



City Commission Special Meeting Agenda  
Tuesday, August 26, 2025, 3:00 PM  
City Commission Chambers, 950 S. Grant Ave.

- Call to Order
- 1. Economic Development & Housing Infrastructure
  - a. Dairy Queen Incentives
  - b. Doll Addition
- 2. Capital Improvement Plan
  - ADJOURNMENT



**CITY OF LIBERAL  
CITY COMMISSION MEETING  
August 26, 2025  
AGENDA ITEM # 1.**

To: Mayor Jose Lara  
Vice Mayor Matt Landry  
Commissioner Ron Warren  
Commissioner Janeth Vazquez  
Commissioner Jeff Parsons

Date: August 26, 2025

From: Scarlette Diseker, City Manager

RE: Economic Development & Housing Infrastructure

City Staff will update the Commission on infrastructure costs, projected cash investments, and construction plans for upcoming economic development and housing projects that have previously been discussed or approved.

**Recommendation:**



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AGENDA ITEM # 1.a.**

To: Mayor Jose Lara  
Vice Mayor Matt Landry  
Commissioner Ron Warren  
Commissioner Janeth Vazquez  
Commissioner Jeff Parsons

Date: August 26, 2025

From: Scarlette Diseker, City Manager

RE: Dairy Queen Incentives

City Staff will give an overview of the incentives presented to Dairy Queen, followed by the counter requests.

**Recommendation:**

City Staff request the Commission review the counter request and determine if there will be additions to the initial offer.



Dairy Queen Incentive Negotiations

Incentive Request		Yes	No	Cost Benefit	Notes	Funding Summary	
1	Neighborhood Revitalization Program	X		-	The City Commission will support and fund costs associated with the issuance and administration of the NRP	General Fund Waiver	\$ 2,086.00
2	Community Improvement District	X		-	The City Commission is in favor of establishing the Community Improvement District for this development	1% Sales Tax Fund 260	\$ 350,000.00
3	Infrastructure Assistance	X		350,000.00	Cap of \$350K in Infrastructure Assistance repayable through CID generated revenue at 2% until the full amount has been recouped (estimation of 5 years) and funded through the 1% Sales Tax	1% Sales Tax Fund 261	\$ 10,000.00
4	Gilmore & Bell Fee Coverage		X	-	Previous Term Sheet showed attorney fees as the responsibility of the developer	SCDC	\$ 3,000.00
5	Industrial Revenue Bond Support	X		-	The City Commission has no issue with supporting the pursuit of IRB incentives	Water Fund 530 Waiver	\$ 10,000.00
6	Façade Grant	X		10,000.00	Although Façade Grants were originally meant to support revitalization of existing businesses, the City Commission is ok with offering this \$10K benefit through the 1% Sales Tax	Need Estimated Costs	\$ -
7	New Business Incubator Grant	X		3,000.00	Per Eli with SCDC, he will support this incentive	<b>Totals</b>	<b>\$ 375,086.00</b>
8	Building Permit Fees		X	-	Because Building Permit Fees are budgeted to the General Fund and the amount would be \$6K, the City Commission will not waive		
9	Site Plan Review Fee	X		2,086.00	In July 2024, the City Commission approved a full waiver of Site Plan Fees		
10	Water Utility Infrastructure	X		10,000.00	The City Commission has always been supportive of waiving costs associated with water and tap meter installation plus labor and will also relocate the fire hydrant from Sam's Packer Supply to the project site		
11	Application Costs		X	-	Previous Term Sheet showed attorney fees as the responsibility of the developer		
<b>TOTALS</b>		\$ -		<b>375,086.00</b>			



**Additional Incentive Requests**  
**Dairy Queen Project**  
**8/26/25**

1. CID Structure – We are asking that the City consider a 1.5% / 0.5% split between the City and the developer until the City has recouped its infrastructure contribution, after which the full 2% could remain with the City.
2. Infrastructure Definition – We are asking that the City formally adopt the Kansas CID Act standard for what qualifies as reimbursable infrastructure.
3. Payment Flow – We are asking that the City clarify whether infrastructure reimbursements will be paid directly to vendors/contractors or reimbursed to the developer, and that a defined invoicing/approval process be put in place.
4. Gilmore & Bell Fees – We are asking that the City include the Gilmore & Bell legal fees in the \$350,000 infrastructure allocation and treat those as part of reimbursable infrastructure costs.
5. Flood Plain Commitment – We are asking that the City take responsibility for moving the project out of the flood plain zone, including all associated dirt work. The City should allocate this work based on the top three qualified quotes and handle it as a reimbursable expense separate from the \$350,000 prepaid CID allocation.
6. Expedited Permitting and Planning Approvals – We are asking that the City commit to prioritizing and expediting permitting, site plan reviews, and inspections in order to reduce development delays.
7. Tourism/Marketing Partnership – We are asking that the City collaborate with the CVB to promote the Dairy Queen location as part of local visitor and tourism marketing campaigns.
8. KDOT/Frontage Road Obligations – We are asking that if KDOT or other agencies require frontage road, roadway, or street lighting improvements, the City commit to funding and maintaining those improvements as part of its long-term obligations. If the developer is required to initially build any such improvements, the developer shall retain the name, image, and likeness rights of the roadway, while the City will assume ongoing maintenance responsibilities. These costs should not be tied to, or deducted from, the \$350,000 prepaid CID infrastructure allocation.
9. Performance Timeline Clause – We are asking that the City commit to a defined timeline for its obligations (e.g., flood plain dirt work completed by a mutually agreed date, permitting approvals within a set number of days from submission).

10. Reimbursement Schedule & Process – We are asking that the City commit to making reimbursements from the prepaid CID allocation within 30–45 days of approved invoicing to avoid unnecessary delays.
11. Contingency Costs – We are asking that the City agree to cover any unforeseen public improvement costs tied to outside agency requirements (e.g., KDHE stormwater compliance, ADA access) that are not contemplated within the \$350,000 allocation.
12. Transparency/Reporting – We are asking that the City provide quarterly accounting of CID revenue and reimbursements so both parties can track progress toward recoupment.
13. Maintenance Beyond Roads – We are asking that the City assume responsibility for long-term maintenance of drainage, stormwater systems, and utility connections tied to the project, in addition to road and lighting obligations.
14. Termination / Default Language – We are asking that if the City fails to meet specific obligations (e.g., flood plain dirt work, permitting commitments), the developer reserve the right to restructure the CID split or renegotiate reimbursement terms.



**CITY OF LIBERAL  
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AGENDA ITEM # 1.b.**

To: Mayor Jose Lara  
Vice Mayor Matt Landry  
Commissioner Ron Warren  
Commissioner Janeth Vazquez  
Commissioner Jeff Parsons

Date: August 26, 2025

From: Scarlette Diseker, City Manager

RE: Doll Addition

City Staff will give an update on the status of the Doll Addition Project. This is a unique development, with the developer also being the engineer, but we feel the City's interests need to be overseen in our typical manner, which would require an additional contract between us and Earles Engineering or an engineering firm of the City's choice. Because the RHID lists us as the developer, we feel that work must be done to a certain standard for us to feel confident in taking over the roads, ponds, sewer, etc.

**Recommendation:**

City Staff recommend a dual contract for the Doll Addition: one between us and French Construction (bid winner) and one between us and an independent engineering firm. Contracts will be drafted upon approval of this plan.



**CITY OF LIBERAL  
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AGENDA ITEM # 2.**

To: Mayor Jose Lara  
Vice Mayor Matt Landry  
Commissioner Ron Warren  
Commissioner Janeth Vazquez  
Commissioner Jeff Parsons

Date: August 26, 2025

From: Scarlette Diseker, City Manager

RE: Capital Improvement Plan

The City of Liberal is currently working to prepare a Capital Improvement Plan in order to unite staff and elected officials and create a clear path forward that is organized and fiscally responsible. In our research on how to best approach the situation, we have developed a spreadsheet consistent with the one provided to us at last year's KMAAG Seminar. This particular format is used by many of Scot Loyd's municipal clients. Projects are broken into different categories based on the need and current focus of this Commission: Water, Wastewater, Streets, Maintenance, Facilities, Parks, Equipment, Economic Development, Housing, and potential STAR Bond options, with revenue lines and funding sources to aid in solid fiscal decisions. We have also created a column that indicates whether the particular project fits within the Comprehensive Plan for accountability purposes. We have attached those values and goals for cross-referencing.

We have also attached our forthcoming 2026 Capital Equipment Summary from the 2026 Budget that will be presented at our next Work Session. Historically, Department Heads complete a five-year projection of capital expenses, and City Staff prioritize this list and prepare the summary for the Commission. The key purpose of this meeting will be to review this list and accumulate project ideas in order to establish a clear direction for 2026 and beyond.

It is our understanding that a comprehensive Capital Improvement Plan has not been presented in several years, so we wish to return to this type of roadmap in the future in order to best benefit ourselves and the public as a whole.

**Recommendation:**



**VALUE - A PLACE TO LIVE:** Liberal will have safe and attainable housing for residents at all stages of life.

**Goals:**

1. Revitalize existing vacant and/or dilapidated housing
2. Eliminate barriers to encourage a mix of quality housing options within the community
3. Amplify the creation of a local development community that is responsive to local housing needs

**VALUE - A CONNECTED PLACE:** Liberal will be a connected community providing an efficient, safe, functional, and pleasant experience for all transportation users.

**Goals:**

1. Continue to emphasize the development of multi-modal transportation options for all citizens
2. Assess, improve, and maintain the existing roadway system to support current and future needs
3. Increase the safety of vehicular traffic in the community

**VALUE - A DISTINCTIVE PLACE:** Liberal will feature unique and identifiable places and spaces that further community pride.

**Goals:**

1. Emphasize and embrace the cultural identity of Liberal as a source of pride
2. Support placemaking efforts that enhance the community character of Liberal
3. Encourage growth at key activity centers and corridors that enhance the appearance and character of Liberal

**VALUE - A PLACE TO PLAY:** Liberal will be a community of great and connected park spaces with enjoyable recreation options.

**Goals:**

1. Emphasize the maintenance of existing parks and expand current amenities
2. Offer recreation opportunities that address a variety of community interests
3. Improve access for all residents to public park spaces

**VALUE - A PLACE FOR OPPORTUNITY:** Liberal will have a strong economic base with a diverse business community and a vibrant downtown.

**Goals:**

1. Encourage growth of commercial, retail, office, and industrial uses
2. Expand workforce development and employment opportunities for all individuals, especially young adults
3. Activate downtown through the investment in public spaces, infrastructure, and events



City of Liberal  
 Capital Expenditures Summary Worksheet  
 GENERAL FUND:

2026 Budget

100-4120	Municipal Court	\$ 16,500	HVAC N Side of Municipal Court Building
	<b>Total</b>	<b>\$ 16,500</b>	
100-4180	IT	\$ 214,000	Storage & Server Refresh
	<b>Total</b>	<b>\$ 214,000</b>	
100-4550	Golf	\$ 28,000	Hustler Super 104" Mower
		\$ 15,000	Hustler Super Z 72" Mower
		\$ 12,000	Maintenance Cart
		\$ 60,000	Golf Carts (15)
	<b>Total</b>	<b>\$ 115,000</b>	
100-4580	Arkalon	\$ 61,000	Bathhouse Remodel
		\$ 13,000	Hustler 72" Mower
	<b>Total</b>	<b>\$ 74,000</b>	
<b>TOTAL - GENERAL FUND:</b>		<b>\$ 360,300</b>	Potential Grant Reimb @ 80% - \$59,200
<b>SPECIAL REVENUE FUNDS:</b>			
206	Convention & Tourism	\$ 11,500	HVAC System
		\$ 10,000	Ranbow Bench for Dorothy's Slipper Slide
	<b>Total</b>	<b>\$ 21,500</b>	
<b>TOTAL - SPECIAL REVENUE FUNDS:</b>		<b>\$ 21,500</b>	
<b>CITY 1% SALES TAX FUNDS:</b>			
260	Streets, Drainage, Capital Improvement	\$ 325,000	Arkalon Road Repairs
		\$ 350,000	Adventure Bay Sandblast & Paint
		\$ 75,000	Adventure Bay Filter Tanks (3)
		\$ 25,000	Adventure Bay Metal Roof for Towers
		\$ 20,000	Adventure Bay Toy Features (Clam, Frog, etc)
		\$ 10,000	Adventure Bay Water Line to Pond
	<b>Total</b>	<b>\$ 805,000</b>	
261	Economic Development / Public Transport	\$ 1,500,000	Bus Facility
		\$ 166,000	Cutaway Bus
		\$ 91,500	Mini Van
		\$ 48,000	Bus Stop Shelters
		\$ 216,000	Transit Program Signage
	<b>Total</b>	<b>\$ 2,021,500</b>	
262	Crime Prevention	\$ 20,000	Police Radio Booster for PD Building
		\$ 30,000	Remodel Investigation Building
		\$ 20,000	Vehicle Awning
		\$ 125,000	INA Security Cameras
		<b>\$ 195,000</b>	
264	Beautification	\$ 29,000	Parks Hustler 104" Mower
	<b>Total</b>	<b>\$ 29,000</b>	
<b>TOTAL - 1% CITY SALES TAX FUNDS:</b>		<b>\$ 1,542,593</b>	Bus Facility Reimbursement - \$1,090,707 KDOT 80% Reimbursement - \$417,200
<b>ENTERPRISE FUNDS:</b>			
501	Airport	\$ 30,000	Security Camera
	<b>Total</b>	<b>\$ 30,000</b>	
504	Mid-America Air Museum	\$ 100,000	Ceiling Insulation
	<b>Total</b>	<b>\$ 100,000</b>	
520	Wastewater	\$ 250,000	Pancake House Lift Station
		\$ 25,000	Fall Protection Equipment
	<b>Total</b>	<b>\$ 275,000</b>	
530	Water Utility	\$ 40,000	2 72" Hustler Mowers
	<b>Total</b>	<b>\$ 40,000</b>	
<b>TOTAL - ENTERPRISE FUNDS:</b>		<b>\$ 445,000</b>	
<b>TOTAL - ALL FUNDS:</b>		<b>\$ 2,369,393</b>	



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Date: August 26, 2025

From:

RE: ADJOURNMENT

**Recommendation:**