



CITY OF *IOLA*

COUNCIL MEETING AGENDA

March 12th, 2012 – 6:00 P.M.

Park Community Building – 600 S. State Street

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. REVIEW & APPROVAL OF AGENDA
6. PUBLIC COMMENTS
7. CONSENT AGENDA
 - A. Minutes Approval
 - B. Appropriations Approval
 - C. Personnel Actions
8. UNFINISHED BUSINESS
 - A. Property & Casualty Insurance – Rob Gill
 - B. Fireworks Discharge & Sale – Discussions
 - C. Personnel Policy / Benefits - Discussions
9. NEW BUSINESS
 - A. Wildlife & Parks - Request
 - B. Farmers Market - Request
 - C. Bassett Electric Revisions – Mike Phillips
 - D. Dangerous/Unsafe Structure – Jeff Bauer
 - 408 S. Third
 - 206 N. Fourth
 - 318 S. Colborn
 - E. Annual Mowing Contract – Jeff Bauer
 - F. Sanitation Truck Purchase – Dan Leslie
 - G. Cottonwood St. Project 1U-1837-01
 - H. Wastewater Improvement Project – Contract
10. ROUND TABLE
 - A. Annual Chip Seal Project – Dan Leslie
 - B. Purchasing Policy - Discussions
11. COUNCIL & ADMINISTRATOR REPORTS
 - A. Mayor Shirley
 - B. Council Member Stewart
 - C. Council Member Callahan
 - D. Council Member Wicoff
 - E. Council Member Franklin
 - F. Council Member Kilby
 - G. Council Member Becker
 - H. Council Member Rowe
 - I. Council Member French
 - J. City Administrator Slaugh
12. FOLLOW-UP ACTION REVIEW
13. EXECUTIVE SESSION – Attorney Client Privilege
14. EXECUTIVE SESSION – Non Elected Personnel
15. EXECUTIVE SESSION – Acquisition of Real Estate
16. DATE / TIME OF NEXT MEETING

Mayor, Bill Shirley
City Clerk, Roxanne Hutton
Mayor, Bill Shirley
Pastor, Mike Quinn

February 27th, 2012

City Council Meeting 6:00 p.m. Monday, March 26th, 2012
City Council Meeting 6:00 p.m. Monday, April 9th, 2012



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Park Community Building – 600 S. State Street

Agenda Narrative

1. CALL MEETING TO ORDER Mayor, Bill Shirley
2. ROLL CALL City Clerk, Roxanne Hutton
3. PLEDGE OF ALLEGIANCE Mayor, Bill Shirley
4. INVOCATION Pastor, Mike Quinn
5. REVIEW & APPROVAL OF AGENDA

6. PUBLIC COMMENTS

7. CONSENT AGENDA
 - A. Minutes Approval February 27th, 2012
 - B. Appropriations Approval
 - C. Personnel Actions
 - Jeremy Ellington – Fire Department – Annual Evaluation
 - Trevor Shannon – Fire Department – Annual Evaluation
 - Todd Rowe – Parks & Cemetery – Annual Evaluation
 - Dustin Stone – Solid Waste – 12 Month Evaluation
 - James Snavelly – Electric Distribution – Annual Evaluation
 - Jim Boeken – Sanitation to St. & Alley - Transfer
 - Authorization to advertise for Part-Time Municipal Court Clerk

8. UNFINISHED BUSINESS
 - A. Property & Casualty Insurance – Rob Gill
At your previous meeting Rob Gill of Iola Insurance Associates was at your meeting to present quotes regarding the city’s insurance coverage also at this meeting a KMIT representative also spoke about their services regarding work comp insurance. Enclosed in your packet is an email regarding the requested deductible changes on some policies for your review and consideration. Staff is seeking council direction on the renewal of the city’s insurance with Iola Insurance Associates. Representatives from Iola Insurance Associates will be in attendance at your meeting to answer any questions you may have.

 - B. Fireworks Discharge & Sale - Discussions
Enclosed in your packet for review and consideration is the proposed ordinance allowing fireworks to be discharged and sold within the incorporated city limits of Iola. The ordinance being presented for approval was collectively put together by city staff and the city attorney. Staff is seeking the council’s input and direction on the enclosed ordinance.

 - C. Personnel Policy / Benefits - Discussions
This agenda item is a carry-over from your previous agenda. Enclosed is a summary of this agenda item provided by Administrator Slaugh.

9. NEW BUSINESS
 - A. Wildlife & Parks - Request
At your previous meeting during public comments Jim Manning of Kansas Department of Wildlife & Parks requested funding in the amount of \$500.00 for the printing of a colored brochure about the Prairie Spirit Rail Trail. At council direction this has been placed on your agenda for discussion. Enclosed in your packet is a letter from Mr. Manning regarding his request.

 - B. Farmers Market - Request
Enclosed in your packet for review and consideration is a request from the Allen County Farmers Market. This request is to close Washington Avenue to vehicle traffic from Madison Avenue to West Street each Thursday from 5:05 pm to 7:40 pm. If approved this would begin April 19th to October 11th.

- C. Bassett Electric Revisions – Mike Phillips
Information regarding the Bassett substation transformer upgrade is enclosed for your review and discussion.
- D. Dangerous/Unsafe Structure – Tony Godfrey
Enclosed in your packet for consideration are three resolutions to begin the 120 day period for the repair or removal of dangerous or unsafe structures. At a previous council meeting public hearings were held to allow all interested parties or stake holders in the listed properties the ability to speak regarding the properties in question. Assistant Code Enforcement Officer Godfrey will be at your meeting to discuss each location as well as answer any questions you may have regarding these locations.
- 408 S. Third
 - 206 N. Fourth
 - 318 S. Colborn
- E. Annual Mowing Contract – Jeff Bauer
It is once again time to discuss mowing of green spaces as well as the nuisance mowing within Iola. Enclosed in your packet for review are bids from Lord’s Mowing Service and O’Mara Trucking to provide the annual mowing of green space and nuisance violations. As you will see by the enclosed bids staff is recommending the extension of contract to Lord’s Mowing Service for this season at the cost of \$45.00 per hour.
- F. Sanitation Truck Purchase – Dan Leslie
Provided in your packet for review and consideration is a summary of the bids for replacing unit #46 sanitation truck. Also enclosed in your packet for review are each individual quote provided by the three companies bidding on this truck replacement. Streets and Sanitation Superintendent, Dan Leslie will be at your meeting to discuss this equipment replacement as well as answer any questions you may have.
- G. Cottonwood St. Project 1U-1837-01
Enclosed in your packet for review and discussion is a close out statement for the Cottonwood St. Project 1U-1837-01 from the Kansas Department of Transportation. This project was a 80/20 funded project that was completed in 2007. The statement indicates that the city owes KDOT \$25,728.30 that was not paid up front for this project.
- H. Wastewater Improvement Project - Contract
At the February 13th council meeting staff brought a summary of request for proposals to provide engineering services for the wastewater improvement project. Enclosed in your packet is a contract being presented for approval to hire Ponzer-Youngquist to provide services for the wastewater project. Staff is seeking council approval of the enclosed contract with Ponzer-Youngquist.

10. ROUND TABLE

- A. Annual Chip Seal Project – Dan Leslie
Street & Alley Superintendent, Dan Leslie will be at your meeting to discuss the annual chip seal project. This year the northeast quarter of town is scheduled to be chip sealed. Enclosed is an estimated cost for this project as well as the actual cost from last year which was the northwest quarter of town. Staff is seeking direction in moving forward with the annual chip seal project.
- B. Purchasing Policy - Discussion
The purchasing policy is once again on your agenda for discussion.

11. COUNCIL & ADMINISTRATOR REPORTS

- A. Mayor Shirley
- B. Council Member Stewart
- C. Council Member Callahan
- D. Council Member Wicoff
- E. Council Member Franklin
- F. Council Member Kilby
- G. Council Member Becker
- H. Council Member Rowe
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- J. City Administrator Slaugh

12. FOLLOW-UP ACTION REVIEW

- 13. EXECUTIVE SESSION – Attorney Client Privilege
- 14. EXECUTIVE SESSION – Non Elected Personnel
- 15. EXECUTIVE SESSION – Acquisition of Real Estate

16. DATE / TIME OF NEXT MEETING

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17. ADJOURNMENT



CITY OF *IOLA*

ADMINISTRATORS REPORT

March 12th, 2012

- Kansas Department of Agriculture – Letter Dismissal of Water Right
- Municipal Court Report – February 2012
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Item "C" Personnel Actions

Employee	Department	Evaluation Type	Current Rate	Proposed Rate	Date of Hire
Jeremy Ellington	Fire Department	Annual	\$12.28	\$12.65	03/17/2010
Trevor Shannon	Fire Department	Annual	\$13.22	\$13.49	03/12/2003
Todd Rowe	Parks & Cemetery	Annual	\$12.55	\$12.96	03/16/2009
Dustin Stone	Solid Waste	12 Month	\$14.98	\$15.28	12/23/2012
James Snavelly	Electric Distribution	Annual	\$17.93	\$18.47	02/14/2005
Jim Boeken	Sanitation to St & Alley	Transfer	\$11.15	\$12.91	08/22/2011

Assistant Municipal Court Clerk – Authorization to advertise to fill new position. Enclosed is a copy of the job description as well as a copy of the hiring authorization form.