

## THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

June 12, 2012

The regular meeting of the Liberal City Commission was held at 6:30 p.m. in the Commission Chambers located at 325 North Washington on Tuesday, June 12, 2012.

Commissioners Present: Mayor Tim Long, Vice Mayor Joe Denoyer, Dave Harrison, Larry Koochel and Janet Willimon.

City Staff Present: City Manager Mark Hall, Public Works Director Joe Sealey, Finance Director Chris Ford, City Clerk Debbie Giskie, Human Resources Director Sheena Schmutz, City Engineer Pete Earles, Police Chief Al Sill, Police Sergeant Jared Ratzlaff, Convention & Visitors Bureau Director Sally Fuller and City Attorney Shirla McQueen.

Mayor Long declared the meeting called to order and City Clerk Giskie read the roll call declaring a quorum present. The Pledge of Allegiance was recited and the invocation was given by Ann Holman of the Risen Glory Church.

**1. Awards/Proclamations/Presentations.** *No items were presented.*

**2. Approval of Agenda.** Mayor Long requested approval of the agenda, as presented. *Commissioner Koochel moved to approve the agenda, as presented, with Vice Mayor Denoyer seconding the motion. The motion carried unanimously.*

**3. Approval of Minutes.** Mayor Long requested approval of the minutes from the May 22, 2012 regular meeting. *Vice Mayor Denoyer moved to approve the minutes of the May 22, 2012 regular meeting, as presented. The motion was seconded by Commissioner Willimon and carried unanimously.*

**4. Items from Citizens.**

Mayor Long read the rules of the Commission and requested members of the audience approach the podium to address the Commission.

- Al Orr, American Legion Commander, Liberal Post 80, appeared before the Commission and shared a thank you letter from Senator Garrett Love expressing his appreciation for the great condition of the Liberal cemeteries and work in putting together a great Memorial Day ceremony.

**5. Items from Groups.**

Mayor Long read the rules of the Commission and requested members of the audience approach the podium to address the Commission.

- Jack Taylor, executive director of SPIRIT, reported on a recent meeting with Mike King, new Secretary of Transportation in Topeka. He noted he, Commissioner Willimon, Max Zimmerman and Representative Carl Dean Holmes met with the Secretary to discuss the importance of getting U.S. Highway 54 4-laned in southwest Kansas. He thanked Commissioner Willimon for her support.

## **6. Consent Agenda.**

### **a. Acknowledge Receipt of Minutes:**

1. Liberal Memorial Library, May 15, 2012.
2. Liberal Convention & Tourism, May 17, 2012.

### **b. Approval of Airport Leases:**

- |           |                               |            |        |
|-----------|-------------------------------|------------|--------|
| 1. #12.02 | Gore Nitrogen Service, LLC    | \$1,956.24 | 1 year |
| 2. #39.00 | Liberal Gasket Mfg Co, Inc.   | \$2,635.50 | 1 year |
| 3. #41.06 | Midwestern Well Service, Inc. | \$ 752.40  | 1 year |
| 4. #47.01 | Diamond Services Company      | \$3,285.28 | 1 year |
| 5. #51.04 | Larry Quattrone               | \$ 878.50  | 1 year |
| 6. #67.00 | Quinque Oil & Gas Producing   | \$ 291.72  | 1 year |

- Mayor Long inquired if the Commission wished to remove any items for further discussion. *Vice Mayor Denoyer moved to approve the Consent Agenda, as presented, with Commissioner Willimon seconding the motion. The motion carried unanimously.*

## **7. PUBLIC HEARING – KDHE REVOLVING LOAN FUND APPLICATION.**

*Mayor Long declared the public hearing open and City Clerk Giskie reported the proper legal notice had been given.*

- City Engineer Earles explained the City is required to have two (2) public hearings to gain public input on an application for a KDHE Revolving Loan Fund Application for rehabilitation of the City's wastewater system, so the funds can be set aside for this project.
- He presented an overview of the proposed application and explained the City's needs. *There being no further questions or comments from the audience, City staff or City Commission, Mayor Long declared the public hearing closed.*

*Vice Mayor Denoyer moved to proceed with the necessary steps to pursue the KDHE loan, as presented. The motion was seconded by Commissioner Koochel and carried unanimously.*

## **8. Agreement for Installation of Highway Signs.**

- Public Works Director Sealey reported the KDOT Agreement is for advance warning signage of truck traffic through Liberal.

*Vice Mayor Denoyer moved to approve the KDOT Highway Sign Agreement, as presented, with Commissioner Willimon seconding the motion. The motion carried unanimously.*

## **9. Resolution No. 2156 – Kansas Municipal Investment Pool Account Authorization.**

- Finance Director Ford explained the resolution is necessary to update the authorized signers on our account, as required by KMIT.

*Commissioner Koochel moved to adopt Resolution No. 2156, as presented, with Vice Mayor Denoyer seconding the motion. The motion carried unanimously.*

## **10. Police Department**

### **a. Update on Pending Grant Proposals.**

- Police Chief Sill referred to the update on pending grant proposals and gave a brief overview. He noted some are new grant proposals and some are renewals.
- City Manager Hall explained the animal shelter improvements are being designed and will be brought to the commission at a later date.

b. Purchase of McGruff the Crime Dog.

- Police Sergeant Jared Ratzlaff requested permission to bring the McGruff the Crime Dog program to Liberal. He noted the cost for the program is \$1,977 and explained McGruff would attend several events in Liberal where crime prevention programs are made available to the public.
- City Manager Hall explained this program qualifies for funding through the 1¢ sales tax crime prevention program.

*Vice Mayor Denoyer moved to approve the purchase of McGruff the Crime Dog in the amount of \$1,977, to be funded from the 1¢ sales tax crime prevention program, as presented. The motion was seconded by Commissioner Willimon and carried unanimously.*

**11. Intuit QuickBooks Point of Sale System – Tourism.**

- Convention & Visitors Bureau Director Fuller noted the department's inventory and bar code system that was purchased in 2006 is not working and needs to be replaced. She recommended purchase the Intuit QuickBooks Point of Sale since it is similar to what the golf course uses and would provide some consistency.
- Ms. Fuller reported Tim Luncford, IT Director, would provide support instead of expending additional funds and that this system will be superior to what is currently in use.

*Commissioner Harrison moved to approve the purchase of the Intuit QuickBooks Point of Sale System for \$3,190.85, as presented. Commissioner Koochel seconded the motion, which carried unanimously.*

**12. CITY MANAGER'S REPORT.**

- City Manager Hall referred to the thank you notes received regarding the Kansas Sampler Festival. He thanked City staff for their diligent efforts.
- Mayor Long suggested edging along the main thoroughfares be done.

**13. ITEMS FROM COMMISSIONERS.**

*Commissioner Koochel reported hearing positive comments on the street sealing project, specifically that they are a professional company and the streets don't seem as dusty this year.*

*Commissioner Willimon reported she felt the trip to Topeka to see the Secretary of Transportation was very effective. She also noted the free concert in Light Park was a wonderful event for the community. She expressed appreciation to fellow commissioners for creating a positive direction for Liberal.*

*Vice Mayor Denoyer advised it was good to see the parks looking as good as they are and that he looked forward to the Leete Family Park. He commended the Water Park staff for their efforts and felt the attendance numbers might be increased over last year. He thanked the Recreation staff for the free concert and noted there are a lot of good things going on in the community. Vice Mayor Denoyer expressed appreciation to fellow commissioners for their willingness to get involved in the community.*

- He reminded the public of the Juneteenth celebration in Mahuron Park this weekend. Mayor Long commended City staff and the departments for their efforts. He also thanked the Commission for the job they do in moving things in a positive manner.

- He announced the requests for non-profit funding are now available at City Hall and the deadline for submission is June 30, 2012.

*Commissioner Harrison had no items to present.*

**14. VOUCHERS.**

\$563,993.90, dated June 12, 2012. \$563,993.90, dated June 12, 2012. *Commissioner Koochel moved to approve the vouchers, as presented, with Commissioner Willimon seconding the motion.*

- Commissioner Harrison questioned if it was possible to get a printout by vendors to get a total for the year. Finance Director Ford advised that was possible. *The motion passed unanimously.*

*Upon motion by Vice Mayor Denoyer and seconded by Commissioner Koochel, the meeting adjourned.*

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Tim Long, Mayor

ATTEST:

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Debra S. Giskie, CMC, City Clerk