

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

July 23, 2013

The regular meeting of the Liberal City Commission was held at 6:30 p.m. in the Commission Chambers located at 325 North Washington on Tuesday, July 23, 2013.

Commissioners Present: Mayor Dave Harrison, Vice Mayor Janet Willimon, Dean Aragon, Joe Denoyer and Ron Warren.

City Staff Present: City Manager Mark Hall, Finance Director Chris Ford, City Clerk Debbie Giskie, Human Resources Director Sheena Schmutz, Zoning Administrator Kory Krause, Fire Chief Kelly Kirk, Housing & Community Development Director Karen LaFreniere, Wastewater Services Director Kenneth Williams, Chief of Police Al Sill and City Attorney Shirla McQueen.

Mayor Harrison declared the meeting called to order, and City Clerk Giskie read the roll call declaring a quorum present. The Pledge of Allegiance was recited, and the invocation was given by Ann Holman of the Risen Glory Church.

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

2. Approval of Agenda.

Mayor Harrison requested approval of the amended agenda, which has been amended with to include a new Item 7 – Adolescent Support Services Truancy Program.

Commissioner Denoyer moved to approve the agenda, as amended, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.

3. Approval of Minutes.

Vice Mayor Willimon moved to approve the minutes of the July 9, 2013 regular meeting, as presented. The motion was seconded by Commissioner Aragon and carried unanimously.

4. Items from Citizens.

Mayor Harrison read the rules of the Commission and requested members of the audience approach the podium to address the Commission.

- Jim Stoddard, president of the Southwest Kansas Rifle & Pistol Club, expressed concern with the proposal put together by City Manager Hall and Chief Sill. He noted the proposal redesigns the current range and removes the Club's access to the shooting range. Mr. Stoddard felt the proposal wasn't fair because they have spent Club funds and donated numerous volunteer hours setting up the range. Mr. Stoddard wished they could have been part of the planning process.

5. Items from Groups.

Mayor Harrison 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, June 12, 2013 Regular Meeting; June 17, 2013 Special

Meeting; and June 25, 2013 Special Meeting.

2. Liberal Memorial Library, May 21, 2013.

Mayor Harrison inquired if the Commission wished to remove any items for further discussion. *Commissioner Denoyer moved to approve the Consent Agenda, as presented, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.*

7. Adolescent Support Services Truancy Program.

Ivanhoe Love, Jr., director of Adolescent Support Services Truancy Program, distributed a brochure about the truancy program, statistics for the first year and their 2014 budget request. He reviewed the statistics and noted they have made a very successful program that is meeting the needs of this community. He explained truancy is the root of most crime and if we can stop the absolute truant; we can decrease crime.

- Discussion was held on the standards imposed on the truant, possibly imposing fines to the student and parent and the impact the program has made on some of the students.
- Mr. Love reported last year's budget was \$152,000 compared to the 2014 budget of \$172,000. He noted the budget includes raises for the truancy officers to retain good officers.
- Commissioner Denoyer questioned if Seward County and USD 480 have received the budget request. Mr. Love advised he has made the presentation to the county and will make a presentation to the school system on Monday. Commissioner Denoyer noted by State law the county is responsible for truancy issues. He agreed it is a successful program, but he struggles with the City paying for it because the Focus on the Future group is against funding the truancy program with one-cent sales tax crime prevention monies and the City adheres to their recommendations.
- Vice Mayor Willimon advised she has been involved in the truancy program for the last ten months and it is successful.
- Mayor Harrison advised he sat in on a few of the truancy courts as well and he has visited with officials with the school system, judicial system and law enforcement agency and no one is opposed to the program.
- Commissioner Aragon advised the program is making a difference with the kids as well.

Following further discussion, Vice Mayor Willimon moved to approve \$52,666.000 to come out of one-cent sales tax crime, subject to Seward County and U.S.D. 480 approval of their portion to the Adolescent Support Services Truancy Program, as presented. Commissioner Aragon seconded the motion, which carried by a vote of 4 to 1, with Commissioner Denoyer against.

8. First Reading of Ordinance No. 4412 – Rezone Platted Land from “R-2” to “R-3.

Mayor Harrison requested Commission consideration of the final reading of Ordinance No. 4412, entitled, “AN ORDINANCE AMENDING THE “OFFICIAL ZONING DISTRICT MAP” OF THE CITY OF LIBERAL, KANSAS BY REZONING LOTS 9-16, BLOCK 9; LOTS 1-16, BLOCK 10; LOTS 1-16, BLOCK 11; LOTS 1-16, BLOCK 12; LOTS 1-8 & LOTS 11-16, BLOCK 13; LOTS 19-24, BLOCK 14; LOTS 6-8, BLOCK 15, ALL IN THE REPLAT BLOCK 1, LOT 3; NORWOOD AVENUE, AND A PORTION OF BLOCK 2, LOT 1 OF THE LEEIONE ADDITION FOR CORONADO HEIGHTS ADDITION NO.1 TO THE CITY OF LIBERAL, SEWARD COUNTY, KANSAS, FROM “R-2” TWO-FAMILY DWELLING DISTRICT TO “R-3” MULTIPLE FAMILY DWELLING DISTRICT.”

Zoning Administrator Krause noted this is the second reading of an ordinance rezoning the area shown on the map in the packet, from two-family dwelling to multiple family dwelling district

ranging from single family units up to apartments. He advised he has received only positive numerous comments on the rezoning and the Planners have recommended the rezoning. *Commissioner Denoyer moved to adopt Ordinance No. 4412, as presented, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.*

9. Benefit Consulting Memorandum of Understanding.

Human Resources Director Schmutz requested the Commission consider entering an agreement with Charlesworth Benefits, L.C. to analyze the City's current health plan and create a RFP for 2014 and to enter into a retainer for 2015.

Vice Mayor Willimon moved to enter into a Memorandum of Understanding with Charlesworth Benefits, L.C. to analyze the current health plan and create a Request for Proposal and Plan Implementation according to City staff recommendations in the amount of \$13,720, as well as the Optional Retainer in the amount of \$12,900, as presented. Commissioner Denoyer seconded the motion, which carried unanimously.

10. Firehouse Records Management Software Proposal.

Fire Chief Kirk requested a change in the software used by the fire department to keep all legal documentation and records. He noted the current software was purchased in 1998 and has been very adequate, but it has outgrown the software capability and the processing speed is very slow.

- Chief Kirk noted he had done some research and found that the Firehouse Standard software is more compatible, but explained it is for a 5-year contract and they would be agreeable to a non-appropriation clause.
- City Attorney McQueen advised we would need to include the non-appropriation clause.

Commissioner Denoyer moved to proceed with conversion from Firehouse Standard software to Firehouse Cloud with a five-year contract price of \$2,167 annually, as presented. Vice Mayor Willimon seconded the motion, which carried unanimously.

11. Purchase of Lots for Self-Help Housing.

Housing & Community Development Director LaFreniere requested permission to purchase lots for the purpose of developing Self-Help housing. She explained the four lots are located on West Coolidge off of Clay Avenue at a cost of \$4,500 each or a total of \$18,000 to be funded from the Housing and Community Development budget and sold to self-help participants.

- Discussion was held on the fact that the lots are in a flood zone and would have to be elevated. Ms. LaFreniere noted she would contact HUD about keeping the expected \$5,000 per lot to make the improvements, which include raising the elevation and platting the property. She also noted FEMA would be contacted about completing the process of removing the land from the flood zone.
- Commissioner Warren commended City staff for going out and finding lots for the self-help program.
- Commissioner Aragon questioned the timeframe on the sale of the lots. Ms. LaFreniere noted they have individuals that have been approved for the sales. She explained the whole process needs to be completed by the end of September and that replatting would begin before the sales are completed.

Commissioner Denoyer moved to authorize the purchase of four lots on West Coolidge in the amount of \$18,000 for Self-Help Housing program, as presented. Vice Mayor Willimon seconded the motion, which carried unanimously.

12. New Aerial Photographs - Economic Development.

Economic Development Director Parsons advised Seward County contacted him about getting new aerial imagery and noted the last photos were taken in 2005. He noted the City has 32 miles in our jurisdiction and the current maps are getting a little dated. He advised it would be good to have updated maps for departmental use and working with potential developers.

- City Manager Hall noted the maps are widely used and this is considerably less than paid in 2005 when it was \$24,000. He advised we won't be getting physical maps but will be getting them in digital form that can be reproduced.

Commissioner Denoyer moved to approve the purchase of new aerial images at a cost of \$11,200, from the one-cent portion of the economic development budget, as presented.

Commissioner Warren seconded the motion, which carried.

13. Laboratory Composite Sampler - Wastewater.

Wastewater Services Director Williams advised the 20 year-old laboratory composite sampler for the effluent is not functioning properly after many years of repairs. He referred to the quote and noted that KDHE requires mandatory 24 composite samples of the effluent. Mr. Williams recommended the purchase of the laboratory composite sampler from Haynes Equipment in the amount of \$5,284.00.

- Commissioner Denoyer questioned if this equipment will work when the plant is modified. Mr. Williams indicated the composite sampler would be required and will satisfy KDHE requirements.

Vice Mayor Willimon moved to authorize the purchase of the laboratory composite sampler from Haynes Equipment in the amount of \$5,284.00, as presented. Commissioner Warren seconded the motion, which carried unanimously.

14. CITY MANAGER'S REPORT.

City Manager Hall reported the departments are working in the hot weather and everything is going well this summer. He reminded the Commission of the Council of Governments meeting this Thursday morning at 7:00 a.m. at SCCC. He also referred to the memorandum commending LPD Sergeant Ratzlaff for his efforts on the robbery at Sears.

- Mr. Hall expressed appreciation to the Commission for their efforts in working on the budget and charting the course of the history of the community.

15. ITEMS FROM COMMISSIONERS.

Commissioner Warren advised the budget session was interesting and it is good that the self-help program is creating housing. He also reported that he is coaching the baseball team for the 12-year old Rattlers and they are going to Nebraska this weekend and congratulated the guys on the team.

Commissioner Aragon wished the 12-year old Rattlers good luck this weekend. He also wished the Bee Jays good luck.

- He noted that he was impressed with the departments who provided information at the budget session and that he was enjoying the interesting experience.

Commissioner Denoyer congratulated the kids and coaches as well as the families that go to the ball tournaments. He noted it was exciting that the Bee Jays advancing to the Nationals.

- He commended City staff for working with the Commission on the budget schedule and thanked City staff for putting together a needs list not a wish list. He commended all the City employees for their efforts.
- Commissioner Denoyer encouraged City staff to work on the shooting range issue.
- He also questioned if residents had been given notice either through the news media or a door knocker about the little 2" antenna that is on the top of the water meter lid and can easily be damaged. He noted he received word that it is \$180 to replace the antenna and it would be good to notify the public of this in advance. City Manager Hall noted they still have about 200 meters to install and he would look into this issue.

Vice Mayor Willimon thanked the group in the audience for exercising their right and noted we will certainly work together to come up with a solution that will work with the majority involved. She expressed appreciation to each employee for their efforts to make the City look so great. She also thanked Ms. LaFreniere for the housing project and advised she knows a family that was part of the self-help program and she would like to recognize them as they are a success story.

Mayor Harrison thanked his fellow commissioners and also expressed appreciation to the folks who came forward this evening to share their views. He advised there is no plan for the shooting range that is set in stone.

16. VOUCHERS.

\$699,300.30, dated July 23, 2013. *Commissioner Denoyer moved to approve the vouchers, as presented, with Vice Mayor Willimon seconding the motion. The motion carried unanimously.*

Adjournment: *The meeting was adjourned by motion of Commissioner Denoyer.*

Dave Harrison, Mayor

ATTEST:

Debra S. Giskie, CMC, City Clerk