

City of Smith Center
City Council Meeting Minutes
February 24, 2025

I. Call to Order

Mayor Bryce Wiehl opened the meeting at 6:00 p.m. on Monday, February 24, 2025, at the Srader Building.

Attendance

Council Members: Don Wick, Ty Wallgren, Chris Cole, and Tracy Kingsbury. Absent: Everett Mansholt.

Others: Jamie Marshall, Dana Peterson, Melissa Colby, Scott Roth, Kim Maudlin, Tabitha Owen, Kim Phelps, Rick Hileman, Brady Peterson, and Jill Conaway.

II. Consent Agenda

Following review, a motion was made by Wick, seconded by Kingsbury, to approve the February 10, 2025, minutes; vouchers, and receipts. Motion carried.

III. Previous/Ongoing Business

- a) Land Bank-Attorney Owen presented documents for the council to review; and asked that a Land Bank meeting be scheduled. Motion by Kingsbury, seconded by Cole, to schedule a Land Bank meeting on March 10, 2025, at 6:15 p.m. Motion carried.
- b) Garage Doors- Hileman checked the doors at the storage building, reporting that the doors are tight and have packed foam for insulation. He also had KGS check the building for gas leaks, none were found. It was suggested that a bid be obtained to add spray foam insulation to the underside of the roof.
- c) Generators-The council reviewed the generator bids, concentrating on the placement of one generator for well 8. Detailed discussion was held comparing the generator sizes, installation, and other factors. Mike Owen (Dave's HC&E) arrived at 6:25 p.m., providing some clarification to the bids submitted and other questions the governing body had. A motion was made by Wick, seconded by Kingsbury, to move forward with the bid from Dave's HC&E for well 8 at \$65,965. Motion carried. Conaway will research and submit grant applications for possible assistance with the cost of the generator and the associated expenses such as pads for the generator and the propane tank.
- d) Golf Course Greenskeeper-The council discussed the greenskeeper position at the golf course. A motion was made by Cole, seconded by Wick, to hire applicant A at level 4 on the full-time pay scale, with a six-month probation. Motion carried. Conaway will reach out to the applicant.

IV. Department Reports/Committee & Board Reports

- a) Economic Development-Scott Roth presented action items from the advisory board meetings. A motion was made by Cole, seconded by Kingsbury, to appoint Maddy Koelsch to the economic development advisory board. Motion carried.

A motion was made by Wick, seconded by Wallgren, to hire Valerie Haskett to fulfill the economic development/Chamber of Commerce position at level 7 on the full-time pay scale, with a six-month probation. Motion carried.

Roth shared that the advisory board approved contracting with Dana Peterson to provide up to 8 hours of training with Haskett at \$200 per hour. A motion was made by Wallgren, seconded by Kingsbury, to approve payment to Peterson as stated. Motion carried.

Housing Committee-Roth explained the committee's request for funding to clean up titles on land bank properties and properties acquired by private citizens at the tax sale. Following clarification and discussion, a motion was made by Wick, seconded by Wallgren, to approve payment of up to \$5,000 in funds to quiet these titles on four properties; with the private citizens signing a development agreement with a term of 12 months for completion; and a noncompliance penalty of the dollar amount paid from economic development funds used for cleaning up that title. Motion carried.

Roth shared that his contract will cease as of March 15th, to allow for training with the new employee. A motion was made by Cole, seconded by Kingsbury, to end Roth's contract with economic development as of March 15th. Motion carried.

Roth has a contract from Credit Management Services to collect the outstanding revolving loan balance from ReadyUp Wear, forgoing the inventory listed as the loan collateral. CMS charges 30%, with an additional 5% if the collection goes to court. A motion was made by Kingsbury, seconded by Wick, to approve contracting with CMS to collect the loan balance from ReadyUp Wear. Motion carried. A motion was made by Wick, seconded by Cole, to exclude the inventory listed as the loan collateral. Motion carried. Roth shared that two other loans are behind. Certified letters will be sent to bring the loans current within six months.

Housing Committee-A motion was made by Wallgren, seconded by Wick, to remove Chris Rowe from the housing committee. Motion carried.

Motion by Kingsbury, seconded by Wick, to amend the economic development advisory board by-laws to state that individuals with an outstanding loan will not be allowed to serve on the board or any of the committees, to avoid conflicts. Motion carried.

Roth explained that a special meeting was held on Heritage Townhomes, regarding the cost to replace the roof. Motion by Cole, seconded by Kingsbury, to

approve payment from the economic development fund of up to \$10,000 to replace the roof. Motion carried.

b) Police Department-Chief Marshall reported working with the clerk to order the child at play signs.

c) Rick Hileman reported the recent water leaks.

d) Clerk-Jill Conaway recommended moving Colby up one step on the pay scale as she has completed her six-month probationary period. Motion by Kingsbury, seconded by Cole, to approve a one step increase for Colby, effective the first pay period in March. Motion carried.

Conaway shared that Colby has been researching replacement credit card options for over-the-counter payments.

V. Adjournment

A motion was made by Wick, seconded by Kingsbury, to adjourn. Motion carried.

Meeting adjourned at 7:15 p.m.