

A regular meeting of the City Council of the City of Iola was held on June 24, 2013, at 6:00 p.m., at the Riverside Park Community Building, 510 Park Avenue, Iola, Kansas.

### **CALL MEETING TO ORDER**

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

### **ROLL CALL**

Mayor Wicoff, Council Members Becker, Zornes, Shaughnessy, Franklin, Ford and Wells were present. Also present were Administrator Slaugh, and City Clerk Roxanne Hutton. Council Members Myrick and French were absent.

### **REVIEW & APPROVAL OF AGENDA**

Motion made by Council Member Becker and seconded by Council Member Franklin to approve the agenda adding an executive session following item #7C for Attorney/ Client. All in favor. Motion carried.

### **PUBLIC COMMENTS**

Donna Houser stated that the classes of 1973 and 1968 were in town for reunions over the weekend several of them raved about the parks, the trolley and the clean, neat square. Update on the elephant slide – Utley’s Body Shop painted it for free. Lois Murray is doing the detail work hoping to bring back next week for the park employees to set. If the council would like to have a ribbon cutting or some sort of ceremony let her know.

Mike Ford spoke on behalf of the Kiwanis and the MOM’s Group. Kiwanis International held a grant opportunity for a group to win \$25,000 worth of play equipment. Iola entered against 150 groups including over 80 countries. There were 141 correct applications, voting was done by Facebook or on the Kiwanis International website. On Father’s Day Mike was notified that the Iola group was in the top 10. The top 10 were judged by a panel of five individuals including two landscape experts, a representative from the Nickelodeon network, a representative from Accessible Playground Equipment and a representative from Kiwanis International. On Wednesday, June 19<sup>th</sup> the group was notified that they were the winner. Along with the equipment an expert in securing matching funds from corporations will also assist the group to obtain more funds for even more equipment. The city will need to assist in preparing the ground. The work will have to begin on April 5, 2014 and be completed no later than May 1, 2014.

### **CONSENT AGENDA**

**A. Minutes Approval - June 10, 2013**

**B. Appropriations Approval – 2013-12**

**C. Personnel Action**

- **Sheila Sigg – Utility/Clerk’s Office – Six Month Evaluation**
- **Trent Rhodes – Parks & Cemetery – Annual Evaluation**

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

**EXECUTIVE SESSION – Attorney / Client 6:17 p.m. K.S.A.75-4319**

Motion was made by Council Member Wells and seconded by Council Member Becker to recess into “Executive Session” for the purpose of conducting a meeting to discuss Attorney/Client Matters, Review of Contract. All in favor. Motion carried. Present: Council Members, Attorney Johnson, and Administrator Slaugh. The open meeting to resume in the Council Room at 6:27 p.m.

**NEW BUSINESS**

**A. Convention and Tourism – Funds Disbursement** – The Convention and Tourism Committee met on June 18, 2013 and are recommending the following disbursements out of the Tourism Fund: Veterans Parade \$700, Buster Keaton Celebration \$2,000, Farm City Days \$900, Chamber of Commerce \$20,600, Iola Community Theatre \$500, Charley Melvin Run \$500, Allen County Fair \$800, Southwind Rail Trail \$500, CITF/PRIDE \$500. Motion made by Council Member Ford to disburse the funds as recommend by the Tourism Committee. Motion seconded by Council Member Franklin. All in favor. Motion carried. The committee is also recommending an increase in the transient guest tax rate to 6%. Motion made by Council Member Ford and seconded by Council Member Wells to increase the transient guest tax rate from 4% to 6%. All in favor. Motion carried.

**B. Special Use Permit 329 S First – Shonda Jefferis** – A Special Use Permit Application was filed by Rhoda Schwindt, owner of the property, to allow counseling services and social gatherings to be held at the property. The property was formally used as a church and is located in an R-2 two family residential zone. A public hearing regarding the request was held on June 19, 2013 in front of the planning commission. The planning commission members voted unanimously to grant the Special Use Permit with the stipulation that the hours of use for the property be restricted to 8:00 a.m. – 9:00 p.m. Motion made by Council Member Ford to approve the special use permit to allow group therapy sessions and social gatherings at 329 S First. Motion seconded by Council Member Becker. All in favor. Motion carried.

**C. Re-Zoning – Shonda Jefferis** – Quincy Ventures, LLC filed an application to rezone four lots on North Cottonwood. Lots 315, 319 and 321 are currently zoned as R-3 multi-family and Lot 331 N Cottonwood is zoned as Industrial. The proposed rezoning would change all four lots to C-2 General Business. A public hearing was held in front of the planning commission. Members voted unanimously to permit the rezoning as proposed. Motion made by Council Member Franklin and seconded by Council Member Shaughnessy to approve rezoning lots 315, 319, 321 and 331 N. Cottonwood to C-2 General Business. All in favor. Motion carried.

**D. Waste Water Improvement Project – Bid Acceptance** – The bid opening for phase two of the wastewater improvement project took place on June 12<sup>th</sup> at 10:00 a.m. at City Hall. Two bids were received for the project: Laforge Construction in Parsons, Kansas bid \$769,400 and Slattery Construction in Woodward, OK bid \$680,930. The engineer's estimate for the project was \$770,000. Award of the bid will be subject to acceptance by KDHE and the EPA who both have oversight over the project. Administrator Slaugh informed the group that the engineer had contacted the references for this company and received positive responses. Motion made by Council Member Ford to accept the low bid from Slattery Construction for phase two of the wastewater improvement project, subject to approval by KDHE and the EPA in the amount of \$680,930 and authorize Mayor Wicoff to sign the contract documents when prepared and bonds are received. Motion seconded by Council Member Franklin. All in favor. Motion carried.

## **UNFINISHED BUSINESS**

**A. Personnel Policy Manual Adoption – Resolution** – The Employee Task Force (ETF) has worked over the last several months on revisions to the personnel policy handbook. Each representative was given a section of the handbook to review and recommend any changes they felt were appropriate. The proposed changes were then discussed by the entire group. Votes were taken and the consensus of the group was forwarded to the city administrator, discussed at department head staff meetings and finalized. At the May 28<sup>th</sup> city council meeting this policy was presented for adoption by resolution and the personal time off was questioned and asked to be reviewed once again. Since this council meeting the Employee Task Force, once again, discussed this topic and approved by majority the wording that was previously presented for approval. Department heads have also discussed this in the past and are in support of the handbook adoption as presented. Human Resource Manager, Carla Brown, reviewed the changes with the council. Administrator Slaugh noted that he felt the intent of the city commission at the time was giving employees extra time off to attend to business matters, not an extra two shifts of time off. Motion made by Council Member Wells and seconded by Council Member Zornes to approve the Personnel Policy Handbook by resolution as presented. Council Member Franklin abstained from the vote. Since the motion had carried, her vote was in favor of the motion. Motion carried. Council Member Ford requested that Human Resources Manager Carla Brown review the new policy changes with each department.

## **ROUNDTABLE**

**A. 2014 Budget - Presentation** – Department presentations are being divided between the June 10 and June 24 city council meetings. After review and comments a final draft of the budget will be prepared for the July 8 meeting along with the required entry on state forms.

**Roxanne Hutton- City Clerk Office** – Has seven employees in the department The cashier Chi Wiggin receipts payments from walk in customers, drive thru customers, mail payments and credit card over the phone payments.

The Billing Supervisor, Angela Huff, monitors all meter readings to assure accuracy and any abnormalities. If abnormalities are found, she directs the service truck employees, Darrell Baughn and Jason Franklin, to go out and reread the meter. She then prints all of the utility bills; one for each of the four zones is printed weekly. She also sends in all bad debt payments to the State Set off Program and monitors payments as they come in.

The Customer Service Representative, Pam Coons, answers incoming calls and assists those customers with questions and concerns. She inputs all new customers into the computer system including those who move from one house to another. She processes payments for each zone for customers that have information on file to withdraw automatically out of their checking account and/or credit card. She monitors and prints delinquent notices. She sends the required number of letters to customers prior to the bad debt process.

The Accounts Payable / Payroll Clerk Deb Troxel process payables from the time the bill is received at city hall until it is paid. Dana Nauteric's employee John helps with some of the input of the payables. She enters all of the payroll data for each employee on spreadsheets and helps the HR Manager to enter the data for all employees.

The Ambulance Billing Clerk/Assistant Municipal Court Clerk, Sheila Sigg, processes all of the ambulance billings from downloading the run information from the Iola Fire Department until the final payment is made on the bill. She sends statements monthly to all unpaid customers and gives notice to the billing supervisor when collection has not been made by the individual. Sheila works two days with the municipal court clerk learning the process and backing her up when need arises.

The Human Resources Manager, Carla Brown, enters payroll on a biweekly basis. She handles all benefits for employees, keeps employee personnel files, moderates the Employee Task Force meetings and sets up for safety meetings.

The Meter Reader, Tammy Womelsdorf, reads meters on a route cycle. The city has 21 routes. She is responsible for gas, water and electric meter readings inside and outside the city limits for all city owned utilities.

Each year the Clerk's Department budgets to replace two computers within the department. We have a total of 10 computers so that puts us on a five year rotation.

### **Roxanne Hutton – Health Insurance Fund**

Currently the City pays \$190.19 for single insured employees and \$294.49 for families biweekly. The employee pays \$125.00 for family insurance biweekly. Currently there are 64 employees on single and 39 on family insurance. Retirees pay \$380.37 per month.

We currently have five retirees on single plans none are on the family plan. The health insurance fund currently has a balance of \$413,717.

**Shonda Jefferis – Code Services** - Has three employees in the Code Services Department besides herself. Scott Stewart is the assistant code services officer, Ben Womelsdorf is the Animal Control Officer and Lewis Clark maintains the City Hall building and the code office. Council Member Becker made a motion to increase the 2014 budgeted line item to tear down structures from \$16,000 to \$50,000. Motion died for lack of a second. The council was in favor of an increase to remove the structures; however we need to look at where we are going to cut in order to increase funds in this line item. The increase is basically equal to a one mill increase. Staff will look it over and bring back a proposal to the next meeting. Mayor Wicoff asked if the new employee in the department was being trained on the building codes. Shonda informed the council that currently weed notices and code violations are keeping him busy however; he is reading the UDC in his extra time.

**Corey Schinstock – Capital Improvement Projects** – Corey stated that this fund is funded through the sales tax of which the city receives approximately \$600,000 per year. Half of this amount is dedicated to the new hospital. Would like to designate \$200,000 to be transferred to street projects for a reconstruction of Highway 54 that runs through town. The current cycle of mill and overlay every 10 years is just not holding like it should.

**Jared Warner – Police Department** – There are sixteen employees in his department; including 12 full time officers, Tom Roush, Brian Fees, Tim Francis, Steve Womack, Mike Aronson, Joe Robertson, Brian Plumlee, David Ingle, David Shelby, Danny Rodriguez, Jared Froggatte and Brandon Andres. Doug Campbell is the detective for the department, Mike Ford is the community resource officer, Bob Droessler is the records administrator and Rhonda Fulton is the administrative assistant. Each officer requires 40 hours of additional training every year. All officers have met their hours for the fiscal year which ends on June 30<sup>th</sup>, this amounts to 2,280 hours for the department. Since January 1<sup>st</sup> the department has received 6,000 calls for services which resulted in 170 cases to be filed, 244 arrests, 665 citations and 395 warnings. Since implementing the AXON camera system there has been a reduction of complaints. The only concern is storage of the videos that has created an increase in the budget to \$7,000 of which \$6,000 will be recovered by the county attorney. A COPS grant funded position has been placed in the 2014 budget and replacement of the storm siren batteries.

**Dan Leslie – Street and Alley & Solid Waste**- There are ten full-time and one part-time employee in the two departments. The Street and Alley Department consists of seven employees: Jason Ellis, Kenny Sampson, Brandon Westerman, Bud Jones, Chad Beasley, Dennis Walden and James Boeken. The Solid Waste Department consists of three employees: Robbie Droessler, David Harrison and Dustin Stone. Virgil McCullough, a retired employee, comes back in the summer to mow. Budget discussion has centered on making the chip and seal rotation a five year rotation, putting the park and cemetery on its own rotation in order to even out the expenditure each year. The staff is responsible for 132

lane miles of streets, 14 bridges, two have been removed; however staff still has to monitor them, seven of the bridges are 50% or under sufficient rating. Sycamore Bridge is still a part of the state list for 80/20 funding. The Solid Waste Department handles 8.3 tons within the 500 stops they make per day. There are 44 dumpsters that the department empties every day. The mill and overlay line item is being left alone for a few years to build up for a proposed 2016 KLINK project on Hwy 54. The storm water utility is building up because the system is in need for some repairs and replacements.

**Berkley Kerr – Parks and Cemetery Department** - There are four full-time and one part-time employees; Trent Rhodes, Todd Rowe, Pat Wilson, Doug Clark and Tom Nevans that work all year in the department and three to five part time employees that work during the mowing season. The department is responsible for maintaining the parks and the community buildings. The department sells cemetery plots, digs the graves for both cemeteries and marks graves for the monument companies. The department maintains 150 acres of parks and cemetery property, two community buildings that have a combined usage of 415 rentals. The Joseph and Mary Wolf fund is used for trees and landscaping of the park areas. This fund is used to purchase trees for the tree sale and then reimbursed when the trees are sold. The cemetery trust fund is currently being used to replace stone collars in the old cemetery. Motion made by Council Member Ford to match the funds for the KIWANIS grant up to \$25,000 out of the \$40,000 that is budgeted in 2014 for playground equipment, Motion seconded by Council Member Wells. All in favor. Motion carried.

**Donald Leapheart – Fire Department and EMS** – There are eighteen total employees that work in the two departments. Tim Thyer, Gary Kimball, Kenneth Powell, Ryan Sell, Eric Lawrence, Corey Isbell, Kenneth Thompson, James Jerome, Eric B’Hymer, Andrew Fournell, Ron Jenkins, Jeremy Ellington, Andrew Hill, Trevor Shannon, Ronald Ballard, Ron Conway, Charles Ecton and Ryan Chapman. Last year the department received 290 fire calls within the city and county and 900 EMS calls. The department also performs inspections for schools, jail, college, daycare centers, and nursing homes. They also perform HAZMAT and search and rescue duties for the entire county.

**Carl Slaugh – Administration** – There are two other employees in the department, Assistant Administrator Corey Schinstock and Administrative Assistant Kara Godfrey. The training line item in the city council budget was decreased by \$1,000. If there is a LKM training a council member is interested in let him know. There is \$45,000 budgeted for the lobbyists in Washington D.C.

**Tom Saxton – Municipal Court** – There are three other employees in the department Denise Shomaker the municipal court clerk, Wade Bowie the attorney, and Sheila Sigg the assistant municipal clerk. The only extra item budgeted for 2014 is a new computer for the assistant court clerk.

**Roger Carswell – Iola Public Library** – Roger Carswell and members of the Library Board are requesting an increase in support for the maintenance on the Flewharty House. Council Member Ford asked if some of the costs could be recouped by renting it

out for private functions. There were some concerns with it not being handicapped accessible. Staff will look at options for the council to consider at the next meeting.

## **COUNCIL & ADMINISTRATOR REPORT**

### **A. Mayor Wicoff –**

- ACCC Play in the Park was great. If you get a chance you should attend.

### **B. Council Member Wells–**

- Painting looks nice.
- Attended ACARF Open House.
- Swimming Lessons seem to be going well this summer.

### **C. Council Member Ford –**

- 127 children attended HOFNOD this year.
- Thanks to the council for the playground money.

### **D. Council Member Franklin–**

- Planned on attending the open house for the South Wind Trail however became ill.
- Asked if the sheriff had been asked about planting a garden on some of the green space. Staff will notify him and make offer.

### **E. Council Member Shaughnessy –**

- None

### **F. Council Member Becker –**

- None

### **G. Council Member Myrick –**

- Absent

### **H. Council Member Zornes –**

- None

### **I. Council Member French –**

- Absent

### **J. Administrator Slaugh –**

- Will email a draft copy of the budget prior to next meeting. Will provide state forms at the next meeting and set a public hearing the first meeting in August. Let him know if you have comments or questions about the budget figures.
- Asked council if they wanted to apply for an exemption for the concealed carry. Motion made by Council Member Becker and seconded by Council Member Franklin to apply for an exemption on concealed carry.

- EPA cleanup still in progress.
- Employee picnic planned for August 13, 2013 normally expenses are about \$3,000-\$3,500 and five certificates for a day off are given out. Motion made by Council Member Becker and seconded by Council Member Ford to hold the picnic and authorize the administrator to issue the five certificates for a day off. All in favor. Motion carried.
- Administrator Slaugh's contract is up for renewal. He will send out evaluation forms to all council members which they will return to the mayor for him to compile.

Mayor Wicoff declared a five-minute break.

**EXECUTIVE SESSION – Non – Elected Personnel 8:40 p.m. K.S.A.75-4319**

Motion was made by Council Member Franklin and seconded by Council Member Ford to recess into "Executive Session" for the purpose of conducting a meeting to discuss Non-Elected Personnel / Fire Department. All in favor. Motion carried. Present: Council Members, and Administrator Slaugh. The open meeting to resume in the Commission Room at 8:50 p.m.

Mayor Wicoff commended the two water plant employees that participated in the National Top Operations Contest and finished in ninth place.

**DATE / TIME OF NEXT MEETING**

City Council Meeting 6:00 p.m. Monday, July 8<sup>th</sup>, 2013

City Council Meeting 6:00 p.m. Monday, July 22<sup>nd</sup>, 2013

**ADJOURNMENT**

**8:51 p.m.** Motion made by Council Member Franklin and seconded by Council Member Shaughnessy to adjourn the meeting. As the vote was unanimous, the meeting was declared adjourned.

Approved by the City Council of the City of Iola, Kansas this 8<sup>th</sup> day of July 2013.

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Mayor, Joel Wicoff

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City Clerk, Roxanne Hutton