

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

April 26, 2016

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, April 26, 2016.

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

City Staff Present: City Manager Mark Hall, Finance Director Chris Ford, City Clerk Alicia Hidalgo, Human Resources Director Sheena Schmutz, Economic Development Director Jeff Parsons, Transportation Services Director Daniel Zuniga, Public Grounds Services Director Brad Beer, Water Utilities Director Cal Burke, Police Chief Al Sill, and City Attorney Shirla McQueen.

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

1. Awards/Proclamations/Presentations.

Mayor Denoyer presented a proclamation designating May 1-7, 2016 as Public Service Recognition Week to Human Resources Director Schmutz. Mayor Denoyer also presented a proclamation to the Liberal Memorial Library proclaiming May 7, 2016 as The Crossroads of Fandom.

2. Approval of Agenda.

Mayor Denoyer requested approval of the agenda.

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

3. Approval of Minutes.

Commissioner Carlile moved to approve the minutes of the April 12, 2016 regular meeting, as presented. The motion was seconded by Vice Mayor Aragon and 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. *No items were presented.*

6. Consent Agenda.

a. Acknowledge Receipt of Minutes:

1. Liberal Housing Authority, March 15, 2016.

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

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

7. Agreement with VAS Hotels, LLC for use of Transient Guest Tax Agreement

- Economic Development Director Jeff Parsons noted at the last meeting, the Commission approved the Transient Guest Tax Policy. VAS Hotels LLC submitted the first application for the policy. The proposed project includes an 83 room Fairfield Inn & Suites along with the construction of a Conference Center which will serve 400-600 people.
- The project meets all the guidelines and criteria and is eligible for the rebate.
- The application was presented to the Convention and Visitors Bureau Advisory Board and has been reviewed by both the City Attorney and VAS Hotels counsel.
- Commissioner Harrison asked for clarification as he heard there was some confusion about this item. The bed tax is only used for this new hotel to pay for this conference center. It was designed specifically for the rebate and only works for new hotels.
- Pritesh Bhakta, managing partner for VAS Hotels, thanked the Commission and expressed they are excited to start this project.
- Commissioner Harrison thanked Mr. Bhakta for what they are doing. Mr. Harrison noted the Commission voted two weeks ago on the policy and there was not a lot of support for it but maybe after this, he hopes the support will be 100%.
- Mayor Denoyer thanked both Mr. Bhakta and Economic Development Director Parsons. He stated the City is open for business and would like to see Liberal to continue to grow.

Commissioner Carlile moved to adopt the Transient Guest Tax Rebate Agreement with VAS Hotels, LLC for use of Transient Guest Tax Agreement, as presented, with Commissioner Harrison seconding the motion. The motion carried unanimously.

8. KDOT Federal Aid Fund Exchange Master Agreement.

- Finance Director Chris Ford explained KDOT is currently holding federal funds in the amount of \$1.2 million. That amount has accrued since 2011. KDOT's new program allows us to use the funds at a rate of 90% of local Federal obligation authority for reimbursement of eligible costs incurred for preliminary engineering, right of way acquisition, utility relocation, construction, and inspections.
- KDOT prefers we utilize the oldest funding first. Staff proposes we utilize the funds on the 6 Points Project and Highway 54/Clay Intersection Project.
- City Manager Hall stated we are still working out the details and will follow guidelines.

Commissioner Harrison moved to approve the Master Agreement to participate in the Federal Aid Fund Exchange Program with KDOT, as presented, with Commissioner Carlile seconding the motion. The motion carried unanimously.

9. Lease and Clean Up of Old Liberal Iron & Metal.

- Transportation Services Director Daniel Zuniga explained the City leased the old Liberal Iron and Metal to Perryton Iron & Metal for one year at no cost in exchange for them to remove the building and clean up the area. Anything left is no longer useful to the City.
- The owner expressed interest in purchasing the City's scrap metal at \$80/ton.
- The building is broken down and there is about 30% left to haul off.
- Economic Development Director Parsons stated it should be completed within 3-4 weeks.

Commissioner Harrison moved to approve the sale of the City's scrap metal for \$80 per ton to Perryton Iron and Metal as presented, with Commissioner Martinez seconding the motion. The motion carried unanimously.

10. Willow Tree Golf Course - Irrigation System Computer Extended Warranty.

- Public Grounds Services Director Brad Beer referenced the memo in the packet which describes the renewal options, support, and warranty information for the Irrigation System. The system operates 15 irrigation controllers via radio signal. The extended warranty enables us to have 24/7/365 support, and we will receive free controller software service and updates as well as discounts on future system enhancements. It also provides 24 hour hardware replacement.

Commissioner Harrison moved to approve the five year Ultimate plan, with a lump-sum payment of \$13,360.00 to be funded from the Willow Tree Irrigation Project as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

11. Water Department - SCADA System Upgrades Letter of Intent.

- Water Utilities Director Cal Burke explained Staff is finalizing the proposal for water system upgrades to be funded from the Kansas Department of Health and Environment (KDHE) Revolving Loan which will be presented to the Commission in the future. Contained in the upgrades is the Supervisory Control and Data Acquisition (SCADA) which the Water Department utilizes to control the flow and delivery of water through the City's water system. We are experiencing malfunction issues on the current system. The current SCADA was purchased from Micro-Comm, Inc.

- Micro-Comm requested a Letter of Intent from the City for the upgrades in order to start the project as there is a 90 day lead time for the components to be designed and constructed. Micro-Comm will accept two payments, half of the total in 2016 and the other half in 2017 which could be funded from the Water Department's Operating budget as a funding alternative. Staff will present a formal request to finalize the purchase of the Micro-Comm SCADA System Upgrade one financing is secured.

Commissioner Carlile moved to approve the Letter of Intent to Micro-Comm for SCADA System upgrades in the amount of \$119,616.00 as presented, with Commissioner Martinez seconding the motion. The motion carried unanimously.

12. Liberal Memorial Library Board Appointment.

- City Manager Hall stated the Library Board has a vacancy and Kenneth Thompson would like to be reappointed.

Commissioner Harrison appoint Kenneth Thompson to a second four-year term, as presented, with Commissioner Carlile seconding the motion. The motion carried unanimously.

13. City Manager's Report.

- City Manager Hall reminded the Commission there is a Council of Governments meeting on Thursday to discuss the Washington DC trip. There was a lightning strike in the northwestern part of the Water Plant and Mr. Hall gave thanks Cal and the rest of the Water Department for their hard work. All departments are getting out and getting on top of mowing and trimming, and Staff hopes to keep on top of it all season.
- Next week is Public Service Recognition Week. The events next week is the City's way to show appreciation to employees. The Commission is invited to all the events.
- Discussion was held regarding the blockade at the tennis court area in Blue Bonnet Park. The blockade will be permanent with lines for parking, the sidewalk will be extended, and

beautification added in around it. There is also a possibility of blocking the 8th Street entrance by the Recreation Center to help keep pedestrians safe.

- Discussion was held on the parking area at Leete Park. A smaller splash park will be put in the future along with discussions for a safe crossing method across Pine Street to the park.
- It was noted the Building Department will have contractors mow for Code Enforcement as it worked well last year. The City is not doing this as a profit. If a property is mowed, it is just a pass through. The rate is \$150 for the first hour and \$40 each additional hour so it is cheaper for property owners to mow and maintain their property. There was notification in the city newspaper to keep people aware.

14. ITEMS FROM COMMISSIONERS.

Commissioner Harrison thanked staff for everything they do and each department is doing a nice job. He is excited about the convention center we will get soon. The project took a lot of thinking ahead and understanding it is not going to cost more to taxpayers because it's not tax payer's money. He wants the community to ask questions and find out how the programs work. Mr. Parsons is always open to talk. We will do anything to attract new business and he appreciates the work on that project. Mr. Harrison knows that the weeds are growing, however, he has a hard time with people who own property and do not keep up on it. Some people think they shouldn't have to clean it up. If you own a piece of property in Liberal KS, someone will keep it up. No one should have to tell you when weeds are a foot tall.

Commissioner Carlile stated the convention center has been two years in the making.

Commissioner Martinez wants to second what Dave & Jack said and gave thanks for VAS Hotels LLC in investing in Liberal. He hopes more is to come. Mr. Martinez also thanked the NELL group for cleaning up five tons of trash and thanks to Frank and everyone else who helped. Mr. Martinez noticed the progress on the streetscape on Kansas Avenue.

City Manager Hall notified the Commission, we will have a ceremony to kick off the Kansas Ave. project at the end of May. Right now, they are working on the lighting and we will see that going up Kansas Ave. June 1st is tentative start date for the project.

Vice Mayor Aragon thanked Staff for all they do. Their efforts show and thank you.

Mayor Denoyer stated the City is open for business and we will entertain ideas. Get out and enjoy our great community. Go out and enjoy the car show in Light Park next week. Enjoy the town and make Liberal your own. Mayor Denoyer thanked to Staff and citizens.

15. VOUCHERS.

\$1,777,343.90, dated 2016. *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 Harrison.

Joe Denoyer, Mayor

ATTEST:

Alicia Hidalgo, City Clerk