

# Smith Center City Council Meeting Minutes

November 27, 2023

## **I. Call to Order**

Mayor Bryce Wiehl opened the meeting at 6pm on Monday, November 27<sup>th</sup>, 2023, at the Srader Building.

## **II. Attendance**

Council members: Chris Cole, Don Wick, David Mace via phone, and Tracy Kingsbury. Absent: Brady Peterson.

Others: Jamie Marshall, Dana J. Peterson, Aurielle Hughes, Denis Miller, Rick Hileman, Tabitha Owen, Nick Rhodes, Dana S. Peterson, Galen Lambert, Jill Conaway, Kim Phelps (6:01pm), Sherry Weatherholt (6:02pm), and Chris Rowe (6:43pm).

## **III. Consent Agenda**

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

## **IV. Audit Report**

Denis Miller, Mapes & Miller CPA's, presented the FY22 audit report. Following review, a motion was made by Wick, seconded by Kingsbury, to approve the audit report as presented. Motion carried.

## **V. Previous/Ongoing Business**

- a) Pay Scale – Wiehl asked the council members to review the pay scale for updates to be presented, discussed, and decided on prior to the new year. Discussion was held on time clocks, hourly pay rates, and base rates. Wiehl shared that he talked with Applequist, SCMH, SunPorch and other major employers in Smith Center to obtain wage information; and asked to add discussion to the next agenda.

Recess-A motion was made by Mace, seconded by Cole, to enter into recess for the scheduled Land Bank meeting. Motion carried. Recess began at 6:30pm; meeting reconvened at 6:41pm.

## **VI. New Business**

- a) CMB Licenses – Conaway reported that the background checks required by the State of Kansas can no longer be ran locally. She has contacted and secured an account with the Kansas Bureau of Investigation to perform background checks at no cost to the city. A motion was made by Kingsbury, seconded by Wick, to add the CMB license applications to the next meeting to allow time for the background checks to be performed by KBI.

## **VII. Department Report/Committee & Board Reports**

- a) Economic Development – Dana S. Peterson presented the previous advisory board meeting minutes. Discussion was held on applications received by Julie Zabel that were denied by the advisory board. Zabel submitted a letter and supporting documentation asking the city council to review the applications and approve, describing other applications that the board previously granted for work similar to Zabel’s applications. Nick Rhodes addressed the applications with the council. Rhodes explained that when the grants were consolidated in the previous year, the goal was for material improvements that would raise the tax base and otherwise improve the property. The board had decided that Zabel’s applications did not qualify as material improvements. Wiehl, Wick, and Cole all asked about previous approvals in comparison. Rhodes responded that the items were approved as there were also material improvements included in their applications.

Rhodes continued the presentation of action items. Motion by Wick, seconded by Cole, to approve a commercial revitalization grant of up to \$1,652.33 to Galen Lambert for two new doors to the inside passageway at 101 S. Main. Motion carried.

Motion by Mace, seconded by Kingsbury, to approve a \$5,000 jump start grant to Slavik & Goheen to assist in setting up their office at 101 S. Main; with a \$2,500 payment made up front and the remaining amount disbursed over the following twelve months. Motion carried.

A motion was made by Wick, seconded by Kingsbury, to approve a residential revitalization grant of up to \$3,000 to John Linneman to build a 24x30 garage at 220 East Street. Motion carried.

Smith County Recruitment Team-Detailed discussion was held on the option to hire Eberle Studios for marketing. The proposal would cost \$50,000 for the first year, that would include a website with 20 responsive pages, video production, materials and contact with business owners seeking workers. Rhodes explained that the advisory board had originally looked at the budget amounts and had allocated funds for a housing project that did not come to fruition, allowing budget space. Rhodes broke down the costs for discover and onboarding, website design, hosting, and video production. Detailed discussion commenced. Following, a motion was made by Wick, seconded by Cole, to approve the agreement as presented with a roll call vote showing all in favor. Motion carried. Cole asked that the council be updated each year or more on the progress and the continuance of the agreement.

Dana S. Peterson reported to the council that she did not accept the director position; and has submitted her resignation from the assistant position as of December 29, 2023. The advisory board had Peterson advertise the position in The Pioneer, facebook, and Connect NWK at a salary of \$35,000-\$47,500 dependent upon experience. Wick asked that the advisory board talk with the city council prior to offering a salary amount to a candidate. Rhodes agreed and will also share the interview information with the council so that members have the opportunity to be part of the interview process.

- b) Rick Hileman reviewed proposals from Downey Drilling on the pump that runs the irrigation at the golf course. The proposal to rebuild the pump totals \$4,550; the replacement totals \$21,824.70. Hileman explained that the rebuild is sufficient. The council agreed to move forward with the rebuild.
- c) Clerk-Jill Conaway presented information on an applicant. A motion was made by Cole, seconded by Kingsbury, to offer a general public transportation driver position to Lynn True at \$11/hour. Motion carried. Conaway reported that the transit program is currently down to one vehicle. The 2019 Dodge Caravan is currently out of service with transmission problems.

#### **VIII. Governing Body Reports**

- a) Cole-Fire/Police  
Cole asked Hileman if the recently acquired dump truck met their expectations. Some work has had to be completed and tires are on order.
- b) Wiehl asked Cole to lead the next city council meeting as he will not be in attendance.

#### **IX. Adjournment**

Motion by Wick, seconded by Kingsbury, to adjourn. Meeting adjourned at 7:38pm.