THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION
January 28, 2014

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, January 28, 2014.

Commissioners Present: Mayor Dave Harrison, Vice Mayor Janet Willimon, Dean Aragon, Joe Denoyer and Ron Warren.

City Staff Present: City Manager Mark Hall, Finance Director Chris Ford, City Clerk Debbie Giskie, Human Resources Director Sheena Schmutz, Building Inspector/Zoning Administrator Kory Krause, Economic Development Director Jeff Parsons, Housing & Community Development Director Karen LaFreniere, Mid-America Air Museum Director Jim Bert, Golf Course Director Darrell Kennedy, Director of Municipal Court Kim Clinkingbeard, Chief of Police Al Sill and City Attorney Shirla McQueen.

Mayor Harrison declared the meeting called to order and City Clerk Giskie read the roll call and declared 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.
Mayor Harrison presented a proclamation to Nalin Rees and local Girl Scouts, designating the month of February, 2014 as Girl Scout Month.

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

3. Approval of Minutes.
Vice Mayor Willimon moved to approve the minutes of the January 14, 2014 regular meeting, as presented. The motion was seconded by Commissioner Denoyer and carried unanimously.

4. Items from Citizens.
Mayor Harrison read the rules of the Commission and requested members of the audience approach the podium to address the Commission. *No items were presented.*

5. Items from Groups.
Mayor Harrison read the rules of the Commission and requested members of the audience approach the podium to address the Commission. *No items were presented.*

6. Consent Agenda:
a. Acknowledge Receipt of Minutes:
1. Liberal Housing Authority, December 11, 2013.
2. Liberal Convention and Tourism Board, January 16, 2014.
3. Traffic Safety, January 23, 2014.

b. Approval of Airport Lease Renewals:

1.	# 92.03	Papa's Properties	$2,156.22	1 year
2.	#114.00	W.H. Rentals	$ 443.52	1 year

Mayor Harrison inquired if the Commission wished to remove any items for further discussion.
Commissioner Denoyer moved to approve the Consent Agenda, as presented, with Commissioner Warren seconding the motion.

- Commissioner Denoyer referred to the minutes of the Traffic Safety committee and questioned if the resident was notified of the decision on the Clay Street signage. Commissioner Warren advised he would let Mr. Rice know of the decision.

The motion carried unanimously.

7. Resolution No. 2188.

Mayor Harrison requested Commission consideration of Resolution No. 2188, entitled, "A RESOLUTION AUTHORIZING AND PROVIDING FOR THE CALLING OF A SPECIAL QUESTION ELECTION IN THE CITY OF LIBERAL, KANSAS, FOR THE PURPOSE OF SUBMITTING TO THE ELECTORS OF THE CITY THE QUESTION OF IMPOSING A ONE-HALF PERCENT (1/2%) CITYWIDE RETAILERS' SALES TAX FOR THE PURPOSE OF ASSISTING IN THE REPAYMENT OF A PORTION OF THE PRINCIPAL OF AND INTEREST ON A UNIFIED SCHOOL DISTRICT NO. 480, SEWARD COUNTY, KANSAS (LIBERAL) GENERAL OBLIGATION BOND ISSUE TO FINANCE COSTS OF CERTAIN EDUCATIONAL FACILITIES AND FOR THE PAYMENT OF CERTAIN CITY INFRASTRUCTURE IMPROVEMENTS RELATED THERETO; AND PROVIDING FOR THE GIVING OF NOTICE OF SAID SPECIAL QUESTION ELECTION ".

City Manager Hall advised the resolution calls for the special election for a dedicated special purpose ½% retailers' sales tax within the City of Liberal for the purpose of assisting in the repayment of the USD 480 general bond issue for facility improvements and related City infrastructure improvements, for a period not to exceed 25 years or until all associated costs of the project have been repaid; whichever is earlier. He reported the election date is April 8, 2014 and will be considered by the registered voters who reside in the City of Liberal jurisdiction.

- He further noted if approved by the voters, the ½% special purpose retailers' sales tax will be levied in addition to the current City retailers' sales tax rate of 8.4%; comprised of 6.15% State of Kansas, 1.25% Seward County and 1% City.
- Mr. Hall advised USD 480 has approved their resolution calling for an election on a Bond issue which will be considered at the same time as the City's sales tax question on April 8, by those registered voters residing within the USD 480 jurisdiction.
- He further noted in the near future, both the City of Liberal and USD 480 will be presented with an Interlocal Agreement which will detail how the sales tax and bond project will work. He advised we plan to have a joint City-USD 480 Special Meeting where this Interlocal Agreement will formally be considered. It would then require the approval of the Kansas Attorney General.
- Mr. Hall noted that in order for the project to be successful, both the ½% City Sales Tax and the USD 480 bond election would have to pass.
- Commissioner Denoyer asked for clarification as he understood the resolution calls for the election and the Interlocal Agreement must be passed and no collections can be done until the Agreement is approved by both parties. He questioned what would happen if for some reason the Interlocal Agreement isn't approved. Mr. Hall stated in that case, the question would be removed.

Commissioner Denoyer moved to adopt Resolution No. 2188, as presented, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.

8. First Reading of Ordinance No. 4420

Mayor Harrison requested Commission consideration of the first reading of Ordinance No. 4220, entitled, "AN ORDINANCE AMENDING THE 'OFFICIAL ZONING DISTRICT MAP OF THE CITY OF LIBERAL, KANSAS BY REZONING 15.9 ACRES ALL IN MCCRAY ADDITION TO THE CITY OF LIBERAL, SEWARD COUNTY, KANSAS, FROM 'C2' GENERAL COMMERICAL DISTRICT, TO 'R2' TWO FAMILY DWELLING DISTRICT."

Zoning Administrator Krause advised this is the first reading of an ordinance that would rezone 15.9 acres in the McCray Addition from C-2 general commercial to R2 two-family dwelling district. He reviewed the location of the rezoning and explained the request for the rezoning is in order to build two-family dwellings (duplex units) that will help alleviate the rental property shortages.

- Mr. Krause reported the Planning Commission recommends the rezoning.

Commissioner Denoyer moved to advance Ordinance No. 4220 to a second reading, as presented, with Commissioner Aragon seconding the motion. The motion carried unanimously.

9. Resolution No. 2186.

Mayor Harrison requested Commission consideration of Resolution No. 2186, entitled, "A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LIBERAL, KANSAS ESTABLISHING AN ADDITIONAL RURAL HOUSING INCENTIVE DISTRICT WITHIN THE CITY."

- Housing and Community Development Director LaFreniere noted the RHID district being requested is the same area that is being rezoned in the previous agenda item. She advised if the resolution is approved, it would be sent to the Kansas Department of Commerce and eventually the developer would submit a development plan.

Commissioner Denoyer moved to adopt Resolution No. 2186, as presented, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.

10. Resolution No. 2187.

Mayor Harrison requested Commission consideration of Resolution No. 2187, entitled, "A RESOLUTION ESTABLISHING A DATE FOR A PUBLIC HEARING CONCERNING THE ADOPTION OF A PLAN PURSUANT TO THE NEIGHBORHOOD REVITALIZATION ACT, K.S.A. 12-17, 114 *et seq*."

- Housing and Community Development Director LaFreniere referred to the revitalization plan for the Commission's review and noted the resolution would set a public hearing date for February 11, 2014. She reviewed the map showing the area designated for rehabilitation, conservation or redevelopment and the Plan would require City and County approval.
- Commissioner Warren questioned how this program came forward. Ms. LaFreniere advised this will add additional tools to improve certain residential or commercial areas.

Commissioner Denoyer moved to adopt Resolution No. 2187, setting a public hearing date for February 11, 2014, as presented, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.

Commissioner Warren abstained from voting on Item 11, due to a possible future conflict of interest.

11. Accept Final Plat of the Planned Unit Development (PUD) of Village at the Plaza.

Zoning Administrator Krause referred to the final plat drawing and noted it has been approved by the Planning Commission and City staff. He noted this would entail 48 units with the possibility of an additional building behind Billy's and New York Avenue.

Commissioner Denoyer moved to accept the Final Plat of the PUD of Village at the Plaza, as presented. Commissioner Aragon seconded the motion, which carried by a vote of 4 to 0, with Commissioner Warren abstaining.

- Commissioner Denoyer thanked City staff and the investors/developers for their efforts to address the housing shortage.

12. MAAM - Expenditures to Support First Lego League (FLL).

- Air Museum Director Bert requested permission to expend grant and donated funds to support the First Lego League (FLL). He reviewed the expenditures, including $2,600 for computerized scoring support for the FLL championship tournaments, $2,000 for volunteer meals and logostics for the robotics tournaments and $3,00 for event "arena" technology from funding received through grants and donations.
- Mr. Bert discussed the recent first junior league activities held this past weekend with more than 300 entrants and the February 22 robotics tournament where 14 teams will be competing.
- Vice Mayor Willimon advised it had been an honor to serve as a judge last Saturday.

Commissioner Denoyer moved to accept the donations and expend funds in the amount of $7,600 to support the First Lego League, as presented. Vice Mayor Willimon seconded the motion, which carried unanimously.

13. Golf Cart Rental Fleet.

Golf Course Director Kennedy reported the current fleet of 30 E-Z golf carts was leased in 2009 and were paid for last May through a 48-month plan. He reviewed the quotes and noted the utility cart is used for the golf ball picker.

Vice Mayor Willimon moved to approve the leasing of thirty (30) golf carts and one (1) utility cart from M & M Golf Cars in the amount of $15,532.80 per year for four years, as presented. Commissioner Warren seconded the motion, which carried unanimously.

14. Purchase of three (3) Scanners - Municipal Court.

Director of Municipal Court Clinkingbeard reported as a result of the upgrade of the court software, they now have the capability of scanning and storing documents. She discussed the advantages of scanning documents which would save on storage needs by going electronic. She referred to the quotes for the purchase of three scanners.

- Commissioner Denoyer questioned how long they keep files and if they would plan on scanning previous years. Ms. Clinkingbeard stated they must retain files for 50 years and plan on scanning documents moving forward.

Commissioner Denoyer moved to approve the purchase of three (3) scanners for Municipal Court, in the amount of $2,657.74, as presented. Commissioner Aragon seconded the motion, which carried unanimously.

15. Board Appointment - Convention and Visitors Bureau.
City Manager Hall noted Connie Seigrist's term expired in January on the Convention and Tourism Bureau. He explained Ms. Seigrist has consented to be reappointed and the Board recommends the appointment.
Vice Mayor Willimon moved to reappoint Connie Seigrist to the Convention and Tourism Bureau for a three-year term ending January 2017, as recommended. Commissioner Denoyer seconded the motion, which carried unanimously.

16. CITY MANAGER'S REPORT.
City Manager Hall reminded the Commission of the Council of Governments meeting this Thursday at 7:00 a.m. at SCCC. He reported KDHE wants a survey of the shooting range property which is currently being worked on and noted EMC insurance has forwarded an answer on the coverage of the shooting range.
- City Manager Hall expressed appreciation to the hard work and doing great things.

17. ITEMS FROM COMMISSIONERS.
Vice Mayor Willimon expressed appreciation for all the reports received in the packet and thanked City staff for all they do. She also advised she appreciated working with the Commission.
Commissioner Denoyer thanked the departments for working in all kinds of weather. He encouraged everyone to get registered to vote and go out to vote on April 8 on this important issue that will affect all of us for the next 25 years. He asked that everyone be an informed voter and vote your conscience.
- Commissioner Denoyer questioned the status of the ethics policy. Mr. Hall explained it is being worked on and hoped to have it ready for their consideration at the next meeting.

Commissioner Aragon advised he was excited about the upcoming housing projects. He expressed appreciation to the Girl Scouts for the cookies and he thanked City staff for their efforts.
Commissioner Warren thanked City staff for the wonderful job they do. He also thanked the Girl Scouts for the cookies.
Mayor Harrison advised he had visited an individual who was interested in gathering donations to construct a new welcome sign at the Airport.

18. VOUCHERS.
$1,516,012.91, dated January 28, 2014. *Commissioner Denoyer moved to approve the vouchers, as presented, with Vice Mayor Willimon seconding the motion.*
The motion passed unanimously.

The meeting was adjourned by motion of Commissioner Denoyer.

ATTEST: ________________________________
Dave Harrison, Mayor

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Debra S. Giskie, CMC, City Clerk