

A special called meeting of the City Council of the City of Iola was held on January 28, 2012 at 8:00 a.m., at the Riverside Park Community Building, 600 S State, Iola, Kansas. The purpose of the meeting was to hold a strategic planning session. Breakfast was served.

## **CALL MEETING TO ORDER**

Mayor Shirley called the meeting to order at 8:00 a.m.

## **ROLL CALL**

Mayor Shirley, Council Members Becker, Kilby, Rowe, Stewart, Callahan, French and Franklin were present. Also present was Administrator Slaugh, and City Clerk Hutton. Council Member Wicoff was absent due to a previous commitment.

David Toland from THRIVE addressed the council:

- Asked them to consider the downtown area worthy of their focus offering incentives to encourage downtown business.
- Part of the Vision Iola plan was to focus on sidewalks, banners and hanging baskets. He feels that this would be a good start and encourage more people to stop and shop.
- Would like the council to consider a revolving loan fund with a low interest rate to help expand existing businesses and attract new ones.
- The sidewalk program is successful, would like to see the city promote it and increase the amount to \$20,000 for the next budget.

Administrator Slaugh presented the agenda for the day. Council Member Franklin asked that they discuss leaving the pool open longer and the recreation department under the goals and priorities section of the agenda. Council Member Callahan would like to add the topics David Toland brought up to the goals and priorities section of the agenda.

## **BUDGET REVIEW**

- Discussed budget enclosures. Administrator Slaugh noted that the focus is to get close to the limit for the budget without going over.
- It was noted that dispatch moved from the city to the county in 2010.
- Parks and Cemetery Department has upgraded over 100 cemetery stones from funds out of the cemetery trust fund.
- EMS Overtime comes out of the fire department. The on-call staff is not called out unless an actual transfer of the patient is done. According to the agreement with the county the county and the city cover for each other as needed.
- Council Member Franklin inquired about collections in the EMS department. It was noted that the clerk's office began billing for the EMS department in January 2011. Revenue was lost in 2010 due to sluggish collection procedures. Chi Wiggin in the clerk's department has done a good job to refile all 2010 outstanding bills. Council would like a report of the EMS revenues for 2011.
- Green space mowing was discussed. Possibility of planting natural grasses that don't require mowing.

- Council Member Rowe wanted to make sure that we weren't allowing budget to get in the way of safety issues. Can show cause of going over budget if it were a safety issue.
- Council Member French noted following appropriate notice after the council deems a property an eminent danger. Staff needs to fix the issues or prevent possible entrance after appropriate notice letter is sent.
- Administrator Slaugh stated that he has asked Tony Godfrey to give a briefing at the next council meeting on the legal process that the city has to follow for unsafe and dangerous properties.

### **9:05 a.m. Five-minute Break**

### **GOALS AND PRIORITIES**

- Council Member Rowe developed a committee consisting of Council Members Kilby, Franklin, French and himself to look at developing a purchasing policy following a discussion with Administrator Slaugh. Council Member Rowe read from a sheet he prepared. Has given a list of certain items that are routine purchases to Deb Troxel and Roxanne Hutton to review and make changes as necessary. The committee wants to assure that there are enough checks and balances in place so there is no room for mischief.
- Council Member Callahan asked how close the committee was until a policy can be brought to the council for review? Council member Rowe stated should be able to bring to one of the meetings in February.
- Will recommend P-Cards after some time to get the policy working.
- Administrator Slaugh noted that the system in place is working well. The current inventory system is good. There is just not a formal policy in place.
- City Clerk Hutton explained the auditor's review of payables.
- Council Member Becker asked if the policy will be reviewed by department heads before the council is asked to vote on it?
- Council Member Rowe stated that the policy would be brought to the council for review and adoption at the next meeting. During that time span staff will be asked to review and make possible modifications. Attorney Apt will review it and then it will be voted on to become part of the city code.
- Administrator Slaugh brought up council committees. The current committees are being formed outside of the council. Council Member Callahan noted that it was nice to be able to brainstorm in a committee without public or newspaper present. Noting that no decision can be made until it is brought to the entire council. Council Member Rowe stated that everyone in the purchasing policy committee is aware that they can not speak to another council member because that would cause an open meeting violation.
- Council Member French noted that having a smaller committee consisting of those that are passionate about certain topics. Noting that when the mayoral appointed committees met it was successful also so either way is good for him.
- Administrator Slaugh noted that some cities have two standing committees and all agenda items go through one of the committees prior to coming to a council meeting with a recommendation from the committee.

- Council Member Becker noted that if a council member was not part of a committee and they want to attend, then the meeting becomes an open meeting.
- Council Member Callahan noted that an open vote still has to be taken on an issue that comes from a committee.

**9:57 a.m. Five-minute Break**

**Council Member Rowe left the meeting due to a prior commitment.**

**BUDGET DISCUSSIONS**

- City Council budget had an increase in 2007 due to approved flood expenditures.
- Working with Court Clerk to hire assistant.
- Library fund is used for special projects. Working on obtaining a warranty for the roof project.
- City Clerk Hutton explained the process for the convention and tourism fund.
- Council Member Callahan inquired about the liquor by the drink money that is now going to the county since the city's population dropped below 6,000.
- Administrator Slauch discussed the non-gas cost factor. It has been \$1.55 for the last two years. Will bring a recommendation to the council for the new rate.
- The power plant is using the backup computer for the Wartsila's. This could affect the scheduled outage on the 9<sup>th</sup>.

**11:05 a.m. Five-minute Break**

**GOALS AND PRIORITIES**

- Would like to see the swimming pool open until Labor Day.
- Would like to see more programs for seniors possibly adding a senior to the recreation committee.
- Council Member Franklin noted that the council should receive a stipend.
- Need to address the staggering term of council members and the mayor.
- Update of the legal language in the codebook.
- Review and adopt Personnel Manual. Would like to see a committee work on the manual obtaining guidance from the league and input from the employee task force.
- Administrative Policy review by the council. Would like to see a committee review. Bring back changes with crossed out type sent to the council. A vote was taken on priority of the Administrative Policy, Personnel Handbook and the Municipal Code. The Personnel handbook received the most votes for highest priority, however it was noted that possibly they could be done in unison with smaller committees.

**PRIORITIES FROM COUNCIL**

- Council Member Stewart noted that the meeting was productive.
- Mayor Shirley would like to see a quarterly strategic planning meeting.

- Council Member French would like council to absorb the goals set forth and focus on carrying them out.
- Council Member Franklin noted that it was a good learning experience
- Council Member Becker would also like quarterly meeting, setting timelines and a schedule to carry out projects.
- Council Member Callahan wanted to review the past goals and determine where we are on them. Still want to focus on recommendations from David Toland.
- Asked the Mayor if visitors could be limited to discussion prior to the council discussion time for each agenda item. Encouraging visitors to come to the podium to speak so that they can be on video.
- Administrator Slauch's priority is to get the councils endorsement of the administrative policy book and personnel handbook.

#### **ADJOURNMENT**

**12:14 p.m.** Motion made by Council Member French and was seconded by Council Member Stewart to adjourn the meeting. The vote was six ayes. As the vote was unanimous, the meeting was declared adjourned.

Approved by the City Council of the City of Iola, Kansas this 13<sup>th</sup> day of February, 2012

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Mayor, William A. Shirley

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City Clerk, Roxanne Hutton