

A regular meeting of the City Council of the City of Iola was held on June 22, 2020, 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 and Council Members Peters, Kinder, Ford, Peterson, Myrick, Ballard, Slaugh, and French were present. Also present Interim City Administrator Schinstock, and City Clerk Hutton, Department Superintendents.

REVIEW & APPROVAL OF AGENDA

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

PUBLIC COMMENTS

Persons who wish to address the City Council regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Council regarding items not on the agenda and that are under the jurisdiction of the City Council may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. No action will be taken.

The Mayor read the above information and asked if there were any public comments;

None was given.

CONSENT AGENDA

- A. Minutes Approval**
 - **June 8, 2020, Council Meeting**
- B. Appropriations Approval**
- C. ACMAT Family Safety Night - Request**
- D. USD #257 - Pool Party Request**
- E. American Red Cross Blood Drive**

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

NEW BUSINESS

A. Iola Elementary School Site Plan - Approval - Interim City Administrator Schinstock noted that The Planning Commission met on June 17, 2020, to review the site plan for the new Iola Elementary School Building.

The Planning Commission unanimously approved the proposed site plan.

Motion made by Council Member Ford to approve the site plan for the new Elementary School Building. Motion seconded by Council Member Peters. All in favor. Motion carried.

B. Chip Seal Road Oil - Bid Acceptance - Interim Administrator Schinstock noted that bids were solicited for the annual Chip Seal maintenance program. Two bids were received for emulsion oil from Vance Brothers and Ergon with Vance Brothers being the lower bid.

Street and Alley Superintendent, Dan Leslie noted that the department has used both companies and both had a good product. He noted that the department will probably be done in late July or early August.

Motion made by Council Member Ford and seconded by Council Member Peterson to approve the purchase of approximately 44,000 gallons of RS-1P Emulsion Oil from Vance Brothers Inc. All in favor. Motion carried.

ROUNDTABLE

A. 2021 Budget Presentations - Interim Administrator, Schinstock thanked the Council Members for coming to his office over the last week to review the budget and ask questions.

Council Member Kinder asked if the presented budget included an IT employee.

Interim Administrator Schinstock noted that it is necessary to have an IT person; it is not something that is included in the budget. That person could also set up training for new technology programs.

Council Member Myrick stated it would be good to see some numbers with that position included in the 2021 Budget.

Council Member Ballard asked about the wage increases.

Interim Administrator Schinstock noted that the Enterprise Funds were able to cover the wage increase. The General Fund was able to cover the increases with cash reserves, however, a transfer was budgeted from the Employee Fund.

General Fund:

Interim Administrator, Schinstock stated that Chief Warner was ill and couldn't attend.

He noted that the Police Budget includes a patrol car. Mayor Wells noted that the new vehicles would include hour meters.

It was noted that the body cameras were just replaced, so they are all in good working condition.

Street and Alley Superintendent, Dan Leslie stated that the Chip and Seal will cover North East of town.

He noted that two vehicles were not purchased and pushed back to next year in order to buy the new street sweeper which was needed. His funds in the Equipment Reserve are there for equipment when needed.

Sanitation Fund - Dan Leslie - Noted the vehicles are having issues with the emission system. All cities and trash companies are having the same problem. The vehicles are not driven for a long enough period of time to have the emission system work as necessary.

Noted that the transfer to the General Fund was lowered this year due to lower cash reserves in the fund.

Interim Administrator Shinstock noted that a price increase may need to be made for the 2022 Budget.

Mr. Leslie noted that the department does Mill and Overlay every couple of years. He noted that he works with the other departments to see if they will need to make some utility maintenance or replacements on the streets he has slated for the project. He noted that it is harder to get asphalt bids with fewer companies operating close.

Mr. Leslie noted that the Storm Water Fund is slow to grow but it is getting to the point that a larger project could be done.

Major Street Fund is building up from the transfer of funds from the Sales Tax money. The money will be used in conjunction with a Revenue Bond to do the State Street and Highway 54 Projects.

Parks and Cemetery Department Superintendent, Berkeley Kerr stated that his increase in Personnel includes changing his part-time temporary position to a full-time position. It is just too difficult to find someone that fits into that temporary position.

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He noted with the addition of the extra parks to the city, manpower is stretched thin.

Council Member Ballard asked about the trail maintenance. Mr. Kerr noted that his department drives the trail every day to check for trash and bad areas of the trail itself.

Interim Administrator Schinstock noted that a portion of the sales tax fund is designated for trail maintenance if a repair or replacement needs to be done.

Council Member Myrick asked how many man-hours are used for mowing each year. Mr. Kerr noted that it would be hard to put a number on that because the employee may leave in the morning to mow the cemetery while others are mowing the park. It is most of their time during the mowing season.

The Cemetery Trust Fund is used for Cemetery Maintenance, crews have straightened many of the headstones in the Iola Cemetery.

The flagpole was bent in the last storm so that will be replaced. The Cemetery Program will come out of these funds also.

Fire and EMS Fund Fire Chief Tim Thyer stated that he had budgeted for bunker coats and pants every 2 to 3 years.

He is still pursuing a grant to replace #312. He has budgeted for tires.

He noted that the age of the vehicles is something that needs to be looked at.

Interim Administrator Schinstock noted that the Fire Department hasn't been putting money back in the Equipment Reserve for a new truck, it will eventually come to the point that a truck will have to be bought with other funds.

Council Members decided it would be best to put \$100,000 minimum in the Equipment Reserve Fund for a future fire truck purchase.

Chief. Thyer noted that the new stations in Humboldt and Moran will decrease money spent on rent and possibly utilities.

Overtime in the department has decreased over this year. The 2021 Budget shows a decrease in overtime. Mr. Schinstock noted that while employees may be unhappy with losing the overtime pay it is saving the City money.

Council Member Kinder asked about the possibility of equipment failures with the older equipment.

Chief Thyer noted that if the guys are inside of a burning structure and the equipment fails this could create some problems.

Interim Administrator Schinstock noted that the city would more than likely rank higher for a fire engine grant if the City has some cash in the Equipment Reserve designated for the fire engine.

Chief Thyer noted that the grant is 95% with the City paying the 5%.

Council Member French asked when the City would hear about the grant. Chief Thyer noted that with the current pandemic situation it has been delayed.

Council Member Peterson suggested that \$100,000 be put in the Equipment Reserve for the Fire Engine. Council Member Slauch stated \$125,000 would even be better. Council Member Ballard stated that the trucks are old and do need to be replaced.

Interim Administrator Schinstock gave an overview of the Administration Budget. He noted that he budgets one computer replacement per year. Funds are in the Equipment Reserve Fund for a new vehicle when the minivan fails.

He will budget for an IT Person and see how that looks.

Code Enforcement Officer, Gregg Hutton stated that his increases are in the publication line item, this is due to increased activity and increased prices.

Interim Administrator Schinstock noted that for the Council budget the 1 mill designation for the Bowlus Fine Arts Center is included.

City Clerk Hutton noted that the court budget revenue was decreased due to decreased activity and the fact that some of the crimes are dealt with in District Court.

Gas Superintendent, Mitch Phillips stated that the only thing in the budget is the normal \$60,000 for Bare Steel Main replacement. The KCC mandates that the money is budgeted and the main is replaced every year.

It was noted that the transfer from Gas to General was decreased to hopefully increase the cash reserves for the Gas Fund. A possible rate increase may need to be done for the 2022 budget.

Water Distribution Superintendent Mitch Phillips stated that the water fund budget is flat.

Interim Administrator Schinstock noted that the CIP transfer had been removed from the 2021 Budget. There is a transfer to the General Fund.

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WasteWater Distribution Superintendent, Mitch Phillips noted that the transfer of funds to the CIP will allow some of the recommendations of the Master Plan to be carried out.

Mr. Phillips noted that money transferred to Equipment Reserve is to purchase a new jet rodder truck in the future.

Water Production Superintendent, Toby Ross noted that the chlorine feed equipment will need to be replaced. They are old enough that parts are not available.

Council Member Kinder asked about the water tower mixers that were mentioned during the review of the Water Master Plan.

Mr. Ross stated that that will be a future project after the loan is paid off. Currently, he is soliciting bids for painting and maintenance of the water towers.

Wastewater Treatment Superintendent, Toby Ross explained that the Solarbee Maintenance is the larger item within the budget.

Electric Distribution Superintendent, Jim Baker stated that the 2021 budget included the tree trimming service. A chipper truck purchase will be done in 2021. Equipment Reserve funds are being saved for a bucket truck, and a skid steer.

Interim Administrator Schinstock noted that as usual transfers to Recreation, Stores, and General are budgeted.

Council Member Slauch asked about the storm damage. Interim Administrator Shinstock noted that 22 poles were lost in the storm. Staff is recommending steel poles to replace several of the broken ones. He stated the insurance will be paying the city for part of the loss.

Electric Production Superintendent Mike Phillips reported that for Capital Outlay in his fund is for a new roof on the Wartsila Building.

Money in CIP will be used to replace breakers and possible purchase of generation.

Interim Administrator Schinstock reported for the Recreation fund that there is not much change from this year. It is mostly an in and out for recreation programs.

Improvements to the Recreation Building will be paid for with CIP Funds. The Council will approve those expenditures as they come up.

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Interim Administrator Schinstock noted the Stores Fund shows increased transfers from some of the Enterprise Funds. This has been done due to the fact that during the year the cash flow is low due to purchases.

He noted that the asphalt needs to be repaired at the warehouse. When the city is doing the next mill and overlay project the company will be asked to do the warehouse at the same time.

Council Member Myrick asked where the city pays to Thrive for Economic Development. Interim Administrator Schinstock stated that that payment comes from the Industrial Fund.

Interim Administrator Schinstock noted that the Employee Benefit Fund is receiving transfers from the different funds to have a build-up for long term employees payout at retirement.

Interim Administrator Schinstock noted that the Hospital support was removed from the Capital Projects Fund. Sidewalk replacement is budgeted in the Capital Projects fund.

He noted that \$40,000 was budgeted for Facility Safety Improvements. This will include both the warehouse and City Hall.

Council Member Myrick asked how quickly these safety measures would be put into place. Interim Administrator Schinstock noted they would be done as soon as possible after the first of the year.

Council Member French noted that the sidewalk on North Kentucky is still something that needs to be taken care of. Interim Administrator Schinstock noted that the staff is looking at a way to make this work, it will likely need to be done with a road improvement project.

All of the Department Superintendents left the meeting except for Code Enforcement Officer, Hutton.

Council Member Peters stated he had done a worksheet on the wage increases that are being proposed following the wage study done by the Human Resources Director Carla Brown along with representatives from each department.

Council Member Peters asked why there are higher increases for those at the top of the pay scale. He noted that the Assistant Superintendents were going to receive a bigger increase percentage than those above them.

Interim Administrator Schinstock stated that Ms. Brown compared cities that were most like Iola and used an average of pay rates from those cities.

Mr. Schinstock noted that the position is what we should be looking at, not the person doing the job. The study was done to ensure the City of Iola is paying comparable wages for positions as other municipalities..

If some are not getting an increase or are only getting a small increase that is because the average salaries for those positions are already adequate.

Council Member Peterson asked when the staffing study would be put into effect. Interim Administrator Schinstock noted that that is up to the Council. The staff does at this time evaluate each position that comes open to determine the need for the position. As an example staff recently evaluated and changed the position of Administrative Assistant for the Administrative offices and moved it to the Clerk's office. The position performs tasks for the Clerk's Office as well as the Administration office.

Interim Administrator Schinstock noted that the previous study that was done staff did not adjust some of the positions to the level that was suggested. To move those positions into the suggested pay grade it is a larger increase.

Council Member Ford asked if qualifications were part of the consideration process.

Interim Administrator Schinstock noted that in the 2014 wage study the labor pool with the same utilities and competitive positions was the same as in our job pool.

Council Member Slauch noted that the city can not compare with the labor pool of private companies. We just have to do our best to keep our pay grades as close to the median as possible.

Interim Administrator Schinstock noted that the current study was completed just like the Electric Department wage study.

Council discussed having Human Resources Officer Carla Brown at the next meeting to answer some questions.

COUNCIL & ADMINISTRATOR REPORTS

A. Council Member Peters -

- Thanked all of the department superintendents for attending the meeting this evening to present the 2021 budget.
- Would like to see the wage study done by the League of Kansas Municipalities two years ago.

B. Council Member Ford--

- Thanked the department superintendents for attending the meeting.
- Stay safe.

C. Council Member French –

- None

D. Council Member Peterson--

- Had some complaints about allowing fireworks for 7 days.
- Interim Administrator Schinstock noted that the Ordinance follows the time period set by the State.

E. Council Member Ballard

- None

F. Council Member Slauch--

- None

G. Council Member Myrick--

- None

H. Council Member Kinder -

- Thanked staff for having him come into the office to review the 2021 budget prior to the Council meeting.
- Wondered why we were just looking at the median salaries. Why can't we go higher on the scale and possibly make it possible to give everyone an increase?

I. Mayor Wells

- Reminded everyone including City staff to stay hydrated.
- Reminded everyone kids are out on their bicycles. Watch for them.

J. Interim City Administrator Schinstock--

- Appreciate Council Member's time to come to City Hall for Budget questions and information. Helped the process run smoothly.
- June 29th for the Special called the meeting to perform interviews for the Administrator Candidates. (A meal will be served)

DATE / TIME OF NEXT MEETING

City Council Meeting 6:00 p.m. on Monday, July 13, 2020

City Council Meeting 6:00 p.m. on Monday, July 27, 2020


8:13 pm. 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 13th day of July 2020.



Mayor Wells





City Clerk, Roxanne Hutton