

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

December 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, December 27, 2016.

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

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, Building Director Kevin Kirk, and City Attorney Shirla McQueen.

Mayor Denoyer called the meeting to order. City Clerk Hidalgo read the roll call and declared a quorum 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 Vice Mayor Aragon seconding the motion. The motion carried unanimously.

3. Approval of Minutes.

Commissioner Carlile moved to approve the minutes of the December 13, 2016 regular meeting, as presented. The motion was seconded by Commissioner Martinez 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, November 15, 2016.
2. Liberal Convention and Tourism Board, November 17, 2016.

b. Approval of Cereal Malt Beverage Licenses:

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| 1. El Gran Mercado | 910 S. Kansas Ave. |
| 2. Grand Buffet | 539 E. Pancake Blvd. |
| 3. Hutch's #111 | 1580 N. Kansas Ave. |
| 4. Hutch's #117 | 850 S. Kansas Ave. |
| 3. Pizza Hut #101 | 160 E. Pancake Blvd. |
| 4. Pizza Hut #108 | 4 Village Plaza. |
| 5. Rash's Sinclair | 563 East Pancake. |
| 6. The Little Bar | 925 S. Kansas. |
| 7. Walmart #4628Fuel | 712 N. Western Ave. |

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

Commissioner Carlile requested to strike item 2 under the minutes and item 2 under the CMB licenses.

Commissioner Harrison moved to approve the consent agenda with item 2 under the minutes and item 2 under the cereal malt beverage license removed. Vice Mayor Aragon seconded the motion and the motion carried unanimously.

7. 2016 Budget Amendments:

a. Public Hearing.

Mayor Denoyer declared the public hearing open.

- Finance Director Chris Ford discussed the two proposed amendments to the 2016 budget. Staff is proposing to amend two funds: Special Fire Equipment and Debt Service. The amendment will be done by approving Ordinance No. 4477.

Mayor Denoyer declared the public hearing closed.

b. Ordinance No. 4477 - Amending the 2016 Fiscal Year Budget Appropriations for the Special Fire Equipment Fund and the Debt Service Fund.

Mayor Denoyer requested Commission consideration of Ordinance No. 4477, entitled, "AN ORDINANCE AMENDING THE 2016 FISCAL YEAR BUDGET APPROPRIATIONS FOR THE SPECIAL FIRE EQUIPMENT FUND AND THE DEBT SERVICE FUND."

Commissioner Harrison moved to adopt Ordinance No.4477, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

8. Reclassification of Delinquent Accounts Receivable and Utility Accounts.

- Finance Director Ford noted this is a housekeeping item and is necessary to reclassify accounts receivable and utility accounts delinquencies that are over 120 days past due.

Commissioner Carlile moved to approve the reclassification of delinquent accounts receivable and utility accounts over 120 days past due in the amount of \$38,188.13, as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

9. Fiscal Year 2016 Transfers.

- Finance Director Ford asked for consideration of the Fiscal year 2016 transfers for which sufficient budget authority exists.

Commissioner Carlile moved to approve the Fiscal Year 2016 transfers, as presented, with Commissioner Harrison seconding the motion. The motion carried unanimously.

10. Board Appointment - Planning & Zoning Board.

- Zoning Administrator Kevin Kirk stated there is one vacant County seat and one City position available on the Planning & Zoning Board.

- Discussion was held regarding the vacant seats, meeting quorums, and meeting policies.

Commissioner Harrison moved to appoint Monalicia Arredondo to fill the County seat; Tracy Gutierrez to fill the City position and Kevin Frauli to remain on the board as presented, with Vice Mayor Aragon seconding the motion. The motion carried unanimously.

11. Crack Seal Bid Award.

- Transportation Services Director Daniel Zuniga stated crack seal bids were opened on Thursday, December 22. B & H Paving was the lone bidder in the amount of \$0.97/lb. with the total cost not to exceed the \$100,000 budget.

Commissioner Carlile moved to approve the crack seal bid from B & H Paving in the amount of \$0.97/lb not to exceed \$100,000, as presented, with Commissioner Martinez seconding the motion. The motion carried unanimously.

12. CITY MANAGER'S REPORT.

- City Manager Hall reported Staff is closing out the year and winding down on some projects. Other projects will commence after the holiday. He thanked Staff for a great year.
 - City Manager Hall stated the January 10 meeting will be rescheduled to January 11.
- Commissioner Harrison moved to reschedule the January 10 meeting to January 11, as presented with Commissioner Carlile seconding the motion. The motion carried unanimously.*

13. ITEMS FROM COMMISSIONERS.

Vice Mayor Aragon apologized to Mr. Cherry as he did speak to him before the meeting and advised the meeting started at 5:30 tonight. Vice Mayor Aragon hopes Staff had a Merry Christmas and wishes everyone a safe and happy new year.

Commissioner Harrison thanked City staff for their efforts in the cold air, wind, and rain. He wished everyone a Merry Christmas & Happy New Year.

Commissioner Carlile thanked Staff especially the Water Department for taking of leaks. He wished everyone a happy and safe new year.

Commissioner Martinez thanked City staff for working outside in the cold weather. He received a compliment that Liberal looks clean so thank you to staff as they do a great job. Happy new year to everyone.

Mayor Denoyer stated he appreciates the communication from Staff especially when there is a problem or main break so that the Commission can be informed. He stated all departments do a great job. Mayor Denoyer stated 2016 was a good year and is looking forward to next year.

14. VOUCHERS.

\$1,171,569.34, dated December 21, 2016. Vice Mayor Aragon moved to approve the vouchers, as presented, with Commissioner Carlile seconding the motion. The motion passed unanimously.

The meeting was adjourned by motion of Commissioner Harrison.

Joe Denoyer, Mayor

ATTEST:

Alicia Hidalgo, City Clerk