

A regular meeting of the City Council of the City of Iola was held on November 13, 2018, at 6:00 p.m., at the Park Community Building, located at 600 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 Middleton, Peters, Ballard, Martin, Ford, and Myrick were present. Also present were Administrator Fleming, Assistant Administrator Schinstock, and City Clerk Hutton. Absent were Council Members Mathew and Franklin.

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

Motion made by Council Member Ballard and seconded by Council Member Martin to move Item E under New Business above Item A and shift everything down to accommodate guests in attendance. All in Favor. Motion carried. Motion made by Council Member Myrick and seconded by Council Member Ballard to approve the agenda as amended All in favor. Motion carried.

### **PUBLIC COMMENTS**

Mayor Wells read the following statement:

*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.*

Following Mayor Wells reading of the aforementioned statement, he asked members of the audience if they wished to address the Council. No one present had any comments.

### **CONSENT AGENDA**

- A. Minutes Approval**
  - **October 22, 2018**
- B. Appropriations Approval**
- C. 2019 Observed Holidays & Council Meeting Dates**
- D. ACARF Second Chance Craft Show Request -**

Administrator Fleming noted a correction to the holiday schedule should be Christmas Day is a Wednesday not Tuesday as presented.

Council Member Ford stated that Good Friday is not generally a holiday people should get paid for. She doesn't think that the City should give that day off just to be in line with the County Calendar. Council Member Ballard agreed with Council Member Ford.

Administrator Fleming noted that there is a floating Holiday built into the Personnel Manual each year. This day is the one that was suggested since the County will also be closed. The ½ day for Christmas Eve was extended to a full day to be in line with the County.

Mayor Wells noted that the Council should approve this calendar and then look into the scheduled days off listed in the Personnel Manual if they wanted to make changes.

Council Member Myrick stated that the City will be paying the employees one way or the other. He thinks the council should approve it.

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

## **UNFINISHED BUSINESS**

**A. Staffing & Organizational Study** - Administrator Fleming reviewed with the Council that bids were solicited with two being received. The lower of the two bids was from Wichita State University - Public Policy and Management Center. The Council Members were given time to review the bids in detail.

Council Member Ford stated she has an issue that the recent open positions have not been brought to the Council to determine if they were necessary to refill. She doesn't feel that staff is doing enough to cut. This is an awful lot of money to spend when cuts need to be made.

Mayor Wells stated that it is not a lot of money when you consider it is analyzing the largest expense of the City.

Council Member Ford stated that staff need to make cuts now and then budget for this expense if it is necessary.

Council Member Myrick asked where we are going to get the funding to pay for this study.

Administrator Fleming noted that no one had said we needed to do a hiring freeze. Staff has been filling positions after they evaluate them and determine with the Department Head if the position is necessary to continue to provide the same level of service the city is providing currently. He noted when people leave that leaves a gap in what was budgeted for salaries and what is actual. This savings is what will be used in part for this study.

Council Member Ballard stated he did not feel this is money the City needs to spend. He noted that no one has done a study like this for a city. He stated that of either one he would lean towards Springsted Human Capital Advisors from Minnesota. They mentioned in looking at a reduction of workforce.

Mayor Wells noted that layoffs had never been talked about. The Council has stated all along to downsize thru attrition if the study determines that downsizing is necessary. Layoffs during the holidays would be the first thing to bring morale down within the workforce.

Council Member Martin stated that employees are very valuable to the City of Iola. He feels that this study would be the best thing for the future of the City. It will determine if positions should be eliminated through attrition and/or if departments could be combined without compromising services.

Council Member Ballard stated that these companies plan to do 4-6 hours of observation to determine what our needs are.

Council Member Myrick stated we should wait and look at the staffing ourselves.

Council Member Middleton stated that he has been through these type of studies before and part of their job is to discuss with staff what their duties are and determine if that individual is necessary for the position.

Mayor Wells noted that the Council needs to decide what level of service we are currently providing and if we want to continue that level of service.

Council Member Peters stated that the Council were the ones that asked the Administration and Human Services to look into getting someone to do this study.

Motion made by Council Member Martin and seconded by Council Member Peters to authorize staff to engage Wichita State University - Public Policy and Management Center and sign the necessary documents for the Staffing and Organizational Analysis. Voting in favor of the motion were Council Members Peters, Martin, and Middleton. Voting against the motion were Council Members Ford, Ballard, and Myrick. Mayor Wells voted in favor of the motion to break the tie. Motion passed by majority vote.

## **NEW BUSINESS**

**A. Humanity House Request** - Administrator Fleming noted that Humanity House has submitted a request to use the electric pedestals again this year for the downtown Christmas lights. It cost approximately \$3,000 last year for the electric used on the Courthouse Lawn and the rooftops.

It was noted that Humanity House will use timers on all of the lights in order to control the length of time the lights are on. Georgia Masterson, Humanity House Representative agreed that all of the lights would have timers.

Motion made by Council Member Myrick and seconded by Council Member Middleton to approve Humanity House's request to use the downtown electric pedestals for Christmas decorations on the Courthouse lawn for the 2018 Christmas Season. All in favor. Motion carried.

**B. Personnel Policy Review** - Administrator Fleming noted that following the adoption of Resolution 2018-05 Council wanted to review the policy in six months.

Council Member Ballard stated that he wanted to see the hiring and firing process come back to the Council for approval. There have been personnel issues that Council should have been made aware of.

Council Member Ford noted that she feels the Council is not as aware of issues as we were in the past. The Council should be aware of absent positions to decide whether or not that position should be filled.

Council Member Middleton noted that the Council gets notifications weekly of open and filled positions. It is basically the same information that was previously in the Council Packets. If Council isn't reading the information then that is on them.

Council Member Myrick just wants to be kept informed of changes and if something detrimental happens let the Council know.

Council Member Myrick stated that the policy allows an opportunity for employees to come to Council with a grievance. We hired Sid to do this job

Council Member Martin stated that the Council is not here to micromanage the employees. This is not our job that is what we have staff for.

Council Member Peters noted that it has only been six months. We should give it a chance.

Council Member Myrick stated that he doesn't always read emails from the city. He likes it in the packet. If the Council needs to know something just keep us informed.

Motion made by Council Member Ballard and seconded by Council Member Ford to redraft the Personnel Policy to return the hiring and firing process back to the Council. Voting in favor of the Motion were Council Members Ballard and Ford. Voting against the motion were Council Members Middleton, Peters, Myrick, and Martin. Motion failed.

**C. Cost of Living Adjustment** - Assistant Administrator Schinstock noted that the Social Security Administration press office released the cost of living adjustment as an increase of 2.8% for 2019. As part of the 2019 budget process, a 2.0% cost of living adjustment was included in the personnel expenses.

Council Member Ford stated that if the City can afford a staffing study then they can afford the 2.8% increase.

Motion made by Council Member Myrick and seconded by Council Member Peters approve the 2019 COLA adjustment for the city pay plan per the SSI approved 2.8% effective with the first payroll in January 2018. All in favor. Motion carried.

**D. Work Order/ Asset Management System** -Administrator Fleming noted that staff researched a cloud-based work order and asset management solution. Staff explored solutions from three potential vendors and received three quotes.

Administrator Fleming stated that a small staff task force came to the conclusion that the best fit for the city would be the package from SEMS Technologies at a cost of \$32,495 for the first year and then an annual fee of \$13,050.

Council Member Peters asked if this software will be utilized by the Fire/Ems and Police Departments. Administrator Fleming noted that it will only be used in those departments for fleet management.

The software will tell our story in what each department does throughout each day stated Administrator Fleming.

Council Member Middleton asked what services will this system provide. Administrator Fleming noted that GIS will be integrated into the program. Staff will be able to review work orders in the field and will be able to see what work has been done on the asset.

Administrator Fleming stated that shut-offs are a good example. Every week the work orders stack up. The two service truck employees go back and forth to City Hall turning electric on and off. This process will allow the notification to go directly to the employee out in the field.

Administrator Fleming noted that the system will also track which personnel worked on a project, their pay, and the equipment used. This will show how much the project cost the city.

Council Member Middleton asked why staff wanted to go with SEMS. Assistant Administrator Schinstock noted that the City of Ottawa is currently installing the program. Staff felt like it was more user-friendly and liked the integration.

Motion made by Council Member Martin and seconded by Council Member Peters to authorize staff to engage SEMS Technologies and sign the necessary documents for the Work Order/Asset Management System. Voting in favor of the motion were Council Members Peters, Martin, Myrick, and Middleton. Voting against the motion were Council Members Ford and Ballard. Motion passed by majority vote.

**E. Equipment Replacement Schedule/Policy** -Administrator Fleming prepared a Fleet Replacement Policy for Council's review.

Council Member Myrick stated he likes the idea of staff saving up for the equipment and then purchasing when the funds are available.

Council Member Ballard stated that this policy seemed too complicated. He noted in the appropriations this week that money was wasted on repairing a fire truck that was not necessary because other equipment could be used.

Mayor Wells stated that the employees that work for the city need the criteria to follow. Not just a favorite employee by a councilmember approving certain purchases.

Council Member Ballard stated that he had brought a one-page sheet to the Administrator he thought it was common sense and could be tailored to follow the purchasing policy.

Council member Middleton stated that this policy starts the process and then a form is brought to the Council at budget time. He then thinks the purchase should be approved at the time of purchase.

Administrator Fleming stated that Council should trust your staff. Staff would prefer bringing an item to Council once during the budget process, and at that time, Council should approve or deny it. Don't approve it to be budgeted and then deny it later when the purchase is being pursued.

Council Member Ballard stated that everyone doesn't need new equipment every one or two years when the equipment could last more years.

Motion made by Council Member Myrick and seconded by Council Member Ballard to table this agenda item indefinitely. All in favor. Motion carried.

**G. Veterans Memorial Garden of Allen County - Request** - Administrator Fleming noted that Alana Kinzle is requesting a power line and outlet be installed to power the garden's fountain. Allen County Commissioners have agreed to cover the materials for the power line and outlet if the City will cover the labor to install it. Additionally, it is requested that the City cover the ongoing electrical usage for the fountain.

Motion made by Council Member Ford and seconded by Council Member Martin to approve the staff time to install the power line and outlet to the fountain. All in favor. Motion Carried.

Motion made by Council Member Ford and seconded by Council Member Myrick to provide electric power for the fountain at no charge. All in favor. Motion carried.

## **COUNCIL & ADMINISTRATOR REPORTS**

### **A. Council Member Franklin –**

- Absent

### **B. Council Member Myrick–**

- Thanked Council Member Middleton for serving.
- Thanked all service members for serving.

### **C. Council Member Mathew –**

- Absent

### **D. Mayor Wells–**

- Presented a plaque to Council member Middleton and acknowledged him for his services.
- He personally thanked Council Member Middleton for being polite and serving in a manner that treated everyone with respect.
- Thanked all of the city crews for working on the holiday on Monday due to the snow storm.

### **E. Council Member Ballard –**

- Noted with all of the turnover on the Council he would like to explore a five-member Council.

### **F. Council Member Middleton –**

- Thanked everyone for the kind words. He noted that he has enjoyed serving and has learned a lot. He has appreciated all opinions of the Council Members.
- He encouraged anyone in Ward Three to step up and serve. It is gratifying

**G. Council Member Ford—**

- None

**H. Council Member Peters —**

- Thanked Council Member Middleton for serving.

**I. Council Member Martin -**

- None

**J. Administrator Fleming—**

- Noted that the sales tax issue passed on the election. We will receive a formal notification from the County once the election is certified.
- Noted he will be attending the KACM Conference in Pittsburg tomorrow through Friday. He can be reached via phone

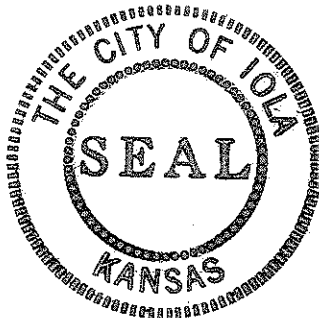
**DATE / TIME OF NEXT MEETING**

City Council Meeting 6:00 p.m. on Monday, November 26, 2018

**ADJOURNMENT**

**7:30 pm.** Motion made by Council Member Myrick and seconded by Council Member Martin to adjourn the meeting. All in favor. Motion carried.

Approved by the City Council of the City of Iola, Kansas this 26th day of November, 2018.



Mayor Wells

A handwritten signature in cursive script that reads "Jonathan Wells".

City Clerk, Roxanne Hutton

A handwritten signature in cursive script that reads "Roxanne Hutton".