

Smith Center City Council Meeting Minutes

October 23, 2023

I. Call to Order

Mayor Bryce Wiehl opened the meeting at 6pm on Monday, October 23rd, 2023, at the Srader Building.

II. Attendance

Council members: Don Wick, Chris Cole, Brady Peterson, David Mace, and Tracy Kingsbury. Others: Aurielle Hughes, Dana J. Peterson, Pam Gible, Kelly Lyon, Rick and Shareece Hileman, Denton and Stacy Schoen, Dana S. Peterson, Kim Phelps, Kim Maudlin, Jamie Marshall, Shaine Shellito, Mickey Drake, and Jill Conaway.

III. Consent Agenda

Motion by Cole, seconded by Wick, to approve the previous meeting minutes, vouchers, and receipts. Motion carried.

IV. Previous/Ongoing Business

- a) KWPCRF Project C20 3039 01-Clerk Conaway presented an ordinance to the council authorizing the execution of a loan agreement with KDHE to obtain a loan from the Kansas Water Pollution Control Revolving Fund to finance a wastewater treatment project and approving the documents and actions in connection with the agreement. Following discussion, a motion was made by Kingsbury, seconded by Mace, to adopt ordinance 1045. Motion carried. Discussion was held on the land purchase. Motion by Peterson, seconded by Mace, to approve the purchase of 15 acres of land at \$6,000 per acre, adjacent to the wastewater lagoon facility; for the installation of a wetland cell, a transfer structure, and lagoon distribution piping and valves to convert the existing discharging wastewater facility into a non-discharging facility. Motion carried.

V. Department Report/Committee & Board Reports

- a) Economic Development-Dana S. Peterson shared that the board approved notifying the county appraiser's office of the department's residential programs to evaluate for valuation adjustment that year. The council discussed and decided that it is not necessary to add this task. Program applications were presented. A motion was made by Wick, seconded by Kingsbury, to approve a residential revitalization grant to Denton Schoen for up to \$2,921 for 520 E. 2nd. Motion carried. A motion was made by Cole, seconded by Peterson, to approve matching funds of 10% or up to \$300 for wayfinding signs, if approved through the county wide SEED grant application. Motion carried. Motion by Peterson, seconded by Mace, to approve \$7,000 to Kensington Lockers for the office manager/HAACP coordinator and butcher/meat processing positions; and \$8,000 to

Bright Beginnings Child Development Center for a program director, through the SCWRIP. Motion carried. Motion by Wick, seconded by Peterson, to approve an allotment of \$10,000 of economic development funds towards the land bank program for acquisitions and reaching out to potential developers. Motion carried. The vacant property ordinance was brought back to the council. Wiehl stated they will take it under advisement at this time.

Peterson shared that the advisory board offered her the director position at an annual salary of \$47,500. B. Peterson abstained from action. Wick inquired on if the position was advertised and stated that the jump of \$7,500 in salary from the previous director hired without an assistant seemed high in an 18-month span. Kingsbury agreed that the salary is a little high with unknown qualifications. Wiehl stated that the combination of the salary and the advisory board's suggestion to approve an advisor agreement is comparable to the previous combination of wages and the council should approve it. Kingsbury asked if someone is still paid to help through the city staff, Wiehl responded yes. Cole shared his concern that the salary is out of line with the other employees and that the council has had the same issue in the past in comparison to other employees that have been here a long time. Wiehl asked for a motion to approve the salary at \$47,500. Cole asked if anyone was present from the advisory board, there were no members in attendance. Wick stated that it is a big jump but also need a little faith in the advisory board that they are making a sound decision. Wiehl agreed. A motion was made by Wick, seconded by Mace, to hire Dana S. Peterson as director with a salary of \$47,500. A roll call vote was taken: Kingsbury-nay; Mace-aye; Cole-nay; Wick-aye; with a tied vote, Wiehl made the deciding vote of aye. Motion carried 3 aye-2 nay.

An advisor agreement was presented to the council. In summary, a one-year agreement to provide advice and assistance; with a monthly commitment of not more than 10 hours per month to attend monthly board and committee meetings and a minimum of one meeting with an employee, partner, or potential partner; provide responses within one business day to email requests from the director and from 2-3 others with the city; assist in finding potential members and partners; and assist with one event; with compensation of \$10,000. Wick stated that the compensation works out to be about \$83 an hour. A motion was made by Cole, seconded by Mace, to approve the agreement as presented for one year. A roll call vote was taken: Kingsbury-aye; Mace-aye; Cole-aye; and Wick-aye. Motion carried 4-0.

The 2023-2024 Youth Entrepreneur Challenge was discussed. A motion was made by Cole, seconded by Wick, to approve participation in the upcoming YEC event. Motion carried.

Peterson shared the advisory board's discussion on scheduling a preliminary meeting with the Western Plains board members on the possibility of transferring ownership of Heritage Townhomes.

- b) Police Department-Chief Marshall reported on some vehicle maintenance.
- c) Hileman-Spoke with Haven and the two have agreed on a winter schedule. Hileman reported on the results of recent soil samples taken on the greens. The greens will need to be hand watered each day, which will take some time. The dump truck discussed at the previous meeting was purchased on Purple Wave for \$14,850 including the buyer premium. Hileman also reported that the building owned by Kecia Shellito on East Kansas Avenue has been demolished and the lot cleared. Hileman reported that the sidewalk in front of the property was not in very good condition and the dump trucks over the area made it worse, explaining that due to the setup of the area, the trucks had to utilize the sidewalk area. Wayne Hyman has offered to replace the sidewalk if the city covers the cost of the concrete. Hileman obtained a cost from Hoge Crete of \$140/yard, with the project need of approximately 10 yards. A motion was made by Wick, seconded by Kingsbury, to approve the cost of the concrete for the sidewalk replacement. Motion carried.

Wiehl asked Hileman about a letter Shaine Shellito gave to him on vacation time. Hileman explained how vacation time, sick time, and comp time is earned and applied. The sick leave pool was also defined, explaining that time is available to employees that have depleted their leave time, upon a qualifying catastrophic event at the discretion of the council. Discussion was held on Shellito's request. It was the consensus of the council to deny additional leave time.

A brief discussion was held on the aged dump truck that was previously at the golf course, and one of the pickups. The council agreed to have Hileman list these two vehicles on Gavel Roads once the recently purchased dump truck is in the city's possession.

Chief Marshall added that the exterior work has been completed on the alley side of the commercial building at the corner of Main Street and Kansas Avenue; with the alley now opened back up.

- d) Treasurer-Hughes has the lead service line inventory questionnaires out for all property owners to complete. The next project at the airport will be the rehabilitation of the hangar taxi lanes. Hughes is working with HW Lochner Engineering on the application, with the local share at approximately \$31,500.

VI. Governing Body Reports

- a) Cole-Fire/Police
Reported on the radio upgrades at the fire department.
- b) Kingsbury-Water/Sewer
Reported on the progress of the new pool house, close to pouring the floor.

- c) Wick-Pool/Recreation/Transit
Recreation Commission has completed the flag football season. Center Stage Productions has contacted the recreation commission asking for help in advertising and promoting a play they would like to put on in 2024, along with other activity. It was reported that the organization would like to create their own board.
- d) Wiehl-Asked about the employee pay scale, and stated that the council needs to review the scale and pay grades. Wiehl asked about the administrative assistant pay. Conaway reminded Wiehl that he suggested the current scale at the time the position was created, and the scale was shared with the council at that time and several times since then. The item will be added to the next agenda.

VII. Adjournment

Motion by Peterson, seconded by Mace, to adjourn. Meeting adjourned at 6:59pm.