

## THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

December 29, 2015

The regular meeting of the Liberal City Commission was held at 5:30 p.m. in the Commission Chambers located at 325 North Washington on Tuesday, December 29, 2015.

**Commissioners Present:** Mayor Joe Denoyer, Vice Mayor Dean Aragon, Jack Carlile, Dave Harrison and Tony Martinez.

**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, Economic Development Director Jeff Parsons, Housing & Community Development Director Karen LaFreniere, LPD Lieutenant Jared Ratzlaff, Chief of Police Al Sill, Industrial Park Director Brad Beer and City Attorney Shirla McQueen.

*Mayor Denoyer 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 Joe Denoyer.*

**1. Awards/Proclamations/Presentations.** Retirement Awards. Human Resources Director Schmutz announced two City employees had retired on December 22, 2015:

- Reginaldo "Reggie" Diaz De Leon served as a Light Equipment Operator for the Street Department for the past 17 years.
- Paul Phillips served as a Light Equipment Operator for the past 31 years in the Street Department.

Ms. Schmutz noted a retirement reception was held for these employees earlier this month and she noted the City wishes them well in the future. The Commission applauded their efforts.

### **2. Approval of Agenda.**

City Clerk Giskie noted the agenda should be amended so Item 3 reads approval of the minutes from the December 8, 2015 meeting instead of the November 24, 2015 meeting. Mayor Denoyer requested approval of the agenda, as amended.

*Commissioner Harrison moved to approve the agenda, as amended, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

### **3. Approval of Minutes.**

*Vice Mayor Aragon moved to approve the minutes of the December 8, 2015 regular meeting, as presented. The motion was seconded by Commissioner Carlile carried unanimously.*

### **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.

- Rozelle Webb, executive director of the Liberal Chamber of Commerce, appeared before the Commission to thank the City for providing the Santa House during the holiday season. She also invited the Commission to the “Southwest Kansas Night Out in Topeka” scheduled for January 25, 2016 in Topeka. She noted this provides an opportunity to visit with legislators representing Kansas and asked that anyone wanting to attend to contact her.

## **6. Consent Agenda:**

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

1. Liberal Housing Authority, November 17, 2015.
2. Liberal Memorial Library, June 16; July 21; August 18; September 15; and October 20, 2015.

### **b. Approval of Cereal Malt Beverage Licenses:**

- |                                 |                            |
|---------------------------------|----------------------------|
| 1. Express Stop 3               | 343 East Pancake Boulevard |
| 2. Fruteria Ojinaga             | 621 South Kansas Avenue    |
| 3. Mi Tierra                    | 601 South Kansas Avenue    |
| 4. Midway Cafe II               | 225 West Pancake Boulevard |
| 5. Taqueria el Gallo de Jalisco | 719 South Kansas Avenue    |
| 6. The Best Market              | 910 South Kansas Avenue    |

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

- *Commissioner Carlile requested that Item 6)a(1) be pulled for further discussion.*
- Commissioner Carlile questioned why the Housing Authority minutes stated unexpired term for Jennifer Malin. City Clerk Giskie advised Ms. Malin was appointed to fill an unexpired term, which means she would be eligible to be reappointed for two full terms.

*Commissioner Harrison moved to approve the Consent Agenda, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

## **7. Final Reading of Ordinance No. 4462 - Adopting the 2015 Standard Traffic Ordinance.**

Mayor Denoyer requested Commission consideration of the final reading of Ordinance No. 4462, entitled, "AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF LIBERAL, KANSAS; INCORPORATING BY REFERENCE THE “STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES”, 43RD EDITION OF 2015 AND REPEALING AND REPLACING SECTION 14-101, AND REPEALING Sections 14-108, 14-109, AND 14-110 OF THE CODE OF THE CITY OF LIBERAL, KANSAS.

*Commissioner Harrison moved to adopt Ordinance No. 4462, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

## **8. Final Reading of Ordinance No. 4463 - Adopting the 2016 Uniform Public Offense Ordinance.**

Mayor Denoyer requested Commission consideration of the final reading of Ordinance No. 4463, entitled, " AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF LIBERAL, KANSAS; INCORPORATING BY REFERENCE THE “UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES”, 31ST EDITION OF 2015, AND REPEALING AND REPLACING EXISTING SECTION 11-101 OF THE CODE OF THE CITY OF LIBERAL, KANSAS".

*Commissioner Carlile moved to adopt Ordinance No. 4463, as presented, with Commissioner Harrison seconding the motion. The motion carried unanimously.*

#### **9. First and Final Reading of Ordinance No. 4464 - Amend 2015 Fiscal Year Budget.**

Mayor Denoyer requested Commission consideration of the first and final reading of Ordinance No. 4464, entitled, "AN ORDINANCE AMENDING THE 2015 FISCAL YEAR BUDGET APPROPRIATIONS FOR THE DEBT SERVICE FUND, THE 1% CITY SALES TAX FUND, AND THE WASTEWATER UTILITY FUND".

Finance Director Ford advised the ordinance scheduled for first and final reading will amend the 2015 fiscal year budget by increasing three funds to bring the budget authority to the correct amount. He reviewed the funds to be increased, which included Debt Service to account for the GO Bond Refinance Expenses; City 1% Sales Tax to account for Multi-Family Housing Incentive Program and Animal Shelter Expansion Project; and the Wastewater Utility, as listed in the agenda packet.

- City Clerk Giskie reported Mayor Denoyer has signed the letter waiving the first reading of the ordinance.

*Commissioner Harrison moved to adopt Ordinance No. 4464, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

#### **10. Fiscal Year 2015 Transfers.**

Finance Director Ford advised the City is in need of completing the Fiscal Year 2015 transfers, which budget authority exists. He reviewed the twelve transfers as listed in the agenda packet.

- Commissioner Carlile questioned the transfers for the Pool and Arkalon equipment. It was noted the pool received necessary repairs and Arkalon is requesting the transfer of funds for the future purchase of a mower and tractor. Commissioner Carlile suggested putting all the necessary equipment into one bid package in order to get the best bids.

*Commissioner Carlile moved to approve the Fiscal Year 2015 transfers, as presented, with Commissioner Martinez seconding the motion. The motion carried unanimously.*

#### **11. Reclassification of Delinquent Accounts Receivable & Utility Accounts.**

- Finance Director Ford requested approval of the reclassification of delinquent accounts receivable and utility accounts in the amount of \$30,777.09. He advised he reviewed the delinquencies that are over 120 days past due and discussed the efforts made to collect the entire balances due.

*Vice Mayor Aragon moved to approve the reclassification of delinquent accounts receivable and utility accounts over 120 days past due in the amount of \$30,777.09, as presented, with Commissioner Harrison seconding the motion. The motion carried unanimously.*

#### **12. Update - My Police Department Application.**

LPD Lieutenant Ratzlaff appeared before the Commission to provide an update of the My Police Department application for iPhone and Android devices. He reported the App has over 106 downloads since early December and one tip has been received. He noted they are currently working out the kinks of the program and are pleased with the tests performed.

- Lt. Ratzlaff explained some of the 40 features of the program they are using, including how to register your account and the department will not know your name, only if you are male or female and an age group. He advised you can access the program through a computer as well as a cell phone and the program gives you the ability to contact any person in the police department, office numbers and e-mail addresses, the main number for the police department, allows a person to submit an anonymous tip and the drop down menu includes many features, such as being able

to converse with an officer, ask a question, commend an officer, get directions to the department, the ability to access sites such as the national terror network, national weather, victim rights, amber alerts and missing children in Kansas, local bus drop information and the ability to access the department's Facebook page, and twitter.

- Mayor Denoyer asked if the App had a link to Crimestoppers. Lt. Ratzlaff noted that is currently not an option.

*The Commission thanked Lieutenant Ratzlaff for the update and commended his efforts.*

### **13. 2016 Housing Programs.**

Housing & Community Development Director LaFreniere reviewed the proposed 2016 Housing Programs, including New Construction Single-Family Housing Incentive Program; First-Time Homebuyer Program; SAFE AT HOME Program; Senior Housing Opportunities; and Paint the Town Program.

- Ms. LaFreniere noted the programs will remain as in 2015 except the SAFE AT HOME program which will be increased from 50 smoke alarms and 50 carbon monoxide detectors to 100 each.
- Discussion was held on the success of the First-Time Homebuyer Program that was increased last year from \$60,000, to \$90,000 and then to \$120,000.

*Commissioner Harrison moved to approve the 2016 Housing Programs, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

### **14. 2016 Economic Development Programs.**

Economic Development Director Parsons reviewed the programs, including Economic Incentive Programs: Industrial Park Incentive Program; Downtown Revitalization Programs: Downtown Office Relocation Grant and Downtown Building Conversion Grant; Economic Retention Programs: Façade Improvement Program; Economic Marketing Program; and Multi-Family Housing Incentive: New Construction Multi-Family Housing Incentive Program.

- City Manager Hall noted all programs are subject to Commission approval.
- Vice Mayor Aragon questioned the contract with Retail Strategies. Mr. Parsons advised the contract is renewed on an annual basis.
- Commissioner Carlile questioned what Retail Strategies has done for the community. Mr. Parsons advised he talks to them frequently about potential opportunities, in fact he talked to them several times just last week. Commissioner Carlile asked if anything has come to Liberal as a result of Retail Strategies' assistance. Mr. Parsons advised nothing as of yet, but noted retail is not a speedy process. Mayor Denoyer noted we need to keep working on getting the word out about these incentive programs that are available to the public.

*Commissioner Harrison moved to approve the 2016 Economic Development Programs, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

### **15. JEDC Board Appointment.**

Economic Development Director Parsons noted the term of Norma Jean Dodge will expire at the end of the year and she has expressed the desire to be reappointed for an additional term.

*Commissioner Harrison moved to reappoint Norma Jean Dodge to the JEDC to a three-year term ending 2018, as presented, with Commissioner Carlile seconding the motion. The motion carried unanimously.*

#### **16. Cemetery Irrigation Automation.**

Industrial Park Director Beer referred to the quotes received for the Cemetery irrigation automation as budgeted for 2015. He noted if approved, he would obtain a purchase order and order the supplies and they would work on the project in-house next year.

*Commissioner Harrison moved to approve the encumbrance of \$9,155.54 for the Cemetery Irrigation Automation Project, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.*

#### **17. CITY MANAGER'S REPORT.**

City Manager Hall thanked City staff for a great year and noted a lot was accomplished and obstacles overcome. He expressed appreciation for all their hard work. He advised during these economic tough times, the departments did some fantastic things to help Liberal get through it and advised we couldn't have done it without them. He reported every individual and every department were important

- Mayor Denoyer questioned the status of the ball park. Mr. Hall advised it is a work in progress but it will be ready for the ball seasons.

#### **18. ITEMS FROM COMMISSIONERS.**

*Vice Mayor Aragon* thanked City staff for all they have done and acknowledged that the departments were ready for the snow. He expressed appreciation to the departments for using equipment as long as they can. He wished everyone a Happy New Year.

*Commissioner Harrison* wished everyone a Happy New Year.

*Commissioner Carlile* also wished everyone a safe and Happy New Year.

*Commissioner Martinez* noted he had received a call on how good Western Avenue was cleared of snow and thanked the crews for doing a great job. He noted some signs have been knocked down in the community by vandals. He thanked City staff for what has been done during his time on the Commission and he wished everyone a Happy New Year.

*Mayor Denoyer* thanked City staff for an exceptional year in accomplishing many projects and also for coming out of their comfort zone and working on projects together. He also congratulated LPD Officer Russell Almes for accepting the police chief position in Herington, Kansas and noted we hate to see him go but wish him the best of luck. Mayor Denoyer thanked City staff for making the Commission look good and wished everyone a Happy New Year.

#### **19. VOUCHERS.**

\$942,241.12, dated December 29, 2015. *Vice Mayor Aragon moved to approve the vouchers, as presented, with Commissioner Martinez seconding the motion. The motion passed unanimously.*

*The meeting was adjourned by motion of Commissioner Carlile.*

ATTEST:

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Joe Denoyer, Mayor

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Debra S. Giskie, CMC, City Clerk