

**City of Smith Center**  
**City Council Meeting Minutes**  
**February 14, 2018**  
**6:00 pm**

The City Council met in regular session with Mayor Wiehl presiding. Council members present: Don Wick, Dave Mace, Adam Rentschler, and Tracy Kingsbury. Chris Cole arrived at 6:07pm.

Others present: Rick Hileman, Tabitha Owen, Jamie Marshall, Chris Miner, and Jill Conaway.

Motion by Mace, seconded by Rentschler, to approve the minutes of the January 24, 2018 meeting. Motion carried.

Motion by Wick, seconded by Rentschler, to approve payment of the monthly expenses. Motion carried.

**Recreation Commission**

Motion by Kingsbury, seconded by Wick to set wages for David Tharp as follows: Recreation Director-\$4,320/year; Field Director-\$2,500/year. Motion carried.

**Job Descriptions/P.O.E.T. Program**

After review and discussion on the P.O.E.T. Program through the city's workers' compensation insurance company and the associated job descriptions, a motion was made by Rentschler, seconded by Wick to approve the program job descriptions as presented. Motion carried.

**Employee Policy Books**

Policy book updates were reviewed by the council and attorney. After a thorough review, a motion was made by Rentschler, seconded by Cole to approve the updated policy books with changes as follows: Section E-4 Holidays-to mirror holidays observed by the county; Section E-9 Funeral leave-addition of 3 days bereavement leave; and Section K-4 Smoke Free Workplace-expanded to include all city property to incorporate machinery, vehicles, etc. Motion carried. Discussion was held on various options for unused sick leave upon an employee's retirement. Information from other municipalities will be gathered and brought back to the council at the next meeting.

Tabitha Owen left the meeting at 6:45pm.

**Golf Course Advisory Board**

Motion by Wick, seconded by Kingsbury to appoint Mickey Drake, John Windscheffel, and Rick Bargmann to the Golf Course Advisory Board. Motion carried.

### **CMB Licenses**

Motion by Cole, seconded by Mace to approve a 2018 CMB License to Blooms. Motion carried. Motion by Wick, seconded by Rentschler to approve a 2018 CMB License to Center Fire Pizza. Motion carried.

### **Supervisor Reports**

Chief Marshall assisted the city crew with owner information and notification on a trailer that was parked along 3<sup>rd</sup> Street for an extensive amount of time. The city moved the trailer off of the street.

Hileman reviewed the nuisance listing with the council.

Conaway shared a cost comparison report covering expenses over the last 4 years, detailing various cost effective measures that have been implemented and options for additional savings.

### **Council Reports**

DLS intends to begin work on Washington Street toward the end of March/first part of April, weather permitting. The road crew will trim low hanging trees near the intersection of 3<sup>rd</sup> Street and Main. Discussion was held on the snow route.

### **Executive Session**

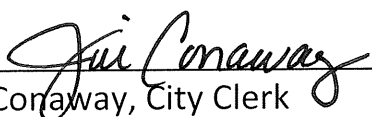
Motion by Cole, seconded by Rentschler to recess at 7:15pm for ten (10) minutes to executive session pursuant to the nonelected personnel exception, to discuss employee performance, with Chief Marshall in attendance. Motion carried. Into executive session at 7:16pm, returned to open session at 7:26pm. Motion by Cole, seconded by Rentschler to re-enter executive session for fifteen (15) minutes pursuant to the nonelected personnel exception, to discuss employee performance. Motion carried. Into executive session at 7:26pm, returned to open session at 7:41pm.

### **Property and Liability Insurance**

Discussion was held on the city's property and liability insurance, up for renewal April 1, 2018.

Motion by Rentschler, seconded by Mace to adjourn at 8:09pm. Motion carried.

Attest:

  
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Jill Conaway, City Clerk