

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

September 27, 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 27, 2016.

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

City Staff Present: City Manager Mark Hall, Finance Director Chris Ford, City Clerk Alicia Hidalgo, Transportation Services Director Daniel Zuniga, Human Resources Director Sheena Schmutz, Recreation Director Matt Quint, Building Director Kevin Kirk, Code Enforcement Officer Jeremy Dierking, Chief of Police Al Sill and City Attorney Kerry McQueen.

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

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

2. Approval of Agenda.

Mayor Denoyer requested approval of the agenda.

Commissioner Harrison moved to approve the agenda, as presented, with Commissioner Carlile seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

3. Approval of Minutes.

Vice Mayor Aragon moved to approve the minutes of the September 13, 2016 regular meeting, as presented with Commissioner Harrison seconding the motion. The motion carried by a vote of 3-0, with Commissioner Carlile abstaining and Commissioner Martinez 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.

Rozelle Webb, Liberal, KS. The Chamber of Commerce thanked the Commission, City Manager and all the City Departments that helped with the Duck Festival. It was a great day, the weather was nice and it was a community event. The Chamber thanked the Commissioners and Mr. Hall for allowing City Departments to help as they were very helpful. Without the help, they wouldn't be able to have this event. Special thanks to Recreation, Street, Parks, Golf, and especially the Fire Department. Moving to new location was daunting but with all the help, everything went great. Thank you Kelly Kirk, Brad Beer, Daniel Zuniga, Bill Houk and Mark Hall.

The Commission thanked Rozelle.

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, August 16, 2016.
 2. Liberal Metropolitan Area Planning Commission, August 11, 2016.
- b. Approval of Cereal Malt Beverage Licenses:
 1. La Herradura Restaurant 401 S. Kansas Ave.

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 Martinez absent.*

7. Hay Rice & Associates, Chtd:

a. 2015 Audit.

- Dustin Ormiston - Hay Rice & Associates, Chtd. Mr. Ormiston presented the audit and thanked Staff for the excellent help.
- Discussion was held regarding the 2015 Audit and from a financial standpoint the City is in good financial shape.

Commissioner Carlile moved to approve the 2015 Audit, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

b. 2016 Audit Contract.

Commissioner Carlile moved to approve the 2016 Audit Contract, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 3-0, with Commissioner Harrison abstaining and Commissioner Martinez absent.

8. Resolution No. 2247 Vehicle Abatement of 310 N. Grant and 324 N. Grant.

Mayor Denoyer requested Commission consideration of Resolution No. 2247, entitled, "A RESOLUTION AUTHORIZING THE REMOVAL OF MOTOR VEHICLE NUISANCES FROM CERTAIN PROPERTIES IN THE CITY OF LIBERAL, KANSAS, PURSUANT TO SECTION 8-510 OF THE CODE OF ORDINANCES OF THE CITY OF LIBERAL, KANSAS."

- Code Enforcement Officer Jeremy Dierking stated inspections were done on August 31, 2016 and the following addresses had vehicle violations: 310 N. Grant, 318 N. Grant and 324 N. Grant. Staff recommends 10 days notice be given to the home owners to remove the vehicles.

Commissioner Harrison moved to adopt Resolution No. 2247, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

9. Resolution No. 2248 - Environmental Violation Abatements.

Mayor Denoyer requested Commission consideration of Resolution No. 2248, entitled, "A RESOLUTION AUTHORIZING THE ABATEMENT OF CONDITIONS WHICH ARE INJURIOUS TO THE HEALTH, SAFETY AND GENERAL WELFARE OF THE RESIDENT OF THE CITY OF LIBERAL, KANSAS, PURSUANT TO SECTION 8-210, CODE OF THE CITY OF LIBERAL, KANSAS."

- Code Enforcement Officer Jeremy Dierking stated on August 31, 2016, the following premises were inspected and found violations at 310 N. Grant, 318 N. Grant, and 324 N. Grant. Staff recommends giving the home owner 20 days to clean up the property.
- Commissioner Carlile asked Code Enforcement to check the property at 3rd & Grant as the Mustangs have weeds growing around them.

Commissioner Harrison moved to adopt Resolution No. 2248, as presented, with Commissioner Carlile seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

10. Board Appointment - Planning & Zoning Board.

- Building Inspector Kevin Kirk stated Steven Norton would like to serve on the Planning and Zoning Board to fill a vacant position. Staff received three other applications. There is one vacancy left for the County position and they have two applicants for that position so far.
Commissioner Carlile moved to appoint Steven Norton to the Liberal Metropolitan Area of Zoning Appeals and the Liberal Metropolitan Area Planning Commission, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

11. Parks and Recreation:

a. New Phone System.

- Recreation Director Matt Quint stated the Rec Department is looking to upgrade the current phone system. The old system is over 20 years old. Madden Communications can upgrade the system and include voicemail in the amount of \$2,462.83 for all equipment and labor.
Commissioner Harrison moved to approve the phone system upgrade in the amount of \$2,462.83 by Madden Communications for equipment & labor, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

b. Board Appointment.

- Recreation Director Matt Quint stated the Parks and Recreation Board has a vacant position. Staff requests appointment of Glenn "Skeety" Poulton to the four year term. No other applicants have applied at this time.
Commissioner Carlile moved to appoint Glenn "Skeety" Poulton to a four year term on the Parks and Recreation Board, as presented, with Commissioner Harrison seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

12. Police Department:

a. AIX System Upgrade.

- Police Chief Al Sill stated there is not enough storage on the drivers of the Police Department records management system (RMS) and an upgrade needs to be made to the remote AIX system through IBM. A technical consultant from IBM can remotely perform the upgrade for \$3,000.00
Commissioner Carlile moved to approve the upgrade to the AIX System in the amount of \$3,000, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

b. Case Cracker Interview Room System.

- Police Chief Al Sill stated the PD needs to update the recording systems in the interview rooms. A system needs to record, store and categorize each recording with ease of retrieval. The Case Cracker System is for two rooms and includes four cameras, two microphones, two start/stop switches and two indication lights. It also includes remote viewing. It has a three year warranty. Total cost is \$12,945.00 with half paid by the County Attorney's office. The PD has \$7,000 budgeted for this project. The project may have an additional cost to install the system.
Commissioner Harrison moved to purchase the Case Cracker Interview Room System, plus installation, at a cost not to exceed \$15,000 with half to be reimbursed by the County Attorney's

Office, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

13. Southwest Kansas Coalition:

a. 2017 Lobbyist Renewal.

- City Manager Hall stated the SKC met recently and the Lobbyist renewal comes around each year. All the cities in the SKC must agree to the Lobbyists. There is \$14,000 in the budget for this item.
- Discussion was held regarding the lobbyists and it was stated they are valuable to the cities. *Commissioner Carlile moved to approve the renewal of the lobbyist services in the amount of \$14,000 for the City of Liberal's portion from the Economic Development portion of the One Cent Sales Tax, as presented, with Commissioner Harrison seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.*

b. 2017 Legislative Policy.

- City Manager Hall stated this policy is a collaborate effort from all cities that represent our legislative interests. *Commissioner Harrison moved to approve the 2017 SKC Legislative Policy, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.*

14. Kansas Avenue Project Phase 3 & 4.

- City Manager Hall stated the City wishes to continue with Phases Three and Four of the Kansas Avenue Project. The combined phases will begin at the intersection of Kansas Avenue and 15th Street. The end of the combined phases will located at the intersection of Kansas Avenue and HWY 83. Kansas Avenue will operate as a two-way street throughout the project. The majority of street resurfacing will be a mill and overlay of asphalt and will include the shoulders, which was not done previously. The intersections of Tucker Rd and Centennial Rd will be concrete. 15th Street to 18th on Kansas Avenue will be reconfigured by installation of medians that will improve safety and traffic flow. When necessary, replacement curbing will be installed. Street marking will be included in the project. Concrete portions of the project will be done this year and total completion will be 2017. The total cost estimate for combining phase three and phase four is \$2,700,000.00.
- Discussion was held on the project, thanking Daniel Zuniga for his work on the project, and lighting in the area.
- Commissioner Harrison noted that 3-4 different Commissions have worked on this project, including former and present Commissioners, along with City Manger Hall, former Public Works Director Joe Sealey and Daniel Zuniga. *Commissioner Harrison moved to go forward and combine Phase Three and Phase Four of the Kansas Avenue Reconstruction Project with \$1,700,000 from the Streets, Drainage and Other Capital Improvements portion of the One-Cent Sales Tax and \$1,100,000 from the Economic Development portion of the One-Cent Sales Tax, as presented, with Vice Mayor Aragon seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.*

15. Lease Purchase Sharp MX-3116N Full Color MFP - Convention & Visitors Bureau.

- The Convention and Visitors Bureau needs to replace the current 7-year old copy machine which was purchased outright in 2009. The machine is outdated and won't be able to continue

repairs on it much longer as parts will no longer be available. Staff would like to lease purchase a Sharp MX-3116N Full Color MFP for \$230.55 a month from Southern Office Supply. The service contract, which includes parts, labor and toner, will be .0159 per black and .0825 per color copy.

Commissioner Carlile moved to lease purchase a Sharp MX-3116N Full Color MFP for \$230.55 a month from Southern Office Supply, as presented, with Commissioner Harrison seconding the motion. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

16. CITY MANAGER'S REPORT.

- City Manager Hall thanked all City Departments. He appreciates the Police Department and their involvement in the community. The Duck Race was a learning experience this year and a special thanks to Daniel Zuniga, Brad Beer, Kelly Kirk, Bill Houk, Chuy Cardenas and their crews. It was a fun learning experience and Staff agreed moving the race helped the whole event to expand.
- On Thursday at 11:30 a.m., Pinegar & Smith will be at the Depot for the Council of Governments meeting.
- An update was given on the lights at the Depot and the signal lights at Western & South Holly and 15th Street and Western.

17. ITEMS FROM COMMISSIONERS.

Commissioner Harrison stated he can't say enough about Light Park and the Duck Race. The participation by City Staff was amazing. There was a big crowd and it was nice to see all the people. Thanks to City staff for all the projects they are working on. The projects from Main Street to Pine to Highway 83 are huge. There were a lot of people working on that project including Larry Koochel, Don Rash, Doug LaFreniere, Janet Rosel Willimon, and Tim Long to name a few. Things don't happen overnight, but as you retain department heads everyone plans together. He is glad to serve with everyone past and present. He wished safe travels to Commissioner Martinez. He also noted his experience Sunday morning in the ER was great - the doctors and nurses were wonderful.

Commissioner Carlile stated he appreciates City Staff and apologized that he wasn't here last meeting. The hospital impressed him while he was there and he told Bill Ermann that he had a great experience there and was impressed with the hospital and staff.

Vice Mayor Aragon stated he heard so many good comments about the Duck Race. He was glad it was moved because Light Park is so nice and visible. Thanks to all who helped and volunteered. The SW Miracles along with Tracy Gutierrez and Commissioner Harrison donated their time cooking and National Beef donated the hamburger. It was awesome seeing all the kids out there Thanks to Staff for their hard work.

Mayor Denoyer stated moving the Duck Race to Light Part opened it up and there seemed to be more people. He thanked all the City Staff that worked with the Chamber. It was a good event. The City has a great Staff and thanks for all the time they put in.

Commissioner Martinez was absent.

18. VOUCHERS.

\$1,326,196.92, dated September 22, 2016. *Vice Mayor Aragon moved to approve the vouchers, as presented, with Commissioner Carlile seconding the motion. The motion passed by a vote of 4-0, with Commissioner Martinez absent.*

19. EXECUTIVE SESSION.

Commissioner Harrison moved to adjourn into a fifteen (15) minute Executive Session per K.S.A. 75-4319(b)(1) – for the purpose of discussing personnel matters of non-elected personnel. The motion was seconded by Vice Mayor Aragon and carried by a vote of 4-0, with Commissioner Martinez absent.

- Legal Council McQueen and Human Resource Director Schmutz were invited to the Executive Session.
- The Executive Session would begin at 6:45 until 7:00 p.m.
- City Manager Hall was invited to the Executive Session at 6:55 p.m.
- Mayor Denoyer inquired if the Commission wished to take any action as a result of the Executive Session.

Commissioner Harrison moved to increase the City Manager's wage consistent with other City Employees, which was seconded by Vice Mayor Aragon. The motion carried by a vote of 4-0, with Commissioner Martinez absent.

It was also noted that the City Manager would move to a semiannual evaluation.

The meeting was adjourned by motion of Commissioner Harrison.

Joe Denoyer, Mayor

ATTEST:

Alicia Hidalgo, City Clerk