

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

September 13, 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, September 13, 2016.

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

City Staff Present: City Manager Mark Hall, Finance Director Chris Ford, City Clerk Alicia Hidalgo, Public Grounds Director Brad Beer, Transportation Services Director Daniel Zuniga, Human Resources Director Sheena Schmutz, Building Director Kevin Kirk, Economic Development Director Jeff Parsons, Fire Chief Kelly Kirk, Deputy Fire Chief Skeety Poulton, Chief of Police 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 Jack Jacobs of the First Southern Baptist Church gave the invocation.

1. Awards/Proclamations/Presentations. Constitution Week – Bonnie Raff thanked the Commission and handed out constitution booklets. Direct Support Professionals Recognition Week – Mosaic thanked the Commission. Fire Prevention Week – The Fire Department thanked the Commission.

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 by a vote of 4 to 0, with Commissioner Carlile absent.

3. Approval of Minutes.

Commissioner Martinez moved to approve the minutes of the August 18, 2016 Special Meeting; August 23, 2016 regular meeting; and August 29, 2016 Special Meeting, as presented. The motion was seconded by Commissioner Harrison carried by a vote of 4-0, with Commissioner Carlile absent.

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.

Jeanell Kulow, Liberal. Mrs. Kulow wanted to give kudos to the City for the Senior Citizen Program and the Bus Service. She stated the City has the best bus service. She also presented Mayor Denoyer with a card for helping her out and giving her a ride.

The Commission thanked Mrs. Kulow.

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.

- *Ronda Maxwell, OKC, Executive Director of Liberal Air Show, gave an update. They added two items to the agenda for the Air Show. The night show on Friday will start at approximately 8:30 and you can tune into the radio and they will do a live narrative and music. On Friday morning, the acts will have a practice run from 11:30-12:30 and each act will do a mild routine. One act had to cancel because of illness. Mrs. Maxwell thanked the City. The Board couldn't be happier with the cooperation from Police, Fire, Chris Ford, and Debbie Giskie. Everyone at the City is wonderful. She handed out flyers for the show. The Commission thanked Ronda.*

6. Consent Agenda:

- a. Acknowledge Receipt of Minutes:
 1. Liberal Housing Authority, July 19, 2016.
 2. Liberal Convention & Tourism Board, August 18, 2016.
- b. Approve Airport Leases:
 1. #24.02 Humble Welding \$878.50 1 year
 2. # 41.07 Tanking Compressor Service, LLC \$1,279.08 1 year
 3. #137.02 Butch and Linny Dick \$1,174.75 1 year
 4. #142.00 ABC Self-Store-It \$3,744.18 1 year
 5. #164.00 David Falke \$1,317.75 1 year

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 by a vote of 4-0 with Commissioner Carlile absent.

7. Resolution No. 2246 - Kansas Municipal Investment Pool Account Authorization.

Mayor Denoyer requested Commission consideration of Resolution No. 2246, entitled, "A Resolution Authorizing Signors on the Kansas Municipal Investment Pool Accounts."

- Finance Director Chris Ford stated the City is in need of updating our authorized signors for the City of Liberal accounts deposited in the Kansas Municipal Investment Pool. Resolution No. 2246 would name Mark Hall, City Manager; Chris Ford, Director of Finance; Alicia Hidalgo, City Clerk; and Madalen Day, Director of Accounting as authorized signors on the Municipal Invest Pool accounts.

Commissioner Harrison moved to adopt Resolution No. 2246, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

8. KDHE Water Revolving Loan Project - Engineering Contract.

- Finance Director Chris Ford explained as we finalize our application for the \$2,678,813.58 KDHE Water Revolving Loan, it is a requirement that the City has a formal engineering contract for the project. City Engineer, Pete Earles has prepared a formalized engineering contract for the Water Revolving Loan Fund projects which will encompass the re-drilling of two wells, the update to the SCADA system and water line replacement around various areas of the City.

Vice Mayor Aragon moved to approve the engineering contract with Earles Engineering and Inspections, Inc. for the KDHE Water Revolving Loan Fund Project in the amount of \$292,602.25 as presented, with Commissioner Martinez seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

9. Grier House Modifications - VA Clinic.

- Finance Director Chris Ford stated that in order to meet the Environment of Care standards and continue the long-standing lease of the Grier House, Staff has been working with the Veteran's Administration (VA) to implement modifications that would not only maintain the historical integrity of the facility, but also could be restored to the prior state should the City ever need to do so.

- Two items are being requested: a. is the VA Supplemental Lease Agreement which details the modifications and b. French Construction LLC's proposal for modifications to the VA Clinic, for which the City will be reimbursed by the VA.

a. Vice Mayor Aragon moved to approve the VA Clinic Supplemental Lease Agreement for their requested modifications to the Grier House, as presented, with Commissioner Martinez seconding the motion. The motion carried by a vote of 4-0 with Commissioner Carlile absent.

b. Commissioner moved to accept French Construction, LLC's proposal in the amount of \$98,625.60 for the modifications to the VA Clinic, for which the City will be reimbursed by the VA, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

10. Holiday Light Pole Decorations.

- Public Grounds Director Brad Beer is requesting permission to purchase new light pole decorations. Staff would like to keep the look clean and crisp. Two options were presented and Mr. Beer showed a sample of the light decorations. If the Commission chooses Option A, the old lights will be repurposed around town.

Commissioner Harrison moved to go with Option A, purchase 150 new LED light pole decorations in the amount of \$29,250.00, plus freight, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously or by a vote of 4-0, with Commissioner Carlile absent.

11. Senior Citizen Housing Program - Water System Improvement Fees.

City Manager Hall noted that in October, the City will implement a charge of \$6.25 as a Water System Improvement Fee. Attached is a proposed *Water System Improvement Fee Waiver Program* guidelines and application. Eligible residents can apply for a fee waiver of \$6.25 per month. If approved, the program will be paid for through the Housing & Community Development portion of the one-cent sales tax. Information will be provided to the public this month and applications can be picked up any time.

- Commissioner Harrison suggested Staff go to the Senior Center to present the program.
- Commissioner Martinez also volunteered to go help out at the Senior Center.

Commissioner Harrison moved to approve the Water System Improvement Fee Waiver Program, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile, absent.

12. SCBA Air Compressor and Fill Station.

- Deputy Fire Chief Skeety Poulton stated the Fire Department is requesting the purchase of a SCBA Air Compressor and Fill Station. The old system need a complete overhaul as it has mechanical issues and parts are obsolete to try to repair. Staff attempted to get three quotes and a local charitable organization will donate \$20,000 for this project.

Commissioner Martinez moved to accept the donation from a local charitable organization in the amount of \$20,000 with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

Commissioner Harrison moved to accept the bid from Emergency Fire Equipment, Inc., for a Bauer Legacy Compressor 18 cfm w/ CO monitor, containment fill station, installation, and testing in the amount of \$16,107, as presented, with Commissioner Martinez seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

13. Trench Shoring Equipment.

- Staff is requesting to purchase shoring equipment. The Water Department and Fire Department can both use it. Staff is requesting to purchase the 16 shore Kit from Conrad Fire Equipment in the amount of \$21,558.10 plus freight estimated at \$500.00. Staff would also need to purchase lumber and materials in the amount of \$3,000 to be used with the PARATECH equipment for shoring.

Vice Mayor Aragon moved to approve the purchase of the 16 Shore Kit from Conrad Fire Equipment in the amount of \$21,558.10 plus freight and lumber and materials in the amount of \$3,000 for a total amount of \$25,058.10, as presented, with Commissioner Martinez seconding the motion. The motion carried unanimously or by a vote of 4-0, with Commissioner Carlile absent.

14. Retail Strategies Renewal.

- Economic Development Director Jeff Parsons stated it is time to renew the contract with Retail Strategies in the amount of \$28,000. Staff is pleased with the company and their work.

Commissioner Harrison moved to renew the contract for one year with Retail Strategies in the amount of \$28,000, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

15. Acceptance of Bids - Centennial.

- Economic Development Director Jeff Parsons stated this item is to accept the bids for Centennial for concrete pavement only. Three bids were received and the lowest bid was from Tarbet Construction in the amount of \$560,141.50.

Commissioner Martinez moved to accept the bid from Tarbet Construction in the amount of \$560,141.50, as presented, with Commissioner Harrison seconding the motion. The motion carried by a vote of 4-0 with Commissioner Carlile absent.

16. LKM Voting Delegates.

- City Manager Hall noted the League of Kansas Municipalities is in Overland Park on October 8-10 this year. The City would like to appoint Mayor Joe Denoyer, Vice Mayor Dean Aragon, Commissioner Jack Carlile, and Commissioner Tony Martinez as voting delegates to this year's League annual conference

Commissioner Harrison moved to appoint Mayor Joe Denoyer, Vice Mayor Dean Aragon, Commissioner Jack Carlile, and Commissioner Tony Martinez as voting delegates to this year's League annual conference, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Carlile absent.

17. Street Sweeper:

- City Manager Hall reported we received the new street sweeper. Staff was looking at a trade-in value of \$7,500. Staff is requesting the Commission give him the okay to sell the old street sweeper to National Beef in the amount of \$7,500 instead of trading it in to the company. Staff is still waiting on the title work.

Commissioner Harrison moved to sell the old street sweeper to National Beef in the amount of \$7,500, as presented, with Commissioner Martinez seconding. The motion passed by vote of 3-0 with Vice Mayor Aragon abstaining and Commissioner Carlile Absent.

18. CITY MANAGER'S REPORT.

- City Manager Hall thanked all City Departments. Staff is getting ready for fall and planning for winter projects. Special thanks to Parks, Streets, and the Fire Department as they have stepped forward and volunteered to help with the Duck Race. The race is moving it to Light Park this year. Staff is prepping for the Air Show and thanks to all the departments involved.
- Daniel Zuniga gave a short update on 15th Street & Kansas Avenue; 15th and Western; and Western and South Holly Drive.

18. ITEMS FROM COMMISSIONERS.

Commissioner Martinez advised 15th Street and Kansas Avenue is only a small delay and asks the public to be patient as the intersection will be nice when it's done.

Commissioner Harrison echoed what Commissioner Martinez said. He also wished Commissioner Carlile a speedy recovery. Commissioner Harrison thank all City Staff and departments for all their hard work and for taking pride in what they do. Thank you

Vice Mayor Aragon wished Carlile a speedy recovery and thanked Mrs. Kulow for the positive feedback. He thanked City Staff as they are keeping busy and Commission appreciate them.

Mayor Denoyer advised on Thursday, PenAir will fly into Liberal at 4 p.m for a meet and greet with a 4:15 ribbon cutting. He appreciates Administration and Staff. The Air Show is good for Liberal as many people will attend and also walk through the Air Museum. Mayor Denoyer also reminded motorist that

speed zones are not a suggestion. Please obey traffic laws in school zones and do not go around school buses. Let's keep kids safe. Thanks to City Staff as they are doing a tremendous job at 15th & Kansas. It's a few days of inconvenience but worth it. Big things coming.
Commissioner Carlile was absent.

Deputy Fire Chief Poulton announced that October 15 is the end of fire prevention and also the weekend of the Fire Department's 100 year Anniversary. On Saturday, they will give tours, have food, and have the original bell there.

18. VOUCHERS.

\$1,301,129.49, dated September 2, 2016. *Vice Mayor Aragon moved to approve the vouchers, as presented, with Commissioner Martinez seconding the motion. The motion passed by a vote of 4-0, with Commissioner Carlile absent.*

The meeting was adjourned by motion of Commissioner Harrison.

Joe Denoyer, Mayor

ATTEST:

Alicia Hidalgo, City Clerk