

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

April 22, 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, April 22, 2014.

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

City Staff Present: City Manager Mark Hall, Public Works Director Joe Sealey, Finance Director Chris Ford, Public Works Director Joe Sealey, Deputy City Clerk Alicia Hidalgo, Human Resources Director Sheena Schmutz, Housing & Community Development Director Karen LaFreniere, Information Technology Supervisor Tim Lunceford, Director of Water Services Calvin Burke, Chief of Police Al Sill and City Attorney Shirla McQueen.

Mayor Denoyer declared the meeting called to order, and Deputy City Clerk Hidalgo read the roll call declaring a quorum present. The Pledge of Allegiance was recited, and Ann Holman of the risen Glory Church gave the invocation.

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

2. Approval of Agenda.

Mayor Denoyer requested approval of the agenda.

Commissioner Willimon moved to approve the agenda, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

3. Approval of Minutes.

Commissioner Willimon moved to approve the minutes of the April 6, 2014 Special Meeting, the April 8, 2014 regular meeting and the April 10, 2014 Special Meeting, as presented. The motion was seconded by Vice Mayor Aragon and carried by a vote of 4 to 0, with Commissioner Warren, abstaining.

4. Items from Citizens.

Mayor Denoyer 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 Denoyer 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/Seward County Emergency Communications Board, February 11, 2014.
2. Liberal Housing Authority, March 11, 2014.
3. Liberal Memorial Library, March 25, 2014.

- Mayor Denoyer inquired if the Commission wished to remove any items for further discussion.

Commissioner Willimon moved to approve the Consent Agenda, as presented, with Commissioner Warren seconding the motion. The motion carried unanimously.

7. Resolution No. 2195 - Sale and Conveyance of City Parking Lot.

Mayor Denoyer requested Commission consideration of Resolution No. 2195, entitled, "A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LIBERAL, KANSAS AUTHORIZING THE SALE AND CONVEYANCE OF CERTAIN PROPERTY".

- Finance Director Ford stated the City received request from Conestoga Energy Partners LLC to purchase a City owned parking lot (which was included in the City's original City Hall Lease Purchase with Bank of America) for the sum of \$30,000. The parking lot is located north of the Conestoga offices at 3rd Street and Lincoln Avenue and comprised of the North 1/2 of Lots 19-24, Block 29. The resolution authorizes the sale and conveyance of title and releases the property from the existing Lease and the Site Lease with Bank of America.
- Staff recommends Commission consider Resolution No. 2195 to authorize the sale and conveyance of the City parking lot to Conestoga Energy Partners, LLC, for the sum of \$30,000 to include the purchase of the lot and fees, with the net proceeds to be applied to our existing City Hall Lease Purchase balance with Bank of America.
- City Attorney McQueen has reviewed the documents.
- Vice Mayor Aragon questioned who currently uses the parking lot and Staff believes Conestoga uses that parking lot.

Commissioner Willimon moved to adopt Resolution No. 2195, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

8. Memorial Library Annex Walkway.

- Finance Director Ford informed the Commission that Mr. Thompson is here to speak on the walkway. On City standpoint, the City owns the main library; however, Mr. Thompson is requesting to connect to the building the foundation owns.
- Kenneth Thompson stated the library owns the land under both buildings. What the library wants to do is put a walkway between the two buildings and utilize the annex for children's programming and leasing to other entities which will allow them to rent out the south building for after hours.
- Mr. Thompson informed the Commission the diagram will change a bit for insurance reasons. The quote will be different as they have to add a second fire door and make some changes. He will go back to Library Board and possibly revise the plan. They are not asking for any money just the approval to put the walkway in.
- Legal standpoint will work.
- City Manager Hall

Commissioner Harrison moved to allow Liberal Memorial Library Trustees to construct a walkway between the library and former Big Brothers Big Sisters building located at 505 N. Kansas Avenue, as presented, with Commissioner Willimon seconding the motion. The motion carried unanimously.

9. Change to 2014 Housing Incentive Program.

- Housing & Community Development Director LaFreniere explained the proposed change to the 2014 Housing Incentive Program. There will no longer be a waiting period for applying for the incentive for a speculative home.

- Commissioner Warren questioned whether the information will be on the application as it is important to developers to know before starting a home.
- It will be on the application.
Commissioner Harrison to approve the changes to the program as presented, with Commissioner Willimon seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Warren abstaining.

10. Information Technology:

- a. IT Hardware and Software Upgrades.
 - Information Technology Supervisor Lunceford explained the need to purchase the new computer hardware and software. Mr. Lunceford recommends going with CDWG as they provided all information for the quote.
 - Commissioner Warren questioned if this was in the budget.
 - Finance Director Ford stated this was covered during the budget work session and were include in the 2014 budget.

Commissioner Willimon moved to purchase from CDWG in the amount of \$60,886 paid from each department's budget, as presented, with Commissioner Harrison seconding the motion. The motion carried unanimously.

- b. Sleuth Software.
 - Information Technology Supervisor Lunceford explained the machine that housed the records had catastrophic failure. The data was recovered and the hard drives were re-installed but the sleuth hardware was not working. Court and PD both use sleuth from time to time. Sleuth was contacted back in December to see if they could help get back up and running.
 - Sleuth quoted \$17,511.29, it would be remotely installed and the software would be most recent. It would make a hardcopy and in case of failure Staff can reinstall it.

Commissioner Harrison moved to approve the purchase of the remote installation of Sleuth at a cost of \$17,511.29, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

11. Water Department Equipment:

- a. Pickup.
 - Director of Water Services Burke stated truck #27 was in an accident and the frame was cracked on both sides. It is due to be replaced this year and the Water Department can get by with one new vehicle.

Commissioner Willimon moved to approve a pickup from Foss Ford in the Amount of \$22,350 with \$4,177.75 from insurance funds making the total \$18,172.25, as presented, with Commissioner Harrison seconding the motion. The motion carried unanimously.

- b. Hydraulic Bar Saw.
 - Director of Water Services Burke stated they are looking at going to a hydraulic bar saw as it more efficient and for safety issues. It can also be used with the hydraulic system of the Bobcat, mini ex, backhoe, and the individual hydraulic pumps. They will keep the old saw for parts.

- *Commissioner Willimon moved to purchase replacement cutoff saw in the amount of \$4222 as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

12. Police Department:

a. Concealable Body Armor.

- Police Chief Sill explained the vests have a five year recommended warranty. The vests are put on a rotation and in need of replacing eight (8) vests at \$635 each for a total of \$5,080.00. A grant will refund half of the total costs of this purchase.
- Commissioner Harrison questioned what happens to the old vests. Chief Sill said the company gives them to unfortunate agencies that can't afford vests.
- *Commissioner Harrison moved to approve the request to purchase eight (8) vest at \$635.00 for a total of \$5,080.00, as presented, with Commissioner Warren seconding the motion. The motion carried unanimously.*

b. Light Bars.

- Police Chief Sill stated the P.D. has 10 old strobe light bars in stock and would like to sell them to smaller departments that are in need of equipment.

Commissioner Harrison moved to approve the item as presented, with Commissioner Willimon seconding the motion. The motion carried unanimously.

13. Re-roofing Repairs - Airport Building No. 719.

- City Manager Hall reported the building has damage to the roof and needs repair. The project will come out of the asphalt milling fund and not out of general fund. Staff is waiting for a calm day to re-roof the building.

Commissioner Willimon moved to ratify the expenditure to re-roof Airport Building 719 in-house, funded from the Airport asphalt milling fund, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

14. Landlord Estoppel Certificate.

- City Manager Hall explained this is a housekeeping issue. Gilmore and Bell recommended the City execute the Landlord Estoppel Certificate.

Commissioner Harrison moved to authorize the Mayor to execute the Landlord Estoppel Certificate, as presented, with Commissioner Willimon seconding the motion. The motion carried by a vote of 4 to 0, with Vice Mayor Aragon abstaining.

15. 11th Street Water Line Project.

- Public Works Director Sealey explained the bid results are for West 11st Water Line Replacement. Staff will put the new line in if approved and replace the old line.
- The bid from King Enterprises was 20% over estimates. Staff met with the City Engineer to discuss the different possibilities and the City Engineer successfully negotiated the bid amount down by \$31,105 and Staff will do about \$9,000 of the work in-house. The final price for the bid is \$86,911.00.

Commissioner Harrison moved to proceed with the 11th Street Water Line Project in the amount of \$86,911.00, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

16. CITY MANAGER'S REPORT.

- City Manager Hall reported the Spring clean up coupon is on the April water bills and recommend the public take advantage of that coupon.
- Mr. Hall stated Staff working hard and commends all the departments. The Pool project is going well and plan on opening Memorial Weekend.
- The shooting range is going as planned and Staff is hoping to have an opening for the shooting range in the next couple of weeks.
- Council of Governments is Thursday at 7:00 a.m..

17. ITEMS FROM COMMISSIONERS.

Commissioner Warren asked about setting up a meeting to discuss incentives. It was stated one will be set up prior to the next Commission meeting. He also thanked Staff for all they do. He noted Cal Ripken baseball has started and they are very grateful for the use of Rosel Field. The Rockies are off to a good start and he's lucky to have some good players.

Commissioner Willimon wants to thank Staff for working hard and commends the departments for going above and beyond. It is what's right about this City. She also thanked her fellow commissioners for working together and everyone want growth and progress for Liberal.

Commissioner Harrison thanked Staff for everything they do and he wishes everyone could see how much time and effort goes into everything. There is a big car show on May 10 and want to thank Bill Hill for bringing it to Liberal. He also wants to thank the Parks Department for their participation and cooperation to help make it happen.

Vice Mayor Aragon thanked Staff especially those departments picking up trash and parks look good. The Cinco de Mayo celebration is May 10 and the Liberal BeeJays will be starting other summer baseball soon.

Mayor Denoyer thanked Mark, Sheena, and Chris for the open line of communication. He stated the parks look good. On Saturday, Stepping Stone Shelter is having their Spring Sing BBQ Thing and NELL will conduct their annual cleanup. He noted there is plenty to do and experience and Liberal is on its way to be the City of Choice.

18. VOUCHERS.

\$1,166,888.50, dated April 22, 2014. *Commissioner Willimon moved to approve the vouchers, as presented, with Vice Mayor Aragon seconding the motion.*

- The Commission doesn't go thru each line item one by one because too time consuming.
- The motion passed unanimously.*

The meeting was adjourned by motion of Commissioner Harrison.

Joe Denoyer, Mayor

ATTEST:

Alicia Hidalgo, Deputy City Clerk