

CITY OF IOLA

Page 1

01/22/2018

A regular meeting of the City Council of the City of Iola was held on January 22, 2018, at 6:00 p.m., at the Park Community Building, 510 Park Avenue, Iola, Kansas.

**CALL MEETING TO ORDER**

Mayor Wells called the meeting to order at 6:00 p.m.

Mayor Wells, Council Members, Ford, Ballard, Middleton, Peters, Franklin, and Myrick were present. Also present were, Administrator Fleming, Assistant Administrator Schinstock, and City Clerk Hutton. Absent was Council Member Shaughnessy.

**WARD 1 COUNCIL MEMBER APPOINTMENT AND SWEARING IN**

Mayor Wells introduced Chase Martin and asked him to tell a little about himself. Mr. Martin explained that he had attended Allen Community College for a couple of years and had enjoyed the area. He stated he had lived in many states throughout the United States but found Kansas as the place he wanted to settle down.

Mayor Wells appointed Chase Martin as the Ward I Council Member to fill the vacant position. Motion made by Council Member Ford and seconded by Council Member Peters to accept the appointment of Mayor Wells for Chase Martin for the vacant position in Ward 1. Voting in favor of the Motion Were Council Members: Ford, Peters, Middleton, Ballard, and Franklin. Voting against the Motion was Council Member Myrick. Motion passed by majority vote.

City Clerk Hutton swore Council Member Martin in and he took his seat at the Council table.

**REVIEW & APPROVAL OF AGENDA**

Motion made by Council Member Ford and seconded by Council Member Myrick to approve the amended agenda as presented. All in favor. Motion carried.

**PUBLIC COMMENTS**

None heard

**CONSENT AGENDA**

**A. Minutes Approval**

- January 8, 2018

**B. Appropriations Approval – 2018-02**

**C. Personnel Action**

- Dominick Haen – Police Department – Six Month
- Dalton Houk – Police Department – Annual
- James Depriest – Water Production – Annual
- Dennis Walden – Street & Alley – Annual

- **Jeremy Ellington – Fire Department – Six-Month**
- **Chris Bailey – Fire Department – Twelve Month**
- **Adam Ferguson – Fire Department – Twelve Month**
- **Levi Ballou – Fire Department – Twelve Month**

Motion made by Council Member Ford to approve the consent agenda as presented. Motion seconded by Council Member Peters. All in favor. Motion carried.

## **ROUND TABLE**

**A. Personnel Policy Review** – Administrator Fleming noted that Human Resources Director Carla Brown, Assistant Administrator Schinstock and himself have spent the last few months reviewing the Personnel Policy Manual and making the red line changes that were distributed prior to the meeting.

Human Resources Director, Carla Brown reviewed the major changes that were proposed to the policy.

Council Member Ford stated that she is in favor of the hiring and firing being done by staff and not coming to Council. This would save time for the process and they are the individuals that now the process and know what is taking place. As long as the Council is kept in the loop of what is going on

Council Member Peters questioned if there would be a set amount of time a person would have to reapply if they were fired from the city. Administrator Fleming stated that if an individual worked for the City of Iola as a youth and made a mistake, we don't want to hold the person back from getting a job with the City when this individual becomes an adult and has matured with age ten years down the road.

Administrator Fleming noted that staff will also take into consideration the employee's past job performance and what exactly was the reason for termination.

Mayor Wells noted that just because we are allowing this employee to be eligible for rehire doesn't mean we are necessarily going to rehire this individual. The policy change just gives us the option.

Council Member Ford would like to see some guidelines spelled out in the Personnel Policy to avoid some problems in the future.

Council Member Ballard noted that he had spoken to employees and department heads regarding the Administrator being given the ability to hire and fire employees without

Councils final approval. Their concerns were with one person being able to fire an employee just because they didn't care for them.

Human Resource Manager, Cara Brown, stated that as the policy is now there is nowhere for an employee to go to for a grievance with the Council participating in the firing process. This new policy will give the employee another level for the employee to go to for an option.

Administrator Fleming noted that it would not be just the Administrator firing employees it would be a process with the Human Resources Director, the Assistant Administrator and the Department Head. Due process would be followed.

Council Member Myrick agreed that it should be handled with staff.

Council Member Ford stated that the Council does not have that daily contact with the employees like the staff do. They are the ones that know what action needs to be taken.

Administrator Fleming stated that a memo to Council of what is going on would keep them informed of employee issues.

Council Member Franklin stated that staff should be managing through attrition in order to cut back expenses.

Council Member Ford noted that we depend on the staff that was hired to make those correct decisions.

Administrator Fleming stated that the staff reviews each position that becomes open. We ask ourselves. Do we need to refill the position? Do we need to change how the position works? What is our staffing plan?

Council Member Franklin asked why staff is wanting to change the way it is being done. Administrator Fleming noted that in the past there have been some problems. One of those problems included an employee that was on paid leave because staff could not fire the individual who then went from Council Member to Council Member lobbying for his job. This put the Council in an awkward position.

Human Resource Officer, Carla Brown, stated that it currently takes approximately 1 ½ months to hire an employee with the current policy.

Council Member Franklin asked about the In-law addition to the nepotism policy. Carla Brown stated this was only for a supervisor – employee position.

Council Member Ballard asked about the six-month raise policy. Will this eliminate someone that has been with the City longer than the employee that is getting an increase due to a job movement.?

Mayor Wells suggested looking at only giving increases at the one-year mark and bringing it back to the next meeting.

## **NEW BUSINESS**

**A. FEMA Firefighter Assistance Grant Application** – Administrator Fleming stated that over the course of several years, staff has pursued an Assistance to Firefighters Grant through FEMA. Grant applications were submitted in 2016 and 2017 for grant years 2015 and 2016 respectively. The grant applications sought funding assistance to facilitate the replacement of Rural Fire District #2 Pumper – Engine #312 and would have covered ninety-five percent (95%) of the costs associated with the purchase of a new unit. Both grant applications were unsuccessful.

Staff is seeking Council approval to pursue the Assistance to Firefighters Grant in effort to secure funding for the replacement of Rural Fire District #2 Pumper- Engine #312. The deadline for the grant submittals is February 2, 2018.

Council Member Ballard asked if this truck would be used within the City limits. Fire Chief Thyer stated that it could be used with in the City limits.

Council Member Franklin asked if additional equipment would be needed for the new truck. Chief Thyer stated that the only thing needed would be a portable pump.

Motion made by Council Member Franklin and seconded by Council Member Ford to approve staff to submit a grant application to FEMA's Assistance to Firefighters Grant Program. All in favor. Motion carried.

**B. KDOT Federal Funds Exchange Program** – Assistant Administrator Schinstock noted that in April of 2016 the Council approved KDOT's master agreement 90-16. This agreement between the City and KDOT allows the City to exchange annually allocated federal transportation funds for KDOT funds.

Motion made by Council Member Ford and seconded by Council Member Myrick to authorize the Mayor to sign Supplemental Agreement No. 1 to the Kansas department of Transportation Master Agreement No. 90-16 allowing staff to submit the necessary documents. All in favor. Motion carried.

## **EXECUTIVE SESSION**

## **COUNCIL & ADMINISTRATOR REPORTS**

### **A. Council Member Franklin –**

- He appreciates all of the work that staff did to revise the personnel manual.

### **B. Council Member Myrick–**

- Warned everyone to be cautious of the flu bug. It is a very severe strain this year.

### **C. Council Member Shaughnessy –**

- Absent

### **D. Mayor Wells–**

- None.

### **E. Council Member Ballard –**

- None

### **F. Council Member Middleton –**

- None

### **G. Council Member Ford–**

- Thanked everyone that attended the DARE graduation.

### **H. Council Member Peters –**

- Witnessed the Solid Waste employees on a very cold morning. Made him realize that 75-80% of the City employees have to work outside in the cold. He would like Administrator Fleming to pass on his appreciation to the employees for the hard work they do and the elements they have to endure.

### **I. Council Member Martin -**

- None

### **J. Administrator Fleming–**

- Reminded Council that the presentation on the Kansas State First Impressions Program will be on February 5<sup>th</sup> at the Bowlus at 6:30 p.m.

**EXECUTIVE SESSION**

Motion made by Council Member Ford to recess into Executive Session for 20 minutes pursuant to Attorney-Client Privilege, K.S.A. 75-4319(b)(2). The purpose of the executive session is to discuss contractual agreements and shall include the Mayor, Council, City Administrator, and City Attorney. The regular meeting shall reconvene in the City Council Chamber at 7:40 p.m. Motion seconded by Council Member Peters. All in favor. Motion carried.

**DATE / TIME OF NEXT MEETING**

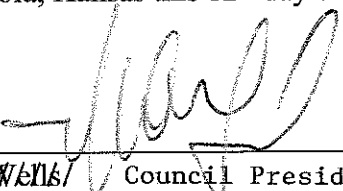
City Council Meeting 6:00 p.m. on Monday, February 12, 2018

**ADJOURNMENT**

**7:45 p.m.** Motion made by Council Member Myrick and seconded by Council Member Ford to adjourn the meeting. All in favor. Motion carried.

Approved by the City Council of the City of Iola, Kansas this 12<sup>th</sup> day of February, 2018.



  
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Mayor Wells / Council President Nancy Ford

  
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City Clerk, Roxanne Hutton