

# Parsons City Commission

Regular Session

April 3, 2017 at 6:00 p.m.

Municipal Building

I. **CALL TO ORDER. PLEDGE OF ALLEGIANCE.**

II. **MOMENT OF SILENCE**

III. **APPROVAL OF THE AGENDA**

IV. **PUBLIC HEARINGS**

A. **Public Hearing – Sewer Improvement Grant Phase II 15-PF-011**

(Pages 1 – 11)

**Information:** As a condition to close out the CDBG Sewer Improvement Grant 15-PF-011, a public hearing must be held to discuss the project.

**Recommendation:** 1) Conduct the Public Hearing.

2) Approve and authorize the Mayor's signature on paperwork.

B. **Public Hearing - Neighborhood Revitalization**

**Information:** A Public Hearing on the New Proposed Neighborhood Revitalization Plan for surrounding area of Highway 59 and 400.

**Recommendation:** Conduct the Public Hearing.

V. **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.

**VI. 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 12 – 19)**

**Information:** City Commission Minutes for March 2, 6, 16, and 20, 2017

**Recommendation:** Approve and authorize Mayor's signature.

**B. Accounts Payable Appropriation Ordinance No. 0211**

(Pages 20 – 28)

**Information:** Ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$185,342.33.

**Recommendation:** Approve and authorize the Mayor's signature.

**C. Invoice No. 4, Parsons Historical Museum Expansion Project**

(Pages 29 – 30)

**Information:** Design Group Architects has submitted Invoice No. 4, in the amount of \$1,724.00 for design of the expansion to the Parsons Historical Museum. The City will be reimbursed by the Parsons Historical Museum Fund Raising efforts.

**Recommendation:** Approve and authorize payment to Design Group Architects.

**D. Invoice No. 8, TranSystems Corporation for Engineering Services for KDOT KLINK Project No. 50-U-0392-01 (Pages 31 – 32)**

**Information:** TranSystems Corporation has submitted Invoice No. 8 in the amount of \$145.23 for design services for KDOT KLINK Project for work completed through February 24, 2017 on the resurfacing of US Highway 59

from Crawford to North Boulevard. This is a \$400,000.00 project with KDOT 50% and City 50% participation for construction. The City is responsible for design cost.

**Recommendation:** Approve and authorize payment to TranSystems Corporation.

**E. Hay Bids - 2017**

**Information:** Set Thursday, April 13, 2017 at 10:30 a.m. to receive bids on the sale of hay at Lake Parsons, Tri-City Airport, Old Landfill, and County Line Industrial Park.

**Recommendation:** Set Bid Date

**CONSENT DOCKET ENDS**

**VII. OLD BUSINESS**

**A. City Commission Vacancy**

**Information:** Vacancy on City Commission from resignation of Aaron Keith Stewart.

**Recommendation:** Discussion and possible action.

**VIII. RESOLUTIONS**

**A. Resolution No. 3304 – Board Up Structure (Pages 33 – 34)**

**Information:** Resolution No. 3304 authorizing the city to board up the property at, 2600 Belmont, owned by Carolina Yanez, with charges billed to the property.

**Recommendation:** Approve and authorize the Mayor's signature on Resolution No. 3304.

**B. Resolution No. 3305 – Board Up Structure (Pages 35 – 36)**

**Information:** Resolution No. 3305 authorizing the city to board up the property at 2511 Gabriel, owned by Bryan Williams, with charges billed to the property.

**Recommendation:** Approve and authorize the Mayor's signature on Resolution No. 3305.

**C. Resolution No. 3306 – Board Up Structure (Pages 37 – 38)**

**Information:** Resolution No. 3306 authorizing the city to board up the property at 2415 Belmont, owned by Shirwell Trust and Mark Lee Harding, with charges billed to the property.

**Recommendation:** Approve and authorize the Mayor's signature on Resolution No. 3306.

- IX. 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**

## GRANT CLOSE-OUT TRANSMITTAL FORM

Grantee's Name and Address:

City of Parsons

PO Box 1037

Parsons, KS 67357

Grant Agreement No.: 15-PF-011

Commencement Date: March 1, 2015

Completion Date: February 28, 2017

Please complete this form and items 1 through 6 for all grant types (7 is for applicable grants containing construction), including the Performance Hearing Affidavit to conclude this grant project. If this is a business finance or infrastructure grant, complete 9 through 12 in addition.

1. Grantee's/Contractor's Release Form \*
2. Final Independent Auditor's Report
3. Final Quarterly Progress Report (Section 2)
4. Certificate of Completion (2 originals) \*
5. Property Management Report *N/A*
6. Explanation of Refund Check (if applicable) *N/A*
7. Notice of Completion/Final Inspection – Final Wage Compliance Report \*
8. Performance Hearing Affidavit
9. Economic Development Report *N/A*
10. Copy of Final Payroll and Employee Certification Report (Economic Development Grantee Handbook) *N/A*
11. Legal Review and Closeout Report *N/A*
12. Program Income Assignment Agreement (Either Economic Development or Housing) *N/A*

No costs have been incurred after the Completion Date of the above contract. All necessary documents and procedures have been followed, thereby finalizing the above referenced contract.

Laura Moore

Preparer's Name

Community Development Director

(620) 421-7030

Title

Telephone Number

4/3/17

Date

**\*\*\*Civil Rights – Demographics/Beneficiary Report – these pages have been removed\*\*\***

**GRANTEE'S/CONTRACTOR'S RELEASE FORM**

1 Pursuant to the terms on Grant Agreement Number 15-PF-011 and in consideration of  
2 the sum of Five Hundred Thousand dollars and no/xx----- (\$500,000.00) which has been  
3 or is to be paid under the said contract to the City of Parsons, KS,  
4 grantee upon payment of the said sum by the State of Kansas, Department of Commerce, hereinafter  
5 called the grantor, does remise, release, and discharge the grantor, its officers, agents and employees  
6 of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the  
7 said contract.

8 IN WITNESS WHEREOF, this release has been executed this 3rd day of  
9 April, 2017.

10 Signature of Authorized Elected Official: \_\_\_\_\_

11 Typed Name and Title: Tom Shaw, Mayor

ATTEST AND SEAL

12 \_\_\_\_\_  
13 Gabrielle Swanwick, City Clerk

## FINAL INDEPENDENT AUDITOR'S REPORT

If the grantee expends **\$750,000** or more from all Federal sources in any fiscal year in which the grant is open, a 2 CFR Part 200 audit is required from the grantee. If you expend or expect to expend this amount in the current fiscal year, please indicate below. If required, a copy of the entire audit report must be submitted to Commerce in the required time period.

- A. 2 CFR Part 200 audit is not required.
- B. Audit is complete and one copy is enclosed.
- C. Audit is in progress or not yet begun.

Auditor's Name: Jarred, Gilmore & Phillips, PA

Address: 1815 S. Santa Fe

Chanute, KS 66720

Telephone: 620-431-6342

Contact person with firm: Neil Phillips

Date audit to begin: 3/20/17

How the audit will be paid for: General Funds

Date audit to be completed: 6/1/17

**QUARTERLY PROGRESS REPORT - PAGE 1**  
**KANSAS DEPARTMENT OF COMMERCE**  
**SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Grantee: City of Parsons Report #: 9 - Final  
 Grant #: 15-PF-011 Quarter Ending: 3/31/17  
 Address: 112 S. 17<sup>th</sup>, PO Box 1037, Parsons, KS 67357 Contract Award End Date: 2/28/17  
 Company Name (ED Projects): \_\_\_\_\_ Date Prepared: 3/29/17  
 Current Chief Elected Official: Tom Shaw, Mayor  
 Name and telephone number of person who prepared this report: Laura Moore 620-421-7030  
 Name Telephone Number

Financial Status:

Total Grant:	<u>\$500,000.00</u>	Total Local Injection	<u>\$574,391.00</u>
Drawdowns received to date:	<u>\$500,000.00</u>	Local spent to date	<u>\$834,272.44</u>
Drawdowns requested and not yet received:	<u>\$</u>	Initial Monitoring Conducted	<input checked="" type="checkbox"/>
Total Grant available	<u>\$20,164.38</u>	Final Monitoring Conducted	<input checked="" type="checkbox"/>

Contracts Awarded This Quarter With All Monies: \*

Name & Address, DUNS#	Total Contract Amount	Local	CDBG	Activity		Contractor Data				
				No.	Title	Type of Procurement	Section 3	** MBE	** WBE	Davis- Bacon
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							

\* Attach additional pages if needed.  
 \*\* Categories are: 1-White, 2-Black/African American, 3-Asian, 4-American Indian/Alaskan Native, 5-Native Hawaiian/Other Pacific Islander, 6-American Indian/Alaskan Native & White, 7-Asian & White, 8-Black/African American & White, 9-American Indian/Alaskan Native & Black/African American, 10-Other Multi Racial, 11-Hispanic, 12-Non-Hispanic

Describe project accomplishments this quarter:  
 Made final payment to contractor, held monitoring visit and close-out project.

Planned activities next quarter:  
 N/A

Technical assistance needs:  
 None



**QUARTERLY PROGRESS REPORT - PAGE 2**

**You must complete this page if you have a:**

1. Community Improvement, Urgent Need or KAN STEP grant and this is your **first** or **final** report
2. Economic Development grant
3. Attach housing log for housing projects

**Complete for all circumstances listed above:**

		Number of Beneficiaries	Number of LMI Beneficiaries
1.	Target	2,758	1,430
2.	Total to Date	2,758	1,430

*		White	BAA	BAA/W	AI/AN	NH/PI	A	A/W	AI/AN/BAA	AI/AN/W	Other
1.	Total Beneficiaries	2,327	233	56	39	0	17	3	21	39	23
2.	Hispanic Beneficiaries	112	3	5	8	0	0	0	3	5	21

\*BAA-Black African American; BAA/W-Black African American & White; AI/AN-American Indian or Alaskan Native; NH/PI-Native Hawaiian or Pacific Islander; A-Asian; A/W-Asian & White; AI/AN/BAA-American Indian or Alaskan Native & Black African American; AI/AN/W-American Indian or Alaskan Native & White

- |  |       |
|--|-------|
| 3. Total Number of Households Benefiting to Date         | 1,149 |
| 4. Total Number of Female Heads of Households Benefiting | 424   |
| 5. Total Number of Disabled Persons Benefiting           | 681   |

NOTE: Beneficiaries are to be reported cumulatively as they occur

**Economic Development Grants only:**

Proposed (FTE - Jobs Count)

	QTR 1	QTR 2	QTR 3	QTR 4	QTR 5	QTR 6	QTR 7	QTR 8
1. Total Jobs Retained								
2. Total LMI Jobs Retained								
3. Total Jobs Created								
4. Total LMI Jobs Created								
5. Total Jobs to be generated								

Accomplishments

	a. Planned this Quarter	b. Completed this Quarter	c. Completed to Date
6. Number of Jobs Retained			
7. Number of LMI Jobs Retained			
8. Number of Jobs Created			
9. Number of LMI Jobs Created			

10. Explain any variances from planned number of jobs:

## CERTIFICATE OF COMPLETION

<b>A. Name of Grant Recipient</b> City of Parsons	<b>B. Grant Agreement Number</b> 15-PF-065
--	---

### C. Final Statement of Cost

Program Activity Categories	To Be Completed By The Recipient			To Be Completed By CDBG
	Paid Costs (a)	Local Unpaid Costs (b)	Total Costs (c)	Approved Total Costs
1. Sewer Lines	1,186,022.44	0.00	1,186,022.44	
2. Engineering Design	49,550.00	0.00	49,550.00	
3. Construction Inspection	93,700.00	0.00	93,700.00	
4. Administration	5,000.00	0.00	5,000.00	
5.				
6.				
7.				
8.				
9. Total Program Costs	1,334,272.44	0.00	1,334,272.44	
10. Less Other Funds Applied	834,272.44	0.00	834,272.44	
11. CDBG Grant Amount Applied	500,000.00	0.00	500,000.00	

### D. Computation of Grant Balance

	To Be Completed By The Recipient	To Be Completed By CDBG
12. Total Amount Applied (Line 11a)	500,000.00	
13. Estimated for Unsettled Third-Party Claims	0.00	
14. Subtotal (Line 11c)	500,000.00	
15. Grant Amount Per Agreement (from contract)	500,000.00	
16. Unutilized Grant to be Canceled (Line 15 less Line 14)	0.00	
17. Grant Funds Received	500,000.00	
18. Balance of Grant Payable (Refundable) (Line 14 less Line 17)*	0.00	

\* If Line 17 exceeds Line 14, enter excess as a negative amount. This amount shall be repaid to the Department by check.

**CERTIFICATE OF COMPLETION - PAGE 2**

---

**E. Unpaid Costs and Unsettled Third-Party Claims (Local Only)**

List amounts and describe circumstances

Check if continued on additional sheet and attach

---

**F. Remarks**

Check if continued on additional sheet and attach

---

**G. Certification of Recipient**

It is hereby certified that all activities undertaken by the recipient with funds provided under the Grant Agreement identified as Item B above have, to the best of my knowledge, been carried out in accordance with the Grant Agreement; that proper provision had been made by the recipient for payment of all unpaid costs and unsettled third-party claims identified in Item E above; that the Department, the State of Kansas, and the United States of America are under no obligation to make any further payment to the recipient under the Grant Agreement in excess of the amount identified on Line 18 above; and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

4/3/17

Date

Signature of Chief Elected Official

Tom Shaw, Mayor

Typed Name and Title

---

**H. Department Approval**

This Certificate of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract agreement and related funds reservation and obligations \_\_\_\_\_ (line 16 above).

Date

Signature for CDBG Program

Typed Name

## CERTIFICATE OF COMPLETION

<b>A. Name of Grant Recipient</b> City of Parsons	<b>B. Grant Agreement Number</b> 15-PF-065
--	---

### C. Final Statement of Cost

Program Activity Categories	To Be Completed By The Recipient			To Be Completed By CDBG
	Paid Costs (a)	Local Unpaid Costs (b)	Total Costs (c)	Approved Total Costs
1. Sewer Lines	1,186,022.44	0.00	1,186,022.44	
2. Engineering Design	49,550.00	0.00	49,550.00	
3. Construction Inspection	93,700.00	0.00	93,700.00	
4. Administration	5,000.00	0.00	5,000.00	
5.				
6.				
7.				
8.				
9. Total Program Costs	1,334,272.44	0.00	1,334,272.44	
10. Less Other Funds Applied	834,272.44	0.00	834,272.44	
11. CDBG Grant Amount Applied	500,000.00	0.00	500,000.00	

### D. Computation of Grant Balance

	To Be Completed By The Recipient	To Be Completed By CDBG
12. Total Amount Applied (Line 11a)	500,000.00	
13. Estimated for Unsettled Third-Party Claims	0.00	
14. Subtotal (Line 11c)	500,000.00	
15. Grant Amount Per Agreement (from contract)	500,000.00	
16. Unutilized Grant to be Canceled (Line 15 less Line 14)	0.00	
17. Grant Funds Received	500,000.00	
18. Balance of Grant Payable (Refundable) (Line 14 less Line 17)*	0.00	

\* If Line 17 exceeds Line 14, enter excess as a negative amount. This amount shall be repaid to the Department by check.

**CERTIFICATE OF COMPLETION - PAGE 2**

---

**E. Unpaid Costs and Unsettled Third-Party Claims (Local Only)**

List amounts and describe circumstances

Check if continued on additional sheet and attach

---

**F. Remarks**

Check if continued on additional sheet and attach

---

**G. Certification of Recipient**

It is hereby certified that all activities undertaken by the recipient with funds provided under the Grant Agreement identified as Item B above have, to the best of my knowledge, been carried out in accordance with the Grant Agreement; that proper provision had been made by the recipient for payment of all unpaid costs and unsettled third-party claims identified in Item E above; that the Department, the State of Kansas, and the United States of America are under no obligation to make any further payment to the recipient under the Grant Agreement in excess of the amount identified on Line 18 above; and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

4/3/17

Tom Shaw, Mayor

Date

Signature of Chief Elected Official

Typed Name and Title

---

**H. Department Approval**

This Certificate of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract agreement and related funds reservation and obligations \_\_\_\_\_ (line 16 above).

Date

Signature for CDBG Program

Typed Name

**NOTICE OF COMPLETION/FINAL INSPECTION  
AND  
FINAL WAGE COMPLIANCE REPORT FORMAT**

To: CDBG Field Representative  
Kansas Department of Commerce  
CDBG Program  
1000 S.W. Jackson St., Suite 100  
Topeka, Ks 66612-1354

Date: 4/3/17  
Grantee: City of Parsons  
Grant Number: 15-PF-011

1. Date of Construction Completion: 12/11/16
2. Date of Final Inspection: 12/11/16

**FINAL WAGE COMPLIANCE REPORT FORMAT**

While you or your representative were reviewing the contractor's weekly payrolls, were any laborers or mechanics paid less than the minimum wage rate plus fringe benefits as specified in the Secretary of Labor's Wage Decision that applied to this project?

- NO                       YES

If yes, provide the following information:

- a. Total amount of restitution paid (difference between what was first paid and what was required to be paid): \$ \_\_\_\_\_
- b. Method of restitution:
  - paid by contractor(s)
  - paid by city with funds withheld from payment to contractor(s).

Name of Contractor or Subcontractor	Name of Affected Employees	Amount of Restitution Paid to Employee	Nature of Violation Leading to Restitution

<u>4/3/17</u>		<u>Tom Shaw, Mayor</u>
Date	Signature of Chief Elected Official	Typed Name and Title

**Affidavit of Publication**

STATE OF KANSAS, LABETTE COUNTY, ss:

*Livia Pezley*, being first duly sworn,  
deposes and says: That *she* is *Classified Manager*  
of *PARSONS SUN*, a daily newspaper printed

in the State of Kansas, and published in and of general  
circulation in Labette County, Kansas, with a general paid  
circulation on a daily basis in Labette County, Kansas, and  
that said newspaper is not a trade, religious or fraternal  
publication.

Said newspaper is a daily published at least weekly 50  
times a year: has been so published continuously and unin-  
terruptedly in said county and state for a period of more  
than five years prior to the first publication of said notice;  
and has been admitted at the post office of Parsons, in said  
county as second class matter.

That the attached notice is a true copy thereof and was  
published in the regular and entire issue of said newspaper  
for 1 consecutive week, the first publication there-  
of being made as aforesaid on the 21<sup>st</sup> day of March  
2017, with subsequent publications being made on the  
following dates:

\_\_\_\_\_, 2017 \_\_\_\_\_, 2017  
\_\_\_\_\_, 2017 \_\_\_\_\_, 2017

*Livia Pezley*

Subscribed and sworn to and before me this  
21<sup>st</sup> day of March, 2017

*[Signature]*  
Notary Public

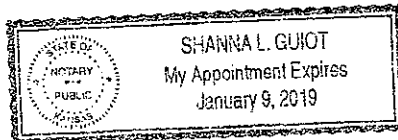
My commission expires: January 9, 2019

Printer's Fee ..... \$ 55.84

Affidavit, Notary's Fee ..... \$ 10.00

Additional Copies ..... \$ \_\_\_\_\_

Total Publication Fees ..... \$ 65.84



(First Published in the Parsons Sun  
March 21)

The City of Parsons will hold a  
public hearing on Monday, April 3,  
2017 at 6:00 P.M. or as soon  
thereafter at City Hall, 112 S 17th,  
for the purpose of evaluating the  
performance of Grant No.  
15-PF-011 which was for sewer  
improvements. This project  
proposed to line approx. 43 man-  
holes, CIPP approx. 12,600 LF of  
8" lines, CIPP approx. 2,676 LF of  
12" lines, and 3,862 LF of 21" lines.

The project accomplished lining  
481.5 VF manholes, CIPP 9,288 LF  
of 8" lines, CIPP 1,593 of 12" lines,  
and 4,010 of 21" lines, and 162  
service laterals.

This grant was funded, all or in  
part, from the Kansas Department  
of Commerce, Small Cities  
Community Development Block  
Grant (CDBG) funds. All aspects of  
the grant will be discussed and oral  
and written comments will be  
recorded and become a part of the  
City of Parsons CDBG Citizen  
Participation Plan. Reasonable  
accommodations will be made  
available to persons with  
disabilities. Requests for  
accommodations should be  
submitted to Laura Moore,  
Community Development Director  
at 620-421-7090 by 3/31/17.

MINUTES  
PARSONS CITY COMMISSION  
March 2, 2017

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

Resignation – Commissioner Stewart

Commissioner Perez moved, Commissioner Hogelin seconded to accept the resignation of Commissioner Aaron Keith Stewart, effective March 20, 2017. Approved on roll call. Perez – yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw - yes.

Changes to Chapter 390-Code of the City of Parsons – Lake Parsons

Derek Clevenger, Director of Utilities, went over some changes to be made by the Lake Board in the Rules and Regulations for Lake Parsons.

The commission reviewed the agenda for Monday, March 6, 2017.

Public comments were heard from Raven Martinez and John Ellis.

Staff discussed options for replacing Commissioner Stewart.

Commissioner Perez moved, Commissioner Stewart seconded that we adjourn at 5:15 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  
MARCH 6, 2017

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 with the deletion of XII – Resolution 3303 – Fire Damaged Structures. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Public Hearing – Lopez & Clark Park Improvement Grant 15-PF-065

As a condition to close out the CDBG Park Improvement Grant 15-PF-065, a public hearing must be held to discuss the project at Clark Park and Lopez Park. Mayor Shaw opened the Hearing at 6:03 p.m. The Hearing was closed at 6:06 p.m. with no discussion. Commissioner Perez moved, Commission Hogelin seconded to approve and authorize the Mayor's signature on the paperwork. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Proclamation – Antonio Muñoz Day

Mayor Shaw read a proclamation declaring March 6, 2017 as Antonio Muñoz Day. Mr. Muñoz is a longtime teacher and supporter of the Arts in Parsons. He was instrumental in forming the Kaleidoscope Theater of Parsons.

Presentation – Fluoride

Parsons dentists, John Siebrasse, Barry Heavrin, Joe Wommack and Ron Findley were in attendance to give a presentation on the benefits of fluoride in the water. Public comments were heard from Raven Martinez, Brenda Crawford, Alex (didn't give last name), Nora Winslow and Ted Sears.

Consent Docket as follows:

City Commission Minutes

Approved and authorized minutes for the following meetings:  
February 16 and February 20, 2017

Accounts Payable Appropriation Ordinance No. 0209

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$375,876.12.

March 6, 2017

Invoice No. 3, Parsons Historical Museum Expansion Project

Approved and authorized a payment to Design Group Architects in the amount of \$3,163.50 for the design of the expansion to the Parsons Historical Museum. The City will be reimbursed by the Parsons Historical Museum Fund Raising efforts.

St. Patrick's Annual Bob Greenough Memorial Run

Approve use of barricades in front of St. Patrick's School, Central and Stevens, for the Annual Bob Greenough Memorial Run on March 18, 2017 from 7:00 – 10:00 a.m.

Community Youth Service

Christy Walker, Nazarene Church Youth Minister, requested the use of the West half only of the City parking lot in the 1700 Block of Washington for a Community Youth Service, on April 19, 2017 with setup beginning at 5:00 p.m. and lasting until 9:00 p.m. Approved the use of the parking lot as long as it didn't interfere with Kitchen Pass parking.

Public Hearing – Neighborhood Revitalization

Set Monday, April 3, 2017 at 6:00 p.m. or as soon thereafter as possible for a Public Hearing on the New Proposed Neighborhood Revitalization Plan for surrounding area of Highway 59 and 400.

Pay Request No. 3, Project 2016-09, Demolition and Site Clearance

Approved and authorized a payment to JRB Industries, Inc. in the amount of \$10,477.65 for work completed through March 2, 2017.

Requests for Proposals – Special Alcohol Funds

Set Wednesday, April 5, 2017 at 5:00 p.m. as the deadline for the submission of requests for Special Alcohol Funding in 2017.

Fire Damaged Structure Reports

Received and filed reports on the Fire Damaged Structures located at 2320 Grand, 2815 Clark and 1816 Oak submitted by Rob Gartner, Building Inspector.

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

EPA – Complaint and Consent Agreement/Final Order

Mayor Shaw moved, Commissioner Hogelin seconded to approve and authorize the Mayor's signature on a Complaint and Consent Agreement/Final Order between the City of Parsons, Kansas and the Environmental Protection Agency – Region 7. This order included the penalty of \$20,000.00. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

March 6, 2017

Kansas Department of Transportation

Darrell Moyer, Director of Engineering, discussed a funding opportunity with the Kansas Department of Transportation for improvements in the areas of Union & Highway 59 and Highway 59 from Broadway to Crawford.

Equipment – Public Works Department

Commissioner Cruse moved, Mayor Shaw seconded to set a bid date of Tuesday, April 11, 2017 to purchase three (3) 72-inch, diesel, rear-discharge riding mowers for the Public works department. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Mayor Shaw moved, Commissioner Cruse seconded to give authorization to spend up to \$50,000.00 for 3 pieces of equipment as follows:

1. Used Case IH tractor to pull bushhog
2. Refurbished milling machine
3. Used 2008 tractor with only 1,000 hrs on it  
and possibly a trailer if there is enough money left over

Approved on roll call. Perez – no; Hogelin – yes; Cruse – yes; Shaw – yes.

Ordinance No. 6383 – Certificates of Participation

Ordinance No. 6383 was introduced by Commissioner Hogelin, seconded by Commissioner Cruse declaring it necessary for the City of Parsons, Kansas to refund and redeem certain outstanding (i) Certificates of Participation, Series A, 2007 and (ii) Taxable Certificates of Participation Series B, 2007; providing for the issuance of a tax-exempt lease purchase agreement, by and between the City of Parsons, Kansas, as lessee, and Clayton Holdings, LLC as lessor; providing for the issuance of a taxable lease purchase agreement, by and between the City of Parsons, Kansas as lessee, and Clayton Holdings, LLC, as lessor; authorizing and providing for the execution of a tax-exempt lease purchase agreement, a taxable lease purchase agreement, a site lease, and all ancillary documents in connection with such financing; and making certain other covenants with respect thereto. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Ordinance No. 6384 – Code of the City of Parsons, Chapter 390, Lake Parsons

Ordinance No. 6384 was introduced by Commissioner Cruse, seconded by Commissioner Perez repealing Chapter 390, Code of the City of Parsons, Lake Parsons and replacing with revised version. Approved on roll call. Perez – yes; Hogelin – yes; Cruse – yes; Shaw – yes.

Public Comments were heard from Raven Martinez and Brenda Crawford.

Comments were heard from Staff and Commissioners.

Commissioner Hogelin moved, Commissioner Perez seconded that we adjourn at 8:16 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  
MARCH 16, 2017

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 Cruse  
                 Commissioner Stewart

Commissioner Hogelin moved, Commissioner Stewart 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 March 20, 2017.

Public comments were heard from Raven Martinez.

City Attorney, Ross Albertini discussed the Commissioner Appointment to replace Commissioner Stewart. The person who received the next most votes in the election was Dan Goddard, who has agreed to fill the vacated position. Commissioner Hogelin will resign his position that will expire in 2017 and be appointed to Commissioner Stewart's remaining term, expiring in 2020. Mr. Goddard will then be appointed to finish Commissioner Hogelin's term.

Commissioner Perez moved, Commissioner Hogelin seconded that we adjourn at 5:10 p.m. Approved on roll call. Perez – yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw - yes.

---

Tom Shaw, Mayor

Attest:

---

Jamie Kramer, Deputy City Clerk

MINUTES  
PARSONS CITY COMMISSION  
MARCH 20, 2017

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 Stewart  
Commissioner Cruse

Commissioner Perez moved, Commissioner Cruse seconded that we approve the agenda with the addition of VI.-G. Cereal Malt Beverage License – King Cash Saver. Approved on roll call. Perez – yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw – yes.

Proclamations

Mayor Shaw proclaimed April 28, 2017 as “Arbor Day”.

Consent Docket as follows:

Accounts Payable Appropriation Ordinance No. 0210

Approved and authorized an ordinance making appropriations for the payment of certain claims for the City of Parsons, Kansas. Total amount \$778,105.81.

Pay Request No. 4, Wastewater Treatment Plant Influent Pump Station Upgrades and Excess Flow Holding Basin Design

Approved and authorized payment to HDR Engineering, Inc. in the amount of \$18,856.77 for work completed through February 4, 2017.

Invoice No. 10, KDOT Project KA-4283-01, Engineering Design Services for Cattle Drive

Approved and authorized a payment to Affinis Corporation in the amount of \$4,141.90 for professional services through February 25, 2017 for the survey and design of Cattle Drive and US 59 Hwy in conjunction with Access Management Plan with KDOT. The city is responsible for 100% of Preliminary Engineering costs as a requirement to receive construction funds of \$1,435,000.00.

Parsons High School Project Prom

Waived the curfew on April 8, 2017 for attendees of Project Prom.

Change Order No. 2, Project 2016-09, Demolition and Site Clearance

Approved and authorized Change Order No. 2, generated by the City to delete a structure at 2401 Morgan from the project. Change Order will lower the contract amount by \$1,600.00.

February 20, 2017

Contractor is asking for a time extension to April 28, 2017 to complete the project, due to delays on 2431 and 2401 Morgan.

Public Hearing – Sewer Improvement Grant Phase II 15-PF-011

Set April 3, 2017 at 6:00 p.m. or as soon thereafter for a Public Hearing Date as a condition to close out the CDBG Sewer Improvement Grant 15-PF-011.

Cereal Malt Beverage License - 2017

Approve a Special Retailer Cereal Malt Beverage for Horton's Pizza LLC, 1201 Main St.

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

Resolution No. 3303 – Fire Damaged Structures

Resolution No. 3303 was introduced by Commissioner Hogelin, seconded by Commissioner Cruse setting a Public Hearing date of May 1, 2017 at 6:00 p.m. or as soon thereafter for the fire damaged structures located at 2320 Grand and 1816 Oak. Approved on roll call. Perez – yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw – yes.

Commissioner Perez moved, Commissioner Cruse seconded to receive and file Departmental Reports for February, 2017. . Approved on roll call. Perez - yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw - yes.

Public Comments were heard from Jim Beachner requesting that 2400 Morgan and 2431 Morgan be removed from the demolition contract and a timeline set so repairs can be made to save the properties.

Comments were heard from City Staff and Commissioners.

Commissioner Cruse moved, Commissioner Stewart seconded that we adjourn at 6:21 p.m. Approved on roll call. Perez - yes; Hogelin – yes; Stewart – yes; Cruse – yes; Shaw - yes.

---

Tom Shaw, Mayor

Attest:

---

Gabrielle Swanwick, City Clerk

**ACCOUNTS PAYABLE APPROPRIATION ORDINANCE NO. 0211**

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

Accounts Payable –	March 30, 2017	\$ 40,490.77
	March 31, 2017	<u>144,851.56</u>
		\$ 185,342.33

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 April, 2017.

\_\_\_\_\_  
Tom Shaw, Mayor

Attest:

\_\_\_\_\_  
Gabrielle Swanwick, City Clerk



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFINIS CORP	3/30/17	CATTLE DR SURVEY/DESIGN	CAPITAL IMPROVEMEN	CAPITAL IMPROVEMENT FU	4,141.90
				TOTAL:	4,141.90
ROSS ALBERTINI	3/30/17	MAR CELL PHONE	GENERAL FUND	LEGAL/MUNICIPAL COURT	50.00
				TOTAL:	50.00
CLASS LTD	3/30/17	MARCH TRANSPORTATION SERV	GENERAL FUND	GENERAL ADMINISTRATIVE	2,749.95
	3/30/17	RECYCLING MARCH	SANITATION FUND	SANITATION FUND	600.00
				TOTAL:	3,349.95
GABRIELLE SWANWICK	3/30/17	MAR CELL PHONE	GENERAL FUND	GENERAL ADMINISTRATIVE	50.00
	3/30/17	TRAVEL-SPRING CONPERENCE	GENERAL FUND	GENERAL ADMINISTRATIVE	142.31
				TOTAL:	192.31
GALAXY AIR SERVICES	3/30/17	SERVICES MARCH	GENERAL FUND	AIRPORT	4,292.00
				TOTAL:	4,292.00
HDR ENGINEERING INC	3/30/17	PR #4 INFLUENT PUMP UPGRA	EPA COMPLIANCE	EPA COMPLIANCE	18,856.77
				TOTAL:	18,856.77
HIGHER CALLING TECHNOLOGIES LLC	3/30/17	SUPPORT AGREEMENT APR	GENERAL FUND	GENERAL ADMINISTRATIVE	850.00
				TOTAL:	850.00
MATT HOISINGTON	3/30/17	MAR CELL PHONE	GENERAL FUND	AUDITORIUM ARTS CENTER	50.00
				TOTAL:	50.00
DEBBIE LAMB	3/30/17	MAR CELL PHONE	GENERAL FUND	CITY MANAGER	50.00
				TOTAL:	50.00
LAURA MOORE	3/30/17	MAR CELL PHONE	GENERAL FUND	CITY MANAGER	50.00
				TOTAL:	50.00
U.S. POSTAL SERVICE	3/30/17	POSTAGE PERMIT #38	WATER FUND	ADMINISTRATIVE	800.00
	3/30/17	POSTAGE PERMIT #38	SEWER FUND	ADMINISTRATIVE	400.00
	3/30/17	POSTAGE PERMIT #38	SANITATION FUND	SANITATION FUND	400.00
				TOTAL:	1,600.00
RETAILERS SALES TAX	3/30/17	SALES TAX	WATER FUND	ADMINISTRATIVE	3,927.06
	3/30/17	SALES TAX	SANITATION FUND	SANITATION FUND	480.78
				TOTAL:	4,407.84
UNITED STATES POSTAL SERV	3/30/17	POSTAGE FOR METER	GENERAL FUND	GENERAL ADMINISTRATIVE	3,000.00
				TOTAL:	3,000.00
JIM ZALESKI	3/30/17	MAR CELL PHONE	TOURISM	TOURISM	50.00
				TOTAL:	50.00

VENDOR SORT KEY                      DATE    DESCRIPTION                      FUND                      DEPARTMENT                      AMOUNT

---

===== FUND TOTALS =====

01	GENERAL FUND		11,284.26		
15	TOURISM		50.00		
32	CAPITAL IMPROVEMENT FUND		4,141.90		
50	WATER FUND		4,727.06		
55	SEWER FUND		400.00		
70	SANITATION FUND		1,480.78		
75	EPA COMPLIANCE		18,856.77		
-----					
	GRAND TOTAL:		40,940.77		
-----					

TOTAL PAGES:    2

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALL RIGHT PLUMBING	3/31/17	SEWER MITIG 3109 ROSEWOOD	EPA COMPLIANCE	EPA COMPLIANCE	1,200.00
				TOTAL:	1,200.00
AT&T TELEPHONE (MAIN PB)	3/31/17	ACCT 62042170007196	GENERAL FUND	GENERAL ADMINISTRATIVE	1,105.65
	3/31/17	ACCT 62042170007196	GENERAL FUND	GENERAL ADMINISTRATIVE	221.13
	3/31/17	ACCT 62042170007196	GENERAL FUND	POLICE	811.16
	3/31/17	ACCT 62042170007196	GENERAL FUND	FIRE	442.26
	3/31/17	ACCT 62042170007196	GENERAL FUND	PARK	294.84
	3/31/17	ACCT 62042170007196	GENERAL FUND	PARK	442.26
	3/31/17	ACCT 62042170007196	GENERAL FUND	AUDITORIUM ARTS CENTER	73.71
	3/31/17	ACCT 62042170007196	GENERAL FUND	CEMETERY	73.71
	3/31/17	ACCT 62042170007196	WATER FUND	ADMINISTRATIVE	147.42
	3/31/17	ACCT 62042170007196	WATER FUND	ADMINISTRATIVE	221.13
	3/31/17	ACCT 62042170007196	WATER FUND	ADMINISTRATIVE	73.71
	3/31/17	ACCT 62042337875402	SEWER FUND	TREATMENT PLANT	148.32
	3/31/17	ACCT 62042170007196	SEWER FUND	ADMINISTRATIVE	73.71
				TOTAL:	4,129.01
BAUGHER EQUIPMENT INC	3/31/17	PARTS	GENERAL FUND	GENERAL ADMINISTRATIVE	6.15
	3/31/17	REPAIRS	GENERAL FUND	GENERAL ADMINISTRATIVE	313.71
	3/31/17	PARTS	GENERAL FUND	CEMETERY	170.40
				TOTAL:	490.26
BEARD PROPANE, INC	3/31/17	PROPANE-AIRPORT	GENERAL FUND	AIRPORT	730.67
	3/31/17	PROPANE	SEWER FUND	TREATMENT PLANT	581.25
				TOTAL:	1,311.92
BEST PLUMBING & HEATING INC	3/31/17	BALLFIELD RESTROOMS-REPAR	GENERAL FUND	PARK	367.26
				TOTAL:	367.26
BLUE CROSS BLUE SHIELD OF KANSAS	3/31/17	\$500 DEDUCT	HEALTH INSURANCE R	HEALTH INSURANCE RESER	58,681.82
	3/31/17	HEALTH SAVINGS 09277	HEALTH INSURANCE R	HEALTH INSURANCE RESER	13,735.34
	3/31/17	RETIREEES 0927799	HEALTH INSURANCE R	HEALTH INSURANCE RESER	1,406.79
				TOTAL:	73,823.95
CABLE ONE INC	3/31/17	INTERNET SERVICES	GENERAL FUND	POLICE	139.19
				TOTAL:	139.19
CINTAS CORPORATION NO 2	3/31/17	SUPPLIES	SEWER FUND	TREATMENT PLANT	31.63
				TOTAL:	31.63
DEERE CREDIT, INC	3/31/17	APRIL LEASE	PUB SAFETY SALES T	PUB SAFETY SALES TAX	1,548.82
				TOTAL:	1,548.82
DHOOGHE HEATING AND COOLING	3/31/17	STN 1 THERMOSTAT	GENERAL FUND	FIRE	148.95
				TOTAL:	148.95
FLEETPRIDE	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	109.80
	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	224.60
				TOTAL:	334.40
FOUR STATE MAINTENANCE SUPPLY CO	3/31/17	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	428.75
	3/31/17	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	617.25
	3/31/17	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	67.16
				TOTAL:	1,113.16

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FRANK A REYES	3/31/17	SEWER MITIG 1510 APPLETON	EPA COMPLIANCE	EPA COMPLIANCE	1,200.00
				TOTAL:	1,200.00
GALLS LLC	3/31/17	BELT	GENERAL FUND	FIRE	39.00
				TOTAL:	39.00
ROBERT CHARLES GIBBS MD LLC	3/31/17	NEW EMP TEST-D WEBB	GENERAL FUND	GENERAL ADMINISTRATIVE	46.00
	3/31/17	PRE-EMPL GHERING	GENERAL FUND	POLICE	42.00
				TOTAL:	88.00
TIMOTHY J GRILLOT LAW OFFICES	3/31/17	ATTORNEY FEES S GILLEY	GENERAL FUND	LEGAL/MUNICIPAL COURT	180.00
				TOTAL:	180.00
HAWKINS, INC	3/31/17	AQUA AMMONIA	WATER FUND	TREATMENT PLANT	575.90
				TOTAL:	575.90
HY FLO EQUIPMENT CO	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	512.22
				TOTAL:	512.22
INDUSTRIAL CRATING INC	3/31/17	KIDDIE CARPET	GENERAL FUND	PARK	1,188.00
	3/31/17	KIDDIE CARPET	GENERAL FUND	PARK	792.00
				TOTAL:	1,980.00
INTERNATIONAL CODE COUNCIL	3/31/17	CODE COUNCIL DUES	GENERAL FUND	ENGINEERING	135.00
				TOTAL:	135.00
JARRED, GILMORE & PHILLIPS, PA	3/31/17	INTERIM BILLING 16 AUDIT	GENERAL FUND	GENERAL ADMINISTRATIVE	4,050.00
	3/31/17	INTERIM BILLING 16 AUDIT	WATER FUND	ADMINISTRATIVE	2,250.00
	3/31/17	INTERIM BILLING 16 AUDIT	SEWER FUND	ADMINISTRATIVE	1,350.00
	3/31/17	INTERIM BILLING 16 AUDIT	SANITATION FUND	SANITATION FUND	1,350.00
				TOTAL:	9,000.00
GERALD W INGRAM	3/31/17	PARTS	GENERAL FUND	FIRE	496.06
	3/31/17	PARTS	GENERAL FUND	FIRE	797.45
				TOTAL:	1,293.51
JERRY D BAKER	3/31/17	SEWER MITIG 3145 CORNING	EPA COMPLIANCE	EPA COMPLIANCE	864.00
				TOTAL:	864.00
KANSAS CITY FREIGHTLINER SALES	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	433.08
	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	73.00
	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	162.50
				TOTAL:	343.58
KANSAS ALCOHOLIC BEVERAGE CONTROL	3/31/17	CMB-HORTON'S PIZZA	GENERAL FUND	GENERAL ADMINISTRATIVE	25.00
				TOTAL:	25.00
KANSAS GAS SERVICE	3/31/17	301 N 30TH	GENERAL FUND	GENERAL ADMINISTRATIVE	614.70
	3/31/17	1800 BELMONT	GENERAL FUND	GENERAL ADMINISTRATIVE	86.68
	3/31/17	200 HEACOCK	GENERAL FUND	GENERAL ADMINISTRATIVE	286.44
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	315.60
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	33.53
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	321.32
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	164.94
	3/31/17	401 S 18TH	PARSONS MUSEUM	PARSONS MUSEUM	92.78
				TOTAL:	1,915.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LABETTE HEALTH	3/31/17	PRISONER MEALS	GENERAL FUND	POLICE	195.50
				TOTAL:	195.50
LAWSON PRODUCTS	3/31/17	PARTS	GENERAL FUND	STREET	100.36
	3/31/17	PARTS	SEWER FUND	TREATMENT PLANT	299.61
	3/31/17	REGULATOR	SEWER FUND	TREATMENT PLANT	133.55
				TOTAL:	533.52
MCCARTY'S OFFICE SUPPLY	3/31/17	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	53.92
	3/31/17	SUPPLIES	GENERAL FUND	CITY MANAGER	43.15
	3/31/17	SUPPLIES	GENERAL FUND	ENGINEERING	270.42
	3/31/17	SUPPLIES	WATER FUND	TREATMENT PLANT	94.75
	3/31/17	SUPPLIES	WATER FUND	TREATMENT PLANT	95.62
	3/31/17	SUPPLIES	WATER FUND	TREATMENT PLANT	84.13
				TOTAL:	641.99
MID WEST MINERALS INC	3/31/17	ROCK	SEWER FUND	COLLECTIONS	98.18
				TOTAL:	98.18
NEPTUNE RADIATOR & AUTO REPAIR, INC	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	1,240.05
				TOTAL:	1,240.05
NORTHERN SAFETY CO INC	3/31/17	GLOVES	SANITATION FUND	SANITATION FUND	194.59
	3/31/17	SUPPLIES	SANITATION FUND	SANITATION FUND	319.68
	3/31/17	SUPPLIES	SANITATION FUND	SANITATION FUND	35.09
				TOTAL:	549.36
NUCO2	3/31/17	BULK CO2 TANK LEASE	WATER FUND	TREATMENT PLANT	134.95
	3/31/17	BULK CO2 TANK LEASE	WATER FUND	TREATMENT PLANT	134.95
	3/31/17	BULK CO2 TANK LEASE	WATER FUND	TREATMENT PLANT	134.95
	3/31/17	BULK CO2 TANK LEASE	WATER FUND	TREATMENT PLANT	134.95
	3/31/17	BULK CO2 TANK LEASE	WATER FUND	TREATMENT PLANT	267.40
				TOTAL:	807.20
CARD SERVICES	3/31/17	ACCT 0457	GENERAL FUND	STREET	59.97
	3/31/17	ACCT 0457	SEWER FUND	TREATMENT PLANT	47.63
	3/31/17	ACCT 0457	SEWER FUND	COLLECTIONS	125.16
				TOTAL:	232.76
PARKER'S TOWING & RECOVERY	3/31/17	TOW 91 FORD RANGER	GENERAL FUND	POLICE	100.00
				TOTAL:	100.00
PARSONS CHAMBER OF COMMERCE	3/31/17	REIMBURSE	TOURISM	TOURISM	19.95
	3/31/17	REIMBURSE	TOURISM	TOURISM	1,000.00
	3/31/17	REIMBURSE	TOURISM	TOURISM	32.50
	3/31/17	REIMBURSE	TOURISM	TOURISM	282.95
	3/31/17	REIMBURSE	TOURISM	TOURISM	276.41
				TOTAL:	1,611.81
KANSAS NEWSPAPERS LLC	3/31/17	PAPER SUBSCRIPTION	GENERAL FUND	GENERAL ADMINISTRATIVE	102.52
				TOTAL:	102.52
PETTY CASH	3/31/17	PETTY CASH	GENERAL FUND	POLICE	8.68
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	20.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
	3/31/17	PETTY CASH	GENERAL FUND	POLICE	10.00
				TOTAL:	128.68
PUBLIC WHOLESALE WATER	3/31/17	MONTHLY COMMITMENT	GENERAL FUND	GENERAL ADMINISTRATIVE	666.66
				TOTAL:	666.66
QUILL CORPORATION	3/31/17	POSTAGE METER, INK	GENERAL FUND	POLICE	102.98
				TOTAL:	102.98
RAY & STEVES CAR WASH	3/31/17	CAR WASHES	GENERAL FUND	POLICE	94.25
				TOTAL:	94.25
RAZORBACK CONTRACTORS SUPPLY INC	3/31/17	SUPPLIES	SEWER FUND	COLLECTIONS	329.60
				TOTAL:	329.60
REALTY INC	3/31/17	CERTIFICATE OF TITLE	GENERAL FUND	ENGINEERING	175.00
	3/31/17	CERTIFICATE OF TITLE	GENERAL FUND	ENGINEERING	175.00
	3/31/17	CERTIFICATE OF TITLE	GENERAL FUND	ENGINEERING	175.00
				TOTAL:	525.00
SEK AUTO SALES INC	3/31/17	FLAT REPAIR	GENERAL FUND	CEMETERY	11.99
	3/31/17	FLAT REPAIR	SEWER FUND	TREATMENT PLANT	61.99
				TOTAL:	73.98
SELECT ACCOUNT	3/31/17	FEB & MAR FEE	HEALTH INSURANCE R	HEALTH INSURANCE RESER	70.50
				TOTAL:	70.50
SOUTHERN UNIFORM & EQUIPMENT	3/31/17	UNIFORM SHIRT/KEENE	GENERAL FUND	POLICE	211.48
	3/31/17	HOLSTER/GHERING	GENERAL FUND	POLICE	179.99
	3/31/17	UNIFORMS/GHERING	GENERAL FUND	POLICE	62.97
	3/31/17	UNIFORMS/ROSS	GENERAL FUND	POLICE	45.97
	3/31/17	BODYARMOR/SHIELDS	GENERAL FUND	POLICE	744.99
	3/31/17	NAME BARS/ROSS,GHERING	GENERAL FUND	POLICE	33.50
				TOTAL:	1,278.90
SOUTHWEST PAPER COMPANY	3/31/17	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	75.82
	3/31/17	SUPPLIES	GENERAL FUND	GENERAL ADMINISTRATIVE	641.84
	3/31/17	SUPPLIES	GENERAL FUND	CITY MANAGER	75.83
				TOTAL:	793.49
STATE TREASURER	3/31/17	2009-A BI #0218120109408	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	7,709.00
	3/31/17	2009-B BI #0218120109409	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	3,125.00
				TOTAL:	10,834.00
STEVEN PASSWATER	3/31/17	KEYS	GENERAL FUND	STREET	5.00
	3/31/17	KEYS	MAINTENANCE FUND	MAINTENANCE FUND	8.28
	3/31/17	KEYS	SEWER FUND	TREATMENT PLANT	53.68
				TOTAL:	66.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SUMMIT TRUCK GROUP	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	278.84
				TOTAL:	278.84
THEATRICAL SERVICES INC	3/31/17	REPAIRS	GENERAL FUND	AUDITORIUM ARTS CENTER	410.39
				TOTAL:	410.39
THOMAS IMPLEMENT INC	3/31/17	PARTS	GENERAL FUND	STREET	211.31
				TOTAL:	211.31
TIMOTHY H WASS	3/31/17	PARTS	MAINTENANCE FUND	MAINTENANCE FUND	87.57
				TOTAL:	87.57
TERRY LINN DESSENBERGER	3/31/17	NEW TIRES	SANITATION FUND	SANITATION FUND	239.78
				TOTAL:	239.78
TOMMY J TROLLOPE	3/31/17	SERVICE CALL WATER PLANT	SEWER FUND	TREATMENT PLANT	80.00
	3/31/17	SERVICE CALL WWTP	SEWER FUND	TREATMENT PLANT	80.00
				TOTAL:	160.00
TYLER TECHNOLOGIES, INC	3/31/17	ACUCORP/CEMETERY MAIN	GENERAL FUND	GENERAL ADMINISTRATIVE	1,257.95
				TOTAL:	1,257.95
UNIVERSITY OF KANSAS	3/31/17	LODGING/MEALS-LUDWIG TRN	GENERAL FUND	POLICE	90.00
				TOTAL:	90.00
VERIZON WIRELESS	3/31/17	ACCT 783025077-00001	GENERAL FUND	POLICE	240.10
				TOTAL:	240.10
VOLMER'S TRUCK AND TIRE	3/31/17	INSPECTION ENGINE 3	GENERAL FUND	FIRE	80.00
	3/31/17	INSPECTION ENGINE 4	GENERAL FUND	FIRE	193.99
	3/31/17	INSPECTION ENGINE 4	GENERAL FUND	FIRE	80.00
	3/31/17	RESCUE INSPECTION	GENERAL FUND	FIRE	80.00
	3/31/17	INSPECTION ENGINE 2	GENERAL FUND	FIRE	80.00
	3/31/17	INSPECTION, FLAT FIX	GENERAL FUND	FIRE	130.00
	3/31/17	INSPECTION, FLAT FIX	GENERAL FUND	FIRE	80.00
				TOTAL:	723.99
W L AUTOMOTIVE, INC	3/31/17	GENERATOR	MAINTENANCE FUND	MAINTENANCE FUND	318.70
				TOTAL:	318.70
WALLACE JANITORIAL	3/31/17	MAR SENIOR BLDG CLEANING	GENERAL FUND	GENERAL ADMINISTRATIVE	500.00
				TOTAL:	500.00
WASS TRUCKING, INC	3/31/17	FINAL PAY DEMO 2216 STEVE	GENERAL FUND	ENGINEERING	155.00
				TOTAL:	155.00
WESTAR ENERGY INC	3/31/17	200 HEACOCK	GENERAL FUND	GENERAL ADMINISTRATIVE	154.14
	3/31/17	200 HEACOCK	GENERAL FUND	GENERAL ADMINISTRATIVE	817.90
	3/31/17	206 S 13TH	GENERAL FUND	GENERAL ADMINISTRATIVE	264.86
	3/31/17	1800 BELMONT	GENERAL FUND	GENERAL ADMINISTRATIVE	172.06
	3/31/17	1810 MAIN	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	127.68
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	27.90
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	62.03
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	92.26
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	422.95
	3/31/17	1209 CORP	ECONOMIC DEV SALES	ECONOMIC DEV SALES TAX	113.27

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/31/17	405 S 18TH	PARSONS MUSEUM	PARSONS MUSEUM	65.39
	3/31/17	401 S 18TH	PARSONS MUSEUM	PARSONS MUSEUM	163.33
				TOTAL:	2,483.77
WICHITA WINWATER WORKS CO INC	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	8,729.42
	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	181.00
	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	767.00
	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	1,761.59
	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	1,869.07
	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	114.98
	3/31/17	SUPPLIES	WATER FUND	DISTRIBUTION	352.46
				TOTAL:	13,775.52
WOOD DULOHERY INSURANCE INC	3/31/17	NOTARY RENEWAL/LUDWIG	GENERAL FUND	POLICE	50.00
				TOTAL:	50.00

===== FUND TOTALS =====

01	GENERAL FUND	24,813.03
15	TOURISM	1,611.81
18	MAINTENANCE FUND	3,123.64
22	PUB SAFETY SALES TAX	1,548.82
27	ECONOMIC DEV SALES TAX	12,515.48
37	HEALTH INSURANCE RESERVE	73,894.45
42	PARSONS MUSEUM	321.50
50	WATER FUND	18,125.38
55	SEWER FUND	3,494.31
70	SANITATION FUND	2,139.14
75	EPA COMPLIANCE	3,264.00

-----  
 GRAND TOTAL: 144,851.56  
 -----



# Memorandum

City of Parsons

Engineering/Public Works Departments

**TO:** Debbie Lamb, City Manager

**FROM:** Darrell Moyer, Director of Engineering/Public Works

**DATE:** March 30, 2017

**RE:** Invoice No. 4, Design Group Architects for Parsons Historical Museum Expansion

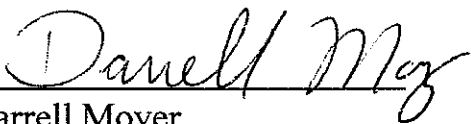
Please include the following item on the City Commission consent agenda for consideration at the April 3, 2017 meeting:

**Invoice No. 4, Design Group Architects for Parsons Historical Museum Expansion**

Design Group Architects has submitted Invoice No. 4 for \$1,724.00 for design of the expansion to the Parsons Historical Museum. The City will be reimbursed by the Parsons Historical Museum fund-raising efforts.

**Action Request**

Approve payment of Invoice No. 4, to Design Group Architects for \$1,724.00.



Darrell Moyer

Director of Engineering/Public Works



206 South Killingsworth Avenue  
Bolivar, MO 65613-1868  
(417) 327-7465

March 17, 2017

Invoice No. 100535-04

City of Parsons, Kansas  
112 South 17<sup>th</sup> Street  
Parsons, KS 67357

Historical Museum Expansion  
Parson, Kansas

**DESIGN FEE INVOICE**  
Per contract dated October 12, 2015

**ARCHITECTURAL FEES**

Schematic design phase (100% complete)	\$ 525.00
Design development phase (100% complete)	\$ 875.00
Construction documents phase (85% complete)	<u>\$ 1,190.00</u>
<b>TOTAL ARCHITECTURAL FEE AMOUNT TO DATE</b>	<b>\$2,590.00</b>
Less architectural fees amount previously paid, Thank you!	<u>( 2,030.00)</u>
<b>TOTAL ARCHITECTURAL FEES AMOUNT THIS INVOICE</b>	<b>\$ 560.00</b>

**ENGINEERING FEES**

Property boundary and topographic survey	\$ 2,500.00
Structural engineering (100% complete)	\$ 1,760.00
Mechanical, plumbing and electrical engineering (100% complete)	<u>\$ 1,150.00</u>
<b>TOTAL ENGINEERING FEES AMOUNT TO DATE</b>	<b>\$5,410.00</b>
Less engineering fees amount previously paid, Thank you!	<u>( 4,246.00)</u>
<b>TOTAL ENGINEERING FEES AMOUNT THIS INVOICE</b>	<b>\$1,164.00</b>

**TOTAL AMOUNT DUE THIS INVOICE** **\$1,724.00**

Thanks for your business, City of Parsons, Kansas!

Memorandum  
City of Parsons  
Engineering/Public Works Department

**TO:** Debbie Lamb, City Manager  
**FROM:** Darrell Moyer, Director of Engineering/Public Works  
**DATE:** March 21, 2017  
**RE:** Invoice No. 8 from TranSystems Corporation

Please include the following item on the City Commission consent agenda for consideration at the April 3, 2017 meeting:

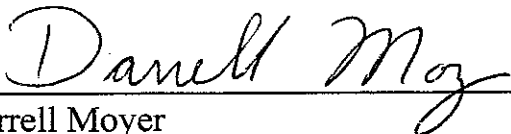
**Invoice No. 8 from TranSystems Corporation for Engineering Services for KDOT KLINK Project No. 50-U-0392-01**

**Information**

City entered into an agreement with TranSystems Corporation to provide design services for KDOT KLINK Project for the resurfacing of US Highway 59 from Crawford to North Boulevard. This is a \$400,000 project with KDOT 50% and City 50% participation for construction. The City is responsible for design cost. Invoice No. 8 is \$145.23 for worked completed through February 24, 2017.

**Action Requested**

Approve payment of Invoice No. 8 to TranSystems in the amount of \$145.23.



Darrell Moyer  
Director of Engineering/Public Works



# Invoice

Please remit payment to:  
P.O. Box 71368  
Chicago, IL 60694-1368

TranSystems Corporation  
www.transystems.com

If you have any questions, please call:  
(316) 303-3000

**Client:**

City of Parsons, KS  
112 S. 17th Street  
P.O. Box 1037  
Parsons, KS 67357

**Reference:**

Invoice Date: 3/3/2017  
Project Number: P125160004  
Invoice Number: INV-0003111244

Attn: Darrell Moyer - Engineering Supervisor  
Project Name: US-59 KLINK

For professional services rendered through February 24, 2017 for the above referenced project.

<u>Contract Amount</u>	<u>% Work to Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>Current Billed</u>
35,000.00	87.54%	30,638.87	30,493.64	145.23

Total Invoice

**\$145.23**

TranSystems Corporation

Michael D. Bailey  
Project Manager

**TERMS: PAYABLE UPON RECEIPT**

**1 1/2 % INTEREST PER MONTH WILL BE ADDED TO ALL PAST DUE INVOICES OLDER THAN 45 DAYS IF INDICATED IN THE CONTRACT TERMS:**

# Memorandum

Inspection Department

TO: Debbie Lamb, City Manager

FROM: Inspection Department

DATE: March 30, 2017

SUBJ: Resolution # 3304

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

Address: 2600 Belmont

**HISTORY:** The structure has broken windows, and other openings that are allowing animals inside. Letter was sent certified 2/22/2017 and was returned on 3/22/17 as undeliverable. A secondary inspection was completed on 3/3/2017 with no changes.

**ACTION REQUEST:** Approve the Mayor's signature on Resolution # 3304 authorizing the city to board up the opening in the structure at 2600 Belmont, with charges billed to the property.

RESOLUTION # 3304

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, that after giving notice of an open and unsafe structure commonly described as 2600 Belmont, owned by Carolina Yanez, 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 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 April, 2017.

\_\_\_\_\_  
Tom Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Gabrielle Swanwick, City Clerk

# Memorandum

Inspection Department

TO: Debbie Lamb, City Manager

FROM: Inspection Department

DATE: March 30, 2017

SUBJ: Resolution # 3305

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

Address: 2511 Gabriel

**HISTORY:** The structure has open windows on the West side that need to be boarded up. A certified letter was sent on 1/25/2017 and was returned undeliverable on 2/16/17. A secondary inspection was done on 2/28/2017 with no changes noted.

**ACTION REQUEST:** Approve the Mayor's signature on Resolution # authorizing the city to board up the opening in the structure at 2511 Gabriel, with charges billed to the property.

RESOLUTION # 3305

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, that after giving notice of an open and unsafe structure commonly described as 2511 Gabriel owned by Bryan Williams, 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 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 April, 2017.

Tom Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Gabrielle Swanwick, City Clerk



# Memorandum

Inspection Department

TO: Debbie Lamb, City Manager

FROM: Inspection Department

DATE: March 30, 2017

SUBJ: Resolution # 3306

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

**Address: 2415 Belmont**

**HISTORY:** The structure has window(s) broken on West side of the house. A certified letter was sent to both Property Owners, and both signed for the letters on 3/10/17. A secondary inspection was completed on 3/20/17 with no change.

**ACTION REQUEST:** Approve the Mayor's signature on Resolution # authorizing the city to board up the opening in the structure at 2415 Belmont, with charges billed to the property.

RESOLUTION # 3306

BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF PARSONS, KANSAS, that after giving notice of an open and unsafe structure commonly described as 2415 Belmont , owned by Shirwell Trust & Mark Lee Harding, said person(s) 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 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 3<sup>rd</sup> day of April, 2017.

Tom Shaw, Mayor

ATTEST:

Gabrielle Swanwick, City Clerk