. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes

The Commission reviewed the agenda for January 3, 2017.

Staff Comments
City Attorney, Ross Albertini, read a press release regarding a complaint filed with the Labette County Attorney by Raven Martinez, alleging a KOMA violation. The County Attorney cleared the City of Parsons and stated that there were no KOMA violation.
City Manager, Debbie Lamb, stated some items that may be added to Tuesday, January 3, 2017 meeting agenda.

December 29, 2016

Commissioner Perez moved, Mayor Shaw seconded that we go in to Executive Session at 4:45 p.m. for 15 minutes for Confidential Financial Information of a Corporation to discuss a loan agreement made with a local corporation with the City Commission, City Manager, City Attorney, City Clerk and Economic Development Director in attendance to return at 5:00 p.m.

Returned from Executive Session at 5:00 p.m. with no action taken.

Commissioner Perez moved, Commissioner Cruse seconded that we go back in to Executive Session for the same reason, with the same justification at 5:02 for 10 minutes with the same people in attendance to return at 5:12 p.m.

Returned from Executive Session at 5:12 p.m. with no action taken.

Commissioner Perez moved, Commissioner Hogelin seconded that we adjourn at 5:15 p.m. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Tom Shaw, Mayor

Attest:

Gabrielle Swanwick, City Clerk

ACCOUNTS PAYABLE APPROPRIATION ORDINANCE NO. 0205

AN ORDINANCE MAKING APPROPRIATIONS FOR THE PAYMENTS
OF CERTAIN CLAIMS FOR THE CITY OF PARSONS, KANSAS.

Accounts Payable – December 30, 2016 \$ 26,594.54

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF
PARSONS, KANSAS:

Section 1. That in order to pay the claims herein stated in Exhibit "A"
which have been properly audited and approved there is hereby appropriated out
of the respective funds in the city treasury the sum for each claim.

Section 2. That this ordinance shall take effect and be in full force from
and after its passage.

Approved this 3rd day of January, 2017.

Tom Shaw, Mayor

Attest:

Gabrielle Swanwick, City Clerk

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALL RIGHT PLUMBING	12/30/16	SEWER MITIG 1300S 13TH	EPA COMPLIANCE	EPA COMPLIANCE	2,571.00
				TOTAL:	2,571.00
JAMES H ALLEN	12/30/16	VET SERVICES	GENERAL FUND	POLICE	428.92
				TOTAL:	428.92
BAUGHER EQUIPMENT INC	12/30/16	PARTS	GENERAL FUND	GENERAL ADMINISTRATIVE	210.00
				TOTAL:	210.00
BEARD PROPANE, INC	12/30/16	PROPANE-AIRPORT	GENERAL FUND	AIRPORT	1,196.25
				TOTAL:	1,196.25
COUNTRY MART	12/30/16	SUPPLIES	SEWER FUND	TREATMENT PLANT	20.37
				TOTAL:	20.37
ROBERT CHARLES GIBBS MD LLC	12/30/16	NEW HIRE-HICKS	GENERAL FUND	POLICE	42.00
	12/30/16	NEW HIRE-ROBERTSON	GENERAL FUND	POLICE	42.00
	12/30/16	NEW HIRE-BROTHERS	GENERAL FUND	STREET	46.00
				TOTAL:	130.00
HAWKINS, INC	12/30/16	AQUA HAWK	SEWER FUND	COLLECTIONS	3,610.00
				TOTAL:	3,610.00
KANSAS ALCOHOLIC BEVERAGE CONTROL	12/30/16	CMB STAMPS	GENERAL FUND	GENERAL ADMINISTRATIVE	225.00
				TOTAL:	225.00
KANSAS HIGHWAY PATROL	12/30/16	VIN INSPECTIONS	VEHICLE ID FUND	VEHICLE ID FUND	50.00
				TOTAL:	50.00
LABETTE HEALTH LAB	12/30/16	NEW HIRE	GENERAL FUND	POLICE	51.00
	12/30/16	NEW HIRE	GENERAL FUND	POLICE	657.75
	12/30/16	NEW HIRE	GENERAL FUND	STREET	105.25
				TOTAL:	814.00
LAWSON PRODUCTS	12/30/16	RLEASEPLIER SET	MAINTENANCE FUND	MAINTENANCE FUND	338.06
				TOTAL:	338.06
MIKE'S TOOL SERVICE	12/30/16	TOOLS	SEWER FUND	TREATMENT PLANT	444.00
				TOTAL:	444.00
NORTHEAST DIESEL OF SPRINGFIELD	12/30/16	PART	MAINTENANCE FUND	MAINTENANCE FUND	14.00
				TOTAL:	14.00
NORTHERN TOOL & EQUIPMENT	12/30/16	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	77.99
	12/30/16	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	30.40
				TOTAL:	108.39
O MALLEY EQUIPMENT CO, INC.	12/30/16	EQUIPMENT	GENERAL FUND	STREET	428.34
	12/30/16	EQUIPMENT	GENERAL FUND	PARK	428.34
				TOTAL:	856.68
FACE ANALYTICAL SERV INC	12/30/16	WEEKLY ANALYTICAL CHARGES	SEWER FUND	TREATMENT PLANT	283.00
	12/30/16	MONTHLY ANALYTICAL CHARGE	SEWER FUND	TREATMENT PLANT	416.00
				TOTAL:	699.00
PARSONS PUBLIC LIBRARY	12/30/16	TAX DISTRIBUTION	LIBRARY FUND	LIBRARY FUND	7,521.92

Surplus property

Parsons Fire Department would like to declare an old hose washer as surplus property. This washer was purchased in the early 1980s and has been rebuilt numerous times. We have since purchased a new hose washer and wish to donate the old one to Altamont/Mt. Pleasant Fire Department.

Memorandum
City of Parsons
Utilities Department

TO: Debbie Lamb, City Manager
FROM: Derek Clevenger, Director of Utilities DC
DATE: December 28, 2016
RE: Sewer Flow Monitoring Agreement

Please include the following item on the City Commission consent agenda for consideration at the January 2, 2017 meeting:

Request Signature on Agreement for Sewer Flow Monitoring.

Project Details

Request signature on agreement from Trekk Design Group, LLC for Sewer Flow Monitoring, for an amount not to exceed \$22,267.00 based on the hourly rate chart attached.

Funding Source

EPA Compliance Funds

Action Request

Sign attached Agreement with Trekk Design Group, LLC for Sewer Flow Monitoring.

December 14, 2016

City of Parsons, KS
Derek Clevenger, Utilities Director
112 S. 17th St.
Parsons, KS 67357

RE: Flow Monitoring Services

Dear Mr. Clevenger,

I have attached our professional services contract proposal for flow monitoring services. Professional services to be provided by TREKK shall include site visits, equipment diagnosis, field reports and flow data.

On behalf of TREKK, I appreciate the opportunity to work with you on this project. Should you require additional information, please do not hesitate to contact me at (816)651-7648.

Sincerely,



Matt Ridpath
Project Manager
TREKK Design Group, LLC

Please find our contract proposal below for the above mentioned project. Hereinafter, TREKK Design Group, LLC will be defined as the Consultant, and City of Parsons will be defined as the Client.

Scope of Services provided by Consultant

Article 1 Scope of Services

Task 1: Flow Meter Assessment/Maintenance

- Administration - Provide project contracting, coordination, and invoicing.
- Field Site Visits - Conduct site visit to inspect and assess the flow monitoring equipment. Flow monitoring equipment will be inspected for defects and real time depth measurements will be verified by manual measurements at multiple levels. If discrepancies exist between meter readings and manual measurements, the flow monitor will be recalibrated. Upon request from the Director of Utilities – remove, relocate, install and calibrate flow monitoring equipment to a new site location.
- Equipment Diagnosis - Defective meter equipment and/or equipment that cannot be properly calibrated will be.
- Reporting – Field interrogation reports
- Data – Downloaded flow data

Article 2 Additional Services

All additional work required by the client will be billed on an hourly basis according to the rate schedule attached, or at a negotiated lump sum fee. Extra work would include, but not be limited to:

- Changes in Scope of Services.

Article 3 Client Responsibilities

- Provide ADS Flow Metering Equipment

Article 4
Contract Fee and Billing

The Client shall compensate TREKK Design Group for Scope of Services described above and in accordance with Terms and Conditions of this Agreement.

1. For **Flow Meter Assessment/Maintenance** compensation shall be based on unit rates and hourly costs plus expenses (mileage), not to exceed the amount of (\$ 22,267) as outlined in the 2016 Compensation for Professional Engineering Services by reference herein, and attached as Attachment A.

All work shall be performed according to our **Standard Terms and Conditions of Contract**, incorporated into this contract by reference herein and attached as Exhibit A.

Article 5
Schedule

The project Schedule is as follows:

Task 1: Flow Meter Assessment/Maintenance

Term of 180 Days

– 1st 12 weeks Bi-weekly Uploads

– 2nd 14 weeks Tri-weekly Uploads

If this Contract Proposal is acceptable and outlines our complete agreement, please signify your acceptance by signing in the space provided and return one copy to our office. Electronic copy is acceptable. This Document will then constitute our complete Agreement.

TREKK DESIGN GROUP, LLC

CITY OF PARSONS, KS

Kimberly Robinett Date

Authorized Representative Date

Attachment A
2016 Compensation for Professional Engineering Services¹
TREKK Design Group, LLC (TREKK)

The **OWNERS**'s payment to the **ENGINEER** shall be due and payable as follows:

- I. For Engineering Services, Plan Review, Surveying, Construction Inspection, and Meetings, when authorized and agreed upon in writing, an amount based upon hourly rates plus expenses, in accordance with Section III below, or a negotiated amount as agreed upon.
- II. For **Other Services**, when authorized and agreed upon in writing, an amount based upon hourly rates plus expenses or unit rates, in accordance with Section III below, or a negotiated amount as agreed upon.

III. Hourly Billing Rates and Expenses:

Project Principal	\$180.00/hr - \$225.00/hr
Division Lead	\$120.00/hr - \$185.00/hr
Project Manager	\$ 90.00/hr - \$220.00/hr
Assistant Project Manager	\$ 90.00/hr - \$220.00/hr
Quality Manager	\$ 90.00/hr - \$200.00/hr
Project Coordinator	\$ 70.00/hr - \$140.00/hr
Industry Specialist	\$120.00/hr - \$200.00/hr
Asset Manager	\$ 90.00/hr - \$155.00/hr
Senior Professional Engineer	\$130.00/hr - \$220.00/hr
Professional Engineer	\$ 90.00/hr - \$170.00/hr
Project Engineer I	\$ 90.00/hr - \$145.00/hr
Project Engineer II	\$ 80.00/hr - \$120.00/hr
Staff Engineer	\$ 65.00/hr - \$ 95.00/hr
Project Designer	\$ 90.00/hr - \$120.00/hr
CADD Technician I	\$ 65.00/hr - \$100.00/hr
CADD Technician II	\$ 35.00/hr - \$ 80.00/hr
Office Technician I	\$ 70.00/hr - \$100.00/hr
Office Technician II	\$ 50.00/hr - \$ 80.00/hr
Office Technician III	\$ 35.00/hr - \$ 70.00/hr
Senior Administrator	\$ 70.00/hr - \$125.00/hr
Administrator	\$ 40.00/hr - \$ 80.00/hr
Field Operations Manager	\$ 90.00/hr - \$135.00/hr
Field Manager	\$ 70.00/hr - \$115.00/hr
Field Technician I	\$ 60.00/hr - \$100.00/hr
Field Technician II	\$ 45.00/hr - \$ 80.00/hr
Field Technician III	\$ 35.00/hr - \$ 65.00/hr
GIS Analyst I	\$ 70.00/hr - \$100.00/hr
GIS Analyst II	\$ 50.00/hr - \$ 90.00/hr
Construction Observation Manager	\$100.00/hr - \$120.00/hr
Senior Construction Observer	\$ 65.00/hr - \$ 95.00/hr
Construction Observer	\$ 40.00/hr - \$ 85.00/hr
Survey Manager (PLS)	\$100.00/hr - \$120.00/hr
Professional Land Surveyor (PLS)	\$ 90.00/hr - \$120.00/hr
Survey Party Chief	\$ 60.00/hr - \$100.00/hr
Utility Locator	\$ 60.00/hr - \$100.00/hr
Survey Crew	\$145.00/hr
Field Crew	\$125.00/hr
Mileage	\$00.54/mi
Color Photocopies	\$00.25/each
Black-and-White Photocopies	\$00.12/each
Out-of-Pocket Expenses, Supplies, Reproductions, etc	Cost

Note 1: The above hourly rates and unit prices are good through December 31, 2016.

Exhibit A
TREKK Design Group, LLC
STANDARD TERMS AND CONDITIONS OF CONTRACT

1. RIGHT of ENTRY:

The Client will provide for right of entry for Consultant in order to complete the work. While Consultant will take all reasonable precautions to minimize any damage to the property, it is understood by Client that in the normal course of work some damage may occur the correction of which is not part of this Agreement.

2. CONSTRUCTION SITE OBSERVATION:

At construction sites, the presence of Consultant field representatives will be for the purpose of providing observation of only the work with which Consultant has agreed to be involved. Opinion of Consultant as to the contractor's adherence to plans and specifications will be reported. Our work does not include supervision or direction of the actual work of the contractor, their employees or agents. The Contractor should also be informed that neither the presence of our field representative nor the observation by our firm shall excuse him in any way for defects discovered in their work, it is understood that our firm will not be responsible for job or site safety on this project. Job and site safety will be the sole responsibility of the contractor.

3. INVOICES:

Consultant will submit invoices to the Client monthly and a final bill upon completion of services. Payment is due upon presentation of invoice and is past due thirty (30) days from each invoice date. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month, or the maximum rate allowed by law, on past due accounts.

4. OWNERSHIP of DOCUMENTS:

All reports, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by Consultant as instruments of service shall remain the property of Consultant. Client agrees that all reports and other work furnished to the Client or their agents, which are not paid for will be returned upon demand and will not be used by the Client for any purpose whatsoever.

5. STANDARD of CARE:

Service performed by Consultant under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

6. LIMITATION of LIABILITY:

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub consultants shall not exceed the Consultant's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged arising, unless otherwise prohibited by law.

7. INSURANCE and INDEMNIFICATION:

Consultant and the consultants employed by it are protected by worker's compensation insurance and that Consultant has such coverage under public liability and property damage insurance policies which Consultant deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Consultant agrees to indemnify and hold Client harmless from and against damage, liabilities or costs to the extent caused by the negligent acts by Consultant, and consultants employed by it. Consultant shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance.

8. ASSIGNMENT:

Neither the Client nor Consultant shall sublet, transfer or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to sub consultants, normally contemplated by the Consultant as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

9. TERMINATION:

This Agreement may be terminated by either party upon ten (10) days written notice in the event of substantial failure by the other part to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Consultant shall be paid for services performed to the termination notice date plus reasonable termination expenses.

10. PRECEDENCE:

These Provisions and Agreement supersede all prior agreements and understandings and may be changed only by written amendment executed by both parties.

11. REIMBURSABLE EXPENSES:

Reimbursable Expenses are in addition to the Design Fee and shall be billed to the Client at 1.1 times our direct cost. Reimbursable expenses shall include but not be limited to all shipping and mailing cost, courier services, travel, long distance telephone and facsimiles, supplies, printing and photographic reproductions.

12. ATTORNEY'S FEES and EXPENSES:

The Client agrees to reimburse the Consultant for all attorney's or collection agency fees, expenses, and court cost incurred to collect any amount due under this Contract.

13. ADDITIONAL SERVICES:

Any work required in addition to that detailed in this Contract will be billed on an hourly basis according to our then current rates or a negotiated lump sum fee. Extra work will include, but not limited to: Changes in the Scope of Services; Changes made in response to program changes; Changes due to revision of site/base information provided by others; Changes due to error of contractor during construction; and Design modifications requested by the client subsequent to prior approval.

14. HOURLY RATES:

Hourly rates are as defined in contract agreement.

15. SCHEDULE:

The Consultant shall perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of the Project, but not subject to any firm schedule or completion date unless expressly outlined in the contract documents. The Client acknowledges that Client-directed changes, unforeseen conditions, and other delays may affect the completion of the Design services. Client waives any and all claims for consequential, incidental, and business interruption damages directly or indirectly related to the timeliness of the commencement, undertaking, and completion of Design services. In no event shall the Consultant have control over or responsibility for any contractor's or vendor's performance schedule.

(Summary Published in the Parsons Sun, January 5, 2017)

ORDINANCE NO. 6382

AN ORDINANCE making and levying a special assessment upon all lots and parcels of ground in the City of Parsons, Kansas liable for the cost and expense of mowing for the months of November and December, 2016.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PARSONS, KANSAS:

SECTION 1. That a special assessment is hereby levied upon and against the premises in the City of Parsons, Kansas, hereinafter described and the amount set opposite there to respectively, for the payment of the cost and expense of mowing for the months of November and December, 2016.

ADDRESS	LEGAL DESCRIPTION	OWNER	AMOUNT
3612 Broadway	Lt 12, Blk 2, Evan's Heights Add	Ed Dixon	\$300.00
2028 Grand	Lt 1 & 2, Blk 21 N75' Lts 15 & 16, Blk 68	Robert Woodberry	\$400.00
2430 Grand	Lt 8, Blk 198	Delores McWilliams	\$300.00
608 Main	Beg 1208'W & 35'S NE/C NW1/4 S115' W50' S65' E147' N180' W to POB	Jeff Price	\$200.00
1008 Morgan	Beg E60' NE/C Blk 169 E285' S315' W295' N POB	Symantha Sexton	\$320.00
2503 Oak	Lt 30-33, Blk 1, Parkview Add	Grace Hibbs	\$300.00
1416 S 12th	Lts 144-148 & S1/2 Lt 143 Exc Row, Blk 10	Elizabeth McKnight	\$200.00
315 S 23rd	Beg 33'N SE/C Lt 4 W50' N87' E50' S to POB, Blk 100	John Paul Jones	\$200.00
414 N 25th	E50' Lt 1 Exc S7.5', Blk 159	Barbara Taif	\$400.00
1309 S 25th	Lt 6, Cottage Grove	CJ Cunningham	\$500.00
1311 S 25th	Lt 7 & VAC Webster St, Cottage Grove	CJ Cunningham	\$500.00
TOTAL DUE:			\$3,820.00

SECTION 2. This Ordinance shall take effect and be in force from and after its publication in the official city paper.

PASSED AND APPROVED this 2nd day of January, 2017

Tom Shaw, Mayor

ATTEST:

Gabrielle Swanwick, City Clerk

Memorandum

Inspection Department

TO: Debbie Lamb, City Manager
FROM: Inspection Department
DATE: December 28, 2016
SUBJ: Resolution # 3294

Please add the following to the agenda for the January 3, 2017 meeting for the city commission to approve.

HISTORY: There are open windows at 2430 Durr. Two separate certified letters were sent to the owner and were returned unclaimed. A secondary Inspection was done on 12/12/16 with no change

ACTION REQUEST: Approve the Mayor's signature on Resolution # 3294 authorizing the city to board up open windows at 2430 Durr, with charges billed to the property.

RESOLUTION # 3294

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, that after giving notice of an open and unsafe structure (open windows/door) commonly described as 2430 Dirr, owned by Jackie McHolland, said person/organization is hereby ordered to board up the structure and make it safe and secure within 10 days of this resolution.

It is further resolved that if said structure (open windows) is not made secure, an agent of the city is authorized to complete the work.

It is further resolved that the cost incurred by the city shall be charged against the lot or parcel of ground on which the structure is located.

It is further resolved that a copy of this resolution be served upon said person by certified mail.

RESOLVED AND ORDERED this 3rd day of January, 2017.

Tom Shaw, Mayor

ATTEST:

Gabrielle Swanwick, City Clerk

Memorandum

Inspection Department

TO: Debbie Lamb, City Manager
FROM: Inspection Department
DATE: December 30, 2016
SUBJ: Resolution # 3295

Please add the following to the agenda for the January 3, 2017 meeting for the city commission to approve.

HISTORY: The entrance to the 2nd floor is open allowing birds into structure. A certified letter was sent to the owner and letter was returned as undeliverable. A secondary Inspection was done on 12/12/16 with no change

ACTION REQUEST: Approve the Mayor's signature on Resolution # 3295 authorizing the city to board up the opening in the structure at 1810 & 1812 Broadway, with charges billed to the property.

RESOLUTION # 3295

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, that after giving notice of an open and unsafe structure (entrance to the 2nd floor is open allowing birds into structure) commonly described as 1810 & 1812 Broadway, owned by Daniel Perez, said person is hereby ordered to board up the structure and make it safe and secure within 10 days of this resolution.

It is further resolved that if said structure (cellar) is not made secure, an agent of the city is authorized to complete the work.

It is further resolved that the cost incurred by the city shall be charged against the lot or parcel of ground on which the structure is located.

It is further resolved that a copy of this resolution be served upon said person by certified mail.

RESOLVED AND ORDERED this 3rd day of January, 2017.

Tom Shaw, Mayor

ATTEST:

Gabrielle Swanwick, City Clerk

Memorandum

Inspection Department

TO: Debbie Lamb, City Manager
FROM: Inspection Department
DATE: December 28, 2016
SUBJ: Resolution # 3296

Please add the following to the agenda for the January 3, 2017 meeting for the city commission to approve.

HISTORY: There are open windows at 2430 Grand. A certified letter was sent to the owner and was returned unsigned with no forwarding address. A secondary inspection was done on 12/12/16 with no change.

ACTION REQUEST: Approve the Mayor's signature on Resolution # 3296 authorizing the city to board up open windows at 2430 Grand, with charges billed to the property.

RESOLUTION # 3296

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, that after giving notice of an open and unsafe structure (open windows) commonly described as 2430 Grand, owned by Delores McWilliams, said person is hereby ordered to board up the structure and make it safe and secure within 10 days of this resolution.

It is further resolved that if said structure (open windows) is not made secure, an agent of the city is authorized to complete the work.

It is further resolved that the cost incurred by the city shall be charged against the lot or parcel of ground on which the structure is located.

It is further resolved that a copy of this resolution be served upon said person by certified mail.

RESOLVED AND ORDERED this 3rd day of January, 2017.

Tom Shaw, Mayor

ATTEST:

Gabrielle Swanwick, City Clerk

Memorandum

Inspection Department

TO: Debbie Lamb, City Manager
FROM: Inspection Department
DATE: December 28, 2016
SUBJ: Resolution # 3297

Please add the following to the agenda for the January 3, 2017 meeting for the city commission to approve.

HISTORY: There are open windows and door at 3102 Mosher Road. A certified letter was sent to the owner and to date no action has been taken. A secondary inspection was done on 12/12/16 with no change.

ACTION REQUEST: Approve the Mayor's signature on Resolution # 3297 authorizing the city to board up open windows and open door at 3102 Mosher Road, with charges billed to the property.

Memorandum

Inspection Department

TO: Debbie Lamb, City Manager
FROM: Inspection Department
DATE: December 28, 2016
SUBJ: Resolution # 3298

Please add the following to the agenda for the January 3, 2017 meeting for the city commission to approve.

HISTORY: The garage at 2523 Stevens is unsafe and falling down. A certified letter was sent to the owner and signed for on 11/23/2016 and no action was taken. A secondary Inspection was done on 12/12/16 with no change.

ACTION REQUEST: Approve the Mayor's signature on Resolution # 3298 authorizing the City to put the garage at 2523 Stevens, on the demolition List, with charges billed to the property.

RESOLUTION # 3298

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, which after giving notice of an unsafe structure (garage) commonly described as 2523 Stevens, owned by Wendy Jones, said persons are hereby ordered to repair or demolish said structure after securing a permit for the work. If a permit is not issued for repair or demolition within 10 days of this resolution.

It is further resolved that if said structure (garage) is not repaired or demolished, an agent of the city is authorized to complete the work.

It is further resolved that the cost incurred by the city shall be charged against the lot or parcel of ground on which the structure is located.

It is further resolved that a copy of this resolution be served upon said person by certified mail.

RESOLVED AND ORDERED this 3rd day of January, 2017.

Tom Shaw, Mayor

ATTEST:

Gabrielle Swanwick, City Clerk