

**Committee of the Whole**  
**March 1, 2016**

Present: Mayor Vulich, Council Members Gassman, Seeley, McGraw, Determann, O'Neill, Connell, Allesee, City Administrator, City Attorney, Deputy City Clerk, Press and interested citizens.

1. Clinton Public Library Strategic Plan – Brad Wiles

Library Director Brad Wiles advised the Council of the Strategic Plan for the Clinton Public Library for calendar years 2016 -2020. The new plan builds on the previously adopted plan from 2008 - 2013. Wiles continued stating the Strategic Plan is based on elements from the Planning for Success model by the American Library Association with adapted circumstances for the Clinton Public Library. The Plan outlined specific operations goals in collection development; community relations; technology; facilities and personnel. There were no comments from the Council or audience.

2. Ambulance Transfer Study Scope of Work – Jessica Kinser/Mike Brown

City Administrator Jessica Kinser reminded the Council of the request made by Council at one of the 2017 budget workshops. Administrator Kinser stated she contacted ECIA to identify a scope of work and obtain a quote on what it would cost to get a business plan together for an ambulance transfer service. ECIA is proposing to have the project cost study completed by December 1, 2016 at a cost of \$4930; this would be paid from the General Fund. Councilmember O'Neill inquired regarding the need for it to be broke out of the General Fund first. Administrator Kinser advised of the need to break it out to a stand-alone function; and move it to the Proprietary Fund to be operated as a business. It is not to make a profit, but to provide a service. As good practice when starting a business it is good to have a financial projections; a customer survey to determine what our customer base will be and give us an operational plan. This study would provide that information.

Councilmember O'Neill advised the Council that the City previously kept track of the supplies and all that went into the ambulances including the personnel. It used to be that the City had a fire department that went on a few ambulance calls. Now we have an ambulance service that puts out fires. O'Neill continued that he would like to see the Fire department duties and the Ambulance duties separated out and make the ambulance service a proprietary fund first to see if the ambulance service pays for itself before. Administrator Kinser stated if the Council desires to move the ambulance function to a proprietary, it should be able to generate as much revenue as necessary to succeed and we need to look at all of the revenue option possibilities.

Mayor Vulich advised the Council of the possible misconception regarding the study. Other cities such as Muscatine have found a way to generate considerable revenue by offering the transfer service. The study would help us determine if there is a need for a transfer service. This is an option that has worked well with comparable cities. The study would give us the information we need to see if there is enough of a need to generate the necessary revenue. Fire Chief Mike Brown advised the Council the Fire Department was asked by Mercy Hospital back in 2012 to enter into a contingency agreement to do transfers. However in 2012 and in 2013 no transfers were done. However last year 28 transfers were made. In answering a question of why would we do a contingency to haul patients to Iowa City. They are still our citizens from this area including Fulton and Morrison; we need to go to a further level of care

by offering that service to them. Patient care is the overriding thing, it is a great service to be able to provide that scope of care. Muscatine uses retired fire fighters along with an EMT to provide the transfer and part-time EMT's as well. The study would give us an independent view of the costs and the customer base to see if this is a good idea or not. Councilmember Seeley inquired regarding the cost of a transfer to Iowa City. Chief Brown responded \$1680 is billed to the customer. The actual amount received is dependent upon the customer insurance plan and if there is Medicare involved. Councilmember Seeley inquired regarding whether this would be a part-time position. Chief Brown responded it would be nice to have some local EMT students work part-time while still in school to better their skills and they can be observed to see if that student would make a good future employee. Administrator Kinser stated the use of Transit employees has been looked at as well. The study would give us the answers to those questions. Mayor Vulich advised the Council this is not supposed to be a money making proposition, but a way to ease the burden on taxpayers by increasing our services. The study would determine if there is a need to expand our services.

M/S, Allesee – Gassman moved to forward the Ambulance Transfer Study to the next City Council agenda. On roll call, Gassman, Seeley, McGraw, Determann, Connell, Allesee – Yes; O'Neill – No. Motion carried.

### 3. Additional Proposals for Wi-Fi at Eagle Point Park – Gregg Obren

Parks and Recreation Director Gregg Obren advised the Council of the information gathered to provide Wi-Fi to the Eagle Point Lodge. He noted the information is looking at 5 years into the future. Director Obren continued with presenting comparisons between Mediacom coax, Mediacom fiber optic, Exede Freedom Satellite and HughesNet Satellite 400 using install costs, monthly costs, phone costs, and availability of phone for fire and burglar alarms. Councilmember Determann inquired regarding whether the Rotary would be paying for the installation costs of \$25,000. Director Obren responded the Rotary needed a number for their budget and that is the figure that was supplied. Councilmember O'Neill stated the costs provided do not include the term of the contract. Director Obren responded the installation costs are based upon a 5 year contract; however the more equipment purchased the less the installation cost. Councilmember O'Neill stated that with technology advancing so quickly, maybe a 2 or 3 year contract may be best. Director Obren stated the 5 year contract is for the data on the line, not the actual equipment which was not included in the presentation and these are two separate costs.

Mayor Vulich inquired regarding whether Mediacom could provide a lower amount of Mbps and lower cost. The City doesn't require that high of an amount. We can always upgrade later if necessary. Director Obren responded that is possible, however the install costs may increase due to the lower Mbps. Obren quoted from I.T. Network Technician Josh Hansen stating if they (City) were planning on having live video conferencing up there – they should stick with the higher speed plan. City Administrator Jessica Kinser advised the Council there is an urgency on this issue. The Rotary officials contacted her and conveyed urgency for the installation. Director Obren stated that right now is the need to install conduit into the lodge. Administrator Kinser stated the Council could move on the install costs now and make a decision on equipment and plans at a later date.

M/S, O'Neill – Gassman moved to forward Option number 1, vendor Mediacom coax, and to bring down the Mbps speed to a cost of \$200 per month with phones.

Mayor Vulich inquired regarding the possibility of lowering the amount of speed and including the phones using fiber and get the cost down to \$200 a month. Director Obren responded with the need to get the 2 inch conduit installed right away and he would put together an option at \$200 a month using the speed and phone costs. Mayor Vulich inquired whether the motion on table could be withdrawn and revised.

Councilmember O'Neill – Gassman withdrew their previous motion on the table.

City Administrator Jessica Kinser stated the information for the Wi-Fi project will be brought back to the Committee of the Whole agenda on March 8, 2016 for Council to make a decision. Mayor Vulich stated a special Council meeting may need to take place to get approval for the project to begin before the March 22<sup>nd</sup> Council meeting.

#### 4. Results of the 2016 Employee Survey – Jessica Kinser

City Administrator Jessica Kinser advised the Council regarding the Executive Summary and a geographical representation of the Employee Survey results. She noted 50% of the employees responded to all 33 of the questions which focused on areas of satisfaction, wellness, company culture, employee recognition, workplace safety and compensation and benefits. The Police, Fire and Wastewater departments had a separate subset of questions for their employees that identified with being in those departments. She continued in stating the confidentiality of employees was protected in this survey. This is the first employee survey conducted in the City of Clinton and this is a starting point for future surveys. She further stated that she plans to hold meetings around the City during lunch hour time to invite staff members to hear the results and talk about the survey and where to go next. Also, using those meetings to solicit volunteers to serve on an internal committee, which would come back to a future Committee of the Whole; noting the City already has a Safety Committee.

Administrator Kinser advised the Council most employees were satisfied with their position, however not many would encourage a friend or family member to work for the City. Most of the employees have a willingness to take on more responsibility and leadership roles but feel they are overwhelmed with their current workload. She continued stating most of the answers in dealing with safety were neutral answers and maybe there is a need to inform all staff that we do have a Safety Committee. Administrator Kinser noted the survey stated a need for better communication between management on employees and the need for all employees to have access to e-mail. She stated there is e-mail for the foreman in the Street and Waste departments. Councilmember Determann inquired regarding whether there could be a shared computer for all employees in those departments.

Administrator Kinser advised the Council she would like to put together a wellness committee based off the information received from the survey. She would like to see what would be included in that wellness program. Councilmember O'Neill inquired regarding whether all employees now receive free access to the Recreation Department. Administrator Kinser replied yes, employees do have that access. Councilmember Allesee inquired regarding the number of employees who currently use that benefit. Administrator Kinser stated that number is not known at this time. She would like to find a way to incentivize for using it.

5. 2016 Community Clean-Up Day – Jessica Kinser

City Administrator Kinser stated with the weather being warmer this year she would like to set an earlier date than last year's date of May 12<sup>th</sup>. Councilmember Allesee stated if April 2<sup>nd</sup> were chosen there would be more volunteers.

M/S, Gassman – Allesee moved to set the 2016 Community Clean-Up Day for April 2, 2016 and to move it to the March 8, 2016 City Council Agenda. On roll call, carried unanimously.

6. Referral from the Finance Committee

a. FY Audit Presentation – Jessica Kinser

Councilman Determann stated the State of Iowa will not issue the audit letter until March 22, 2016. The draft letter shows no surprises. The State Auditor would like to come to Clinton and present the letter in person. The audit does need approval by March 31<sup>st</sup> to be submitted. No action is necessary.

7. Mayor and Council Member Updates

Mayor Vulich advised there is a Candidate Forum sponsored by Clinton Area Chamber of Commerce taking place in the City Council Chambers on March 15, 2016 at 7:00 pm.

Councilmember Allesee advised there will be a Legislative Coffee held at the Clinton Chamber of Commerce at 9:00 am on Saturday March 5, 2016.

M/S, Determann-O'Neill moved to adjourn. All in favor.

Respectfully Submitted,

Teresa Lindstrom  
Deputy City Clerk