



City Commission Work Session Agenda
Tuesday, February 10, 2026, 4:00 PM
City Commission Chambers, 950 S. Grant Ave.

- Call to Order
- 1. Cemetery Expansion Discussion
- 2. Economic Development Discussion
- 3. Planning for State of the City Address
- 4. Fireworks Ordinance Discussion
- 5. RHID Funding Discussion
- ADJOURNMENT



**CITY OF LIBERAL
CITY COMMISSION WORK SESSION MEETING
February 10, 2026
AGENDA ITEM # 1.**

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

Date: February 10, 2026

From: Brad Beer, Assistant City Manager

RE: Cemetery Expansion Discussion

Assistant City Manager, Brad Beer, will go over plans for expansion of the City's cemetery. He will provide maps and estimated costs in order to begin the planning phase.

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION WORK SESSION MEETING
February 10, 2026
AGENDA ITEM # 2.**

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

Date: February 10, 2026

From: Scarletta Diseker, City Manager

RE: Economic Development Discussion

City Staff would like to discuss the annual SCDC appropriation and the possibility of evaluating the existing Unification Proposal/Agreement for any changes to the structure.

Recommendation:



Seward County Development Corporation and City of Liberal

Unification Proposal

1. Corporate Bylaws

- a. These have been amended and approved. Two positions have been added to mirror Seward County on the board. First, the city manager will have a permanent position. Second, the city commission will have a representative on the board elected by the city commissioners and serving a two-year term. The city commission representative and the county commission representative will renew on alternating years.

2. Personnel

- a. Eli Svaty will continue as the Executive Director of the Seward County Development Corporation, and Raquel Arellano will continue as the Business Outreach Coordinator.
- b. The Development Corporation Board, in conjunction with Eli and Raquel, will determine what new position(s) the corporation needs as it grows. Examples from neighboring communities include Business Recruitment Coordinator, Main Street Director, and Housing Director.
- c. The Seward County Development Corporation retains autonomy over its employees and activities.

3. Funding

- a. Currently, Seward County provides \$150,000 to the development corporation. This funding is used to pay for salaries, overhead, and programming. Additionally, Seward County pays for employee benefits from a separate fund.
- b. It is recommended that the City of Liberal match Seward County at the \$150,000 mark with additional funds being provided when a new employee or employees are hired. This additional funding (recommended \$50,000) will go to Seward County and will offset the cost of employee benefits since these employees will be Seward County employees.
- c. Combined funding would be yearly allotments from Seward County at \$150,000 and the City of Liberal at \$200,000.
- d. Additional funds are occasionally received throughout the year from Network Kansas and other local businesses and entities. To date, these funds have not been solicited and dues have not been required for participation in the Development Corporation.

4. Marketing and Content

- a. The Seward County Development Corporation will retain its current name as it encompasses everything within the county and mirrors most development corporations throughout the state. (e.g. Finney County Economic Development Corp. or Scott County Development Committee)
- b. The Development Corporation's Domain www.swks.org will serve as the lead website for the Seward County Development Corporation. Pertinent information from Chooseliber.com will be added to swks.org.
- c. The City of Liberal will retain programs previously overseen by its economic development office, for example, the Façade Grant. These programs will be shifted to other departments within the city.

5. Office Location

- a. The Seward County Development Corporation will be in a neutral office (i.e. not housed in the county or city administration buildings), ideally in the Downtown Business District. Additional space will be needed when new staff are added.

6. Reporting

- a. Updates on the Seward County Development Corporation activities will be available through the website, Facebook page, and monthly newsletter.
- b. Formal presentations to the board of county commissioners, the city of liberal commissioners, and any other organization or board represented in the corporation are available upon request.



SIGN IN

City Commission Meeting - June 28, 2022

Agenda



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90%

City Attorney Koehn said the Section is from the current code.

Mayor Parsons commented that this is pretty straightforward and should be more efficient and easier for Departments to have a direct line to their supervision.

City Manager Varnado stated that sifting through 200 employees and 20 Department Heads and Commissioners, he may miss something. He has also defined the Executive Management Team on the Organizational Structure to include City Manager, Assistant City Manager Administration, Assistant City Manager Operations and the City Clerk.

May 24, 2022
Page 3

Commissioner Lara asked if this will create any more financial burden to the City

City Manager Varnado stated it will not create additional financial burden at this time.

Vice Mayor Linenbroker moved to approve Ordinance No. 4580, as presented, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0 with Commissioner Warren absent.

8. Economic Development.

City Manager Varnado stated that the City met with the County and the Seward County Development Corporation on May 5, 2022. At that time the SCDC voted to accept the City of Liberal into the group. The parameters were worked out on what the conditions of entering the SCDC. One was the City's Economic Development Department would be eradicated. All economic development will be done through the SCDC. All employees would be dismissed according to their contract and obligation. The City has committed \$150,000 in operating costs plus an additional \$50,000 for benefits. Cindy has done a phenomenal job for us and will continue employment until June 17 and then to SCDC with Mr. Svaty at point. After the 13th meeting, Mr. Ford did an analysis of our projected cost through the end of the year and the City is in a position to give \$100,000 to the SCDC to the end of the year. One of the concerns was that the process become uniform. When he first saw it, it was confusing. Tonight, we need an official motion for the City to join SCDC.

Mayor Parsons requested Commission consideration of joining SCDC.

Commissioner Lara moved to join SCDC effective immediately, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0 with Commissioner Warren absent.



Meeting Overview

Meeting Files

Share Meeting



City Commission Meeting - May 24, 2022

Agenda



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90%

of \$44,794, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 1, with Mayor Parsons against.

6:06 p.m. – Commissioner Vazquez left the meeting.

12. Economic Development.

- Mayor Parsons noted they had a joint meeting where they discussed adding the City to the Seward County Development Corporation (SCDC.) They passed an amended set of bylaws that allow for representation of the City. He proposes to join the Seward County Development Corporation in conjunction with the County and numerous other entities. He got copies of the bylaws and supports joining. He personally campaigned for it.
- Commissioner Lara is in favor of it as well. It will be a united front and also not have it directly overseen by one entity. It'll be economic development for all of Seward County.
- City Attorney Koehn questioned if anyone have issues with the unification.
- Mayor Parsons had one slight problem. The bylaws state the amounts the City (\$200,000) and County (\$150,000) will pay. However, no one is sure what the exact amounts are.
- Discussion was held regarding the amounts to be paid by the City and County.
- Commissioner Warren questioned if, tentatively, we say we'd like to join. At the same time, do we know where that money is coming from yet? We just approved the transportation grant, which comes from economic development.
- Interim Co-City Manager Chris Ford stated the bus grant comes from Economic Development. He proposes this also comes from Economic Development. If the commission joins, when does the funding start?
- It was noted Mayor Parsons met with the group for a transition meeting to talk about funding.
- Commissioner Warren suggested we set up a work session on the transition and how to proceed.
- Attorney Koehn noted it will be helpful to have something from the SCDC that specifically states the City's obligation, including benefits.
- Commissioner Warren stated his concerns are things we can talk about at the work session. He is not in favor of it unless they add more employees.
- Commissioner Lara stated right now, the County is only giving them \$27,000 for economic development. That's all they have to work. With our funds, they can hire more people. He said there is no rush for us to enter into it, but we can let them know if we are interested and figure out logistics.

Commissioner Warren stated he will not be at the next meeting. He will be gone from May 23-25.



Meeting Overview

Meeting Files

Share Meeting



**CITY OF LIBERAL
CITY COMMISSION WORK SESSION MEETING
February 10, 2026
AGENDA ITEM # 3.**

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

Date: February 10, 2026

From: Scarlette Diseker, City Manager

RE: Planning for State of the City Address

The City Commission and City Staff are looking to schedule a State of the City Address. We would like to discuss a potential date, time, and location in order to properly plan for this event.

Recommendation:

City Staff request the Commission choose a date, time, and location for the State of the City Address.



**CITY OF LIBERAL
CITY COMMISSION WORK SESSION MEETING
February 10, 2026
AGENDA ITEM # 4.**

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

Date: February 10, 2026

From: Keith Bridenstine, Building Services Director

RE: Fireworks Ordinance Discussion

Last year, the Fireworks Ordinance was amended. After implementing the updated ordinance during the 2025 fireworks season, it became clear that minor changes were needed to clarify certain provisions. The Building Department, Fire Department, and City Leadership have proposed modifications to improve the code's clarity, consistency, and enforceability. These changes are intended to better serve the citizens of Liberal.

Recommendation:

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING CHAPTER 7, ARTICLE 7 RELATING TO FIREWORKS FOR THE CITY OF LIBERAL CODE FOR THE CITY OF LIBERAL, KANSAS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LIBERAL, KANSAS:

SECTION 1. Ordinance 4635 is hereby repealed and Article 7 of Chapter 7 of the Liberal City Code for the City of Liberal, Kansas is hereby replaced and amended to read as follows:

7-701. FIREWORKS DEFINED.

For the purpose of this ordinance, the term “fireworks” shall mean those items as defined by the rules and regulations of the Kansas State Fire Marshal under K.A.R. 22-6-1, and shall include but not be limited to: firecrackers, torpedoes, sparklers, roman candles, sky rockets, pin wheels, cap or toy pistols (except such pistols or any like devices designed to discharge paper caps containing not more than .25 grains of explosive mixture), ~~canes~~ cakes, bombs, cannons or other like devices and all classes of fireworks that may be shot into the air or propelled over the ground by explosive discharges or any device using blank cartridges.

7-702. FIREWORKS PROHIBITED.

- A. Except as provided herein and in Sections 703-706; it shall be unlawful for any person, firm, company or corporations to possess, store, display for sale, fire, discharge, explode, give or otherwise provide to another person any of the following types of fireworks;
 - 1. Firecrackers greater than one- and one-half inch (1 1/2”) in length.
 - 2. Sky rockets and bottle rockets as defined by the State Fire Marshal.
- B. Nothing in this ordinance shall be construed as applying to;
 - 1. Toy paper caps containing not more than .25 of grain of explosive composition per cap.
 - 2. The manufacture, storage, sale or authorized use of signal necessary for the safe operation or railroads or other classes of public or private transportation.
 - 3. The military or naval forces of the United States or of this State while in the performance of official duty.
 - 4. Law enforcement officers while in the performance of official duty.
 - 5. The sale or use of blank cartridges for ceremonial, theatrical or athletic events.
 - 6. Novelties such as Pull Apart Booby Traps, Party Poppers, Novelty Snakes, Snappers and Novelty Smoke Devices (as defined in A.P.A 87-1) shall not fall under this ordinance.

7-703. EXCEPTIONS RELATING TO THE DISCHARGE OF FIREWORKS.

- A. Section 702 of this ordinance shall not apply to the firing or discharging of fireworks in the City of Liberal between the hours of 8:00 A.M and 11:00 P.M on July 3rd, between the hours of 8:00 A.M and 12:00 midnight on July 4th. When the July 4th falls on any day other than Friday.
- B. If the July 4th falls on a Friday firing or discharging of fireworks in the City of Liberal is as follows;
 - 1. July 4th between the hours of 8:00 A.M and 12:00 midnight.
 - 2. July 5th between the hours of 8:00 A.M and 11:00 P.M.
- C. A public display shall only be allowed as set forth in 7-706.

7-704. EXCEPTIONS RELATING TO THE SALE OF FIREWORKS.

- A. Any person(s) wanting to sell fireworks shall first obtain a valid license from the City of Liberal Building Department. Valid sales dates/times are as follows;
 - 1. ~~June 27th~~ July 1st through July 3rd between the hours of 8:00 A.M. and 10:00 P.M.
 - 2. July 4th between the hours of 8:00 A.M and 12:00 midnight.

7-705. LICENSE FOR SALE OF FIREWORKS REQUIRED; FEE; ISSUANCE.

- A. Any person(s) wanting to obtain a valid license to sell fireworks from the City of Liberal Building Department must do so on or before June 10th of the license year.
- B. It shall be unlawful for any person(s) to sell, display for sell, offer to sell or give away any type of fireworks within the City of Liberal without first paying a fee of two thousand, five hundred dollars (\$2,500) per establishment or premises to the City of Liberal Building Department and to apply for and secure a license therefore on or before June ~~24th~~ 10th of the license year. License must be paid in collected funds only (money order, cashier's check, or cash).
- C. No license shall be issued for any location where retail sales are not permitted under the zoning laws. Prior to the issuance of the license, an inspection will be made of the applicant's facility for compliance with this Article and other pertinent laws, and no license shall be issued for any premises not in compliance with such laws. Upon qualifying for the license, the license holder shall prominently display the same at the establishment or premises where fireworks are to be sold or displayed for sale. In the event that an entity does not qualify for the license, then two thousand dollars (\$2,000) shall be refunded back to the applicant. The remaining five hundred dollars (\$500) shall be kept by the City of Liberal for the processing and review of the application. In the event the license is later withdrawn or cancelled as per Section 7-705(c) then the license shall not be refunded.
- D. No permit shall be approved unless the applicant furnishes a certificate of public liability insurance for a minimum of one million dollars (\$1,000,000), written by an insurance carrier licensed to do business in Kansas, conditioned as being non-cancellable with the exception of giving ten (10) days advance written notice to the City Clerk. In the event of cancellation of the insurance, the permit shall automatically be revoked and void.
- E. Conditions which cause withdrawal or cancellation of the license;
 - 1. Incomplete application.
 - 2. No insurance or cancellation of insurance after license is issued.
 - 3. Operator who has previously failed to comply with any or all of the provisions of this ordinance.
 - 4. Any sale of prohibited fireworks.

7-706. PERMIT FOR PUBLIC FIREWORKS DISPLAY REQUIRED.

- A. The Governing Body of the City of Liberal, in conjunction with the City of Liberal Fire Chief may, in their discretion, grant permission at any time for the public display of fireworks by responsible individuals or organizations when such display or displays shall be of such a character and so located, discharged and fired as shall not be a fire hazard or endanger persons or surrounding property.

- B. It shall be unlawful for any person, firm or corporation to give any public display of fireworks without having first obtaining a permit thereof.
- C. It shall be unlawful for any person to give or provide a fireworks display for the public or organized groups without first obtaining a permit to do so by making application at least 30 days in advance of the desired display. Approval of the permit shall be by the Governing Body. No permit shall be approved unless the applicant furnishes a certificate of public liability insurance for display in a minimum of one million dollars (\$1,000,000), written by an insurance carrier licensed to do business in Kansas, conditioned as being non-cancellable with the exception of giving ten (10) days advance written notice to the City Clerk. In the event of cancellation of the insurance prior to the display, the permit shall automatically be revoked and void. The application for permit shall clearly state:
 - 1. The name of the applicant.
 - 2. The group for which the display is planned.
 - 3. The location of the display.
 - 4. The date and time of the display.
 - 5. The nature or kind of fireworks to be used.
 - 6. The name of the person, firm or corporation that will make the actual discharge of the fireworks.
 - 7. Anticipated need for police, fire or other municipal service. Any need for police, fire or other municipal service, whether for one or for all, shall be at the applicant's expense.
- D. No permit shall be issued if the location, nature of the fireworks or other relevant factor will create an undue hazard, risk of harm or damage to persons or property.

7-707. APPROVED FIREWORKS; BOTTLE ROCKETS PROHIBITED.

- A. All fireworks offered for sale and discharged within the City of Liberal shall be of a type that has been tested and approved for sale and use with the State by the State Fire Marshal's Office.
- B. Bottle rockets and other similar self-propelled firework or fireworks devices consisting of a tube and attached guiding stock or rod shall not be sold or discharged in the City of Liberal.

7-708. DISCHARGE ~~ON STREETS AND PUBLIC PROPERTY PROHIBITED~~ VIOLATIONS.

It shall be unlawful for any person to

- A. Discharge, ignite or fire any fireworks upon any public street, alley or avenue or in any park or public place in the City of Liberal or private property without written permission from the property owner.
- B. Ignite or discharge fireworks into, under, or from a car or vehicle, whether moving or standing still, or on a public roadway or the right-of-way adjoining a public roadway.
- C. Discharge fireworks within 100 feet of any "place of institution," as defined by National Fire Protection Association Standard No. 101, which is adopted by reference in K.A.R. 22-1-3, or any retail fireworks stand or facility where fireworks are stored. (Authorized by and implementing

K.S.A. 2007 Supp. 31-133; effective Jan. 1, 1973; amended May 1, 1986; amended Dec. 29, 2008.)

- D. Participate in the discharge of fireworks and not make reasonable effort to remove and discard of any spent tubes, paper casings, plastic caps, wire or wood components, and unexploded duds, which may litter private property or public property.
- E. To permit or encourage any of the above violations.

7-709. THROWING PROHIBITED.

It shall be unlawful for any person to throw, cast or propel fireworks of any kind in the direction of or into the path of any animal, person or group of persons, or from the direction of or into any vehicle of any kind.

7-710. SALE OF FIREWORKS; WHERE PROHIBITED.

- A. It shall be unlawful for fireworks to be stored, sold or displayed for sale in a place of business where paint, oils, varnishes, turpentine, gasoline or other flammable substances are kept, unless such fireworks are in a separate and distinct section or department of the premises.
- B. Where the Fire Chief deems there is a fire hazard, he or she is hereby authorized to have such hazard abated.

7-711. RETAIL DISPLAY OF FIREWORKS.

- A. All retailers are forbidden to expose fireworks where the sun shines through glass on the merchandise display.
- B. All fireworks displayed for sale must remain in the original packages, except where an attendant is on constant duty at all times where such fireworks are on display; provided, that fireworks in open stock may be kept in show cases or counters out of reach of the public without an attendant being on duty.
- C. Signs reading "Fireworks for Sale—No Smoking Allowed" shall be displayed in the section of a store or premises set aside for the sale of fireworks.
- D. Signage providing information regarding prohibited fireworks, prohibited discharge locations, allowable discharge dates & times and fireworks safety guidelines shall be displayed in the section of a store or premises set aside for the sale of fireworks.

7-712. FIRE EXTINGUISHERS REQUIRED.

- A. Two functioning and approved Type 4A fire extinguishers must be provided and kept in close proximity to the stock of fireworks in all permanent buildings where fireworks are stored, sold or displayed for sale.
- B. Small stands, temporarily erected to be used as a place for storing and selling fireworks only, shall have one such fire extinguisher, or in lieu of the extinguisher, a pressurized water hose with nozzle end within five (5) feet of the fireworks stand.

7-713. RESTRICTIONS AS TO GASOLINE INSTALLATIONS.

It shall be unlawful to store keep, sell, display for sale or discharge any fireworks within one hundred fifty (150) feet of any gasoline pump, gasoline filling station, gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one (1) gallon, except in stores where cleaners, paints and oils are handled in sealed containers only.

7-714. AUTHORITY OF THE FIRE CHIEF.

The Fire Chief or his or her designee is authorized to seize and confiscate all fireworks which may be kept, stored or used in violation of any section of this ordinance, and all of the rules of the State Fire Marshal. He or she shall dispose of all such fireworks as may be directed by the Governing Body.

7-715. EMERGENCY BAN RELATING TO DISCHARGE.

Notwithstanding any of the provisions contained in this Ordinance, there shall be no firing or discharge of any fireworks in the City of Liberal at any time the Fire Chief or his or her designee, determines that weather conditions or local circumstances make such firing and discharge of fireworks hazardous.

7-716. VIOLATION; PENALTY.

- A. Violation of any provision of this article shall be unlawful and shall be punishable by a fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000), by imprisonment for a period not exceeding ninety (90) days, or by both such fine and imprisonment in the discretion of the Municipal Court. Violations relating to the public display and/or the sale of fireworks shall be a minimum five hundred dollars (\$500) fine. Each violation shall constitute a separate offense.
- B. In addition, any violations of the provisions of this article which result in a conviction in the Municipal Court of the City of Liberal, or any State Court within Kansas, shall bar the person so convicted from obtaining city permits and licenses related to fireworks for a period of two (2) years.
- C. A violation of these articles documented by city staff shall bar the person from obtaining city permits and license related to fireworks for a period of one (1) year.

7-717. CONFLICTING ORDINANCES.

That all ordinances and parts of ordinances in conflict herewith, specifically Ordinance No. 4520, are hereby amended and repealed. That in the event part or portion of this ordinance is found to be invalid, the invalidity of such shall not affect the other provisions or applications of the ordinance which can be given without the invalid part or portions.

7-718. PUBLICATION.

That this ordinance shall be in full force and effect from and after its publication in the High Plains Daily Leader & Times, the Official City of Liberal Newspaper.

APPROVED AND PASSED by the Governing Body of the City of Liberal, Kansas, the

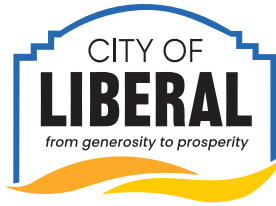
CITY OF LIBERAL, KANSAS

(SEAL)

Jeff Parsons, Mayor

Attest.

Alicia Hidalgo, MMC, City Clerk



**CITY OF LIBERAL
CITY COMMISSION WORK SESSION MEETING
February 10, 2026
AGENDA ITEM # 5.**

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

Date: February 10, 2026

From: Scarletta Diseker, City Manager

RE: RHID Funding Discussion

City Staff would like to openly discuss the process by which we receive RHID reimbursements and then reinvest those dollars in any additional housing developments for the future.

We currently fund housing infrastructure projects from 301 Construction with an EOY transfer from the Streets, Drainage, and Capital Improvements portion of the One Cent Sales Tax. When RHID disbursements are received from the County, we receipt these funds into the One Cent Sales Tax as reimbursements. It has been discussed in the past that a separate department within Fund 260, where reimbursements are specifically used as seed money, could allow for the City to consistently work through housing goals and keep these dollars separate from other One Cent Sales Tax project funds.

It is still possible to account for these dollars when asked, but not allowing them to commingle could have its benefits when it comes to meeting overall housing needs and expectations.

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION WORK SESSION MEETING
February 10, 2026
AGENDA ITEM #**

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

Date: February 10, 2026

From:

RE: ADJOURNMENT

Recommendation: