

Regular Meeting
May 19, 2020
5:30 p.m.

The Board of City Commissioners of the City of Herington, Kansas met at City Hall at 5:30 p.m. on the above date – the following being present: Mayor Debi Urbanek, Commissioner Vance Donahue II, Commissioner Eric Gares, Commissioner Curtis Hartman, City Attorney Brad Jantz, City Clerk Marcus Hawkes and Deputy Clerk Kathy Matkins.

The meeting opened with the Pledge of Allegiance. Mayor Urbanek called the meeting to order. A motion was made by Commissioner Gares, seconded by Commissioner Hartman to approve the minutes of the Regular Meeting May 5, 2020. Motion carried with all voting “Aye.”

Additional Agenda Items. Mayor Urbanek added Item 8A to Discuss and Consider Reservation Software for the Lake.

A motion was made by Mayor Urbanek, seconded by Commissioner Gares, to approve the Agenda with the addition of 8A, Discuss and Consider Reservation Software for the Lake. Motion carried with all voting “Aye.”

City Update of COVID-19. Mayor Urbanek said we are entering a modified Phase II with mass gatherings of 15 or less and following Kansas Recreational Guidelines for Recreation Activities so they can resume. Mayor Urbanek said we are looking at Phase III very tentatively beginning June 8, 2020, which is subject to change. City and County can be stricter on guidelines, not lenient. It was suggested by city staff that the city offices should remain closed to the public because of the uncertain conditions surrounding COVID-19 and there may be an upcoming absence in the city office with a staff worker being gone for four weeks or longer leaving three city staff workers in place and the concern arose if one of the three remaining workers was exposed to Coronavirus and was quarantined, this would limit work duties being completed timely due to the nature of the work at hand and available complement in the office. Commissioner Gares said he had been asked when the city office would re-open and it was pointed out that the city office had been handling city business without any problems or concerns. A motion was made by Mayor Urbanek, seconded by Commissioner Gares to keep the city office closed to the public through June 2020 leaving virtual access in place with policy followed for public comment with restricted attendance. Motion carried with all voting “Aye.”

Update of Electrical Rate Study. City Clerk Marcus Hawkes talked to Darren Prince of KMEA about the rate study and found out this study requires a lot of background information and once the information is gathered and compiled it will be put in Excel Format by working with Tyler Tech. Marcus will coordinate with David Kahle for electrical information on poles, size of lines and other information needed to complete the study. Marcus did state this is a very time- consuming process and he is working with Julie on this rate study.

Recreation Commission Presentation of Relocating Ball Field-Kyle Lorson gave a presentation by phone to the Commission. Kyle gave the commissioners a photo with a diagram and outline for the proposed new

ball field at the existing Fair Grounds. Kyle explained what changes would need to occur regarding how it is set up now. Kyle said the area behind the fence could be used to add in a play-ground area and batting cages to make a baseball related complex. Kyle emphasized that all commissioners could go to the ball field and view the layout better in person. Kyle said Pratt, Ks. used a land grant for this purpose. The grant is required to be used for outdoor purposes. Kyle mentioned he was willing to put money into the old ball field area but prefers the new complex proposal which offers a centralized location for area events. Kyle explained the need to get approval to build a fence out in the area West of the 4-H Shed. Mayor Urbanek asked Kyle how much square footage area the Recreation Commission would need that would encroach on the Fair Ground area and Kyle said 15 X 30 square feet. Kyle said the Capital Improvement Budget has not been utilized and the new budget should be coming out in June 2020 so there are funds available to use for this project. Commissioner Gares recommended and suggested to Kyle to contact the Planning Commission to set up plans and objectives and see if cost savings could be realized by working together with them on this project. A motion was made by Commissioner Gares, seconded by Commissioner Donahue to work with the Planning Commission for planning and review of plans for the newly proposed complex. Motion carried with all voting "Aye." On another related matter, Commissioner Donahue asked Kyle if there are updates or a timeframe to open the Gym for Public Use. Kyle said there is a Board Meeting coming up and he will inquire and present this question for guidance and input on opening the Gym to the Public. A requirement is to have all persons entering the facility/gym have their temperatures checked and the problem with that is often there is not any one there to fulfill this action. The County Health Department said the Recreation Commission is required to adhere to all county rules. Kyle will report back to the Commissioners on his findings regarding the gym "opening date" to the public.

Discuss and Consider Item 8A Reservation Software for Lake. Mayor Urbanek said there is software called Reserve America administered through Astra which allows customers to make reservations online and pay for camping permits and utilities with a debit or credit card. The company with the software would not charge the city for set up of the software and there would not be any service contracts or monthly fees to the city. Mark Strand, the new Camp Host said the manual paperwork system is cumbersome and slow and this new software would be more efficient and would streamline the process when making reservations online. Mark is fine using digital technology. Campers would go online and use a credit or debit card for payment when reserving a camping spot and with all the camping spots being numbered now, this would make this a quicker, easier process. The Camp Host or City Office would be able to report on reserved spots instantly upon inquiry. If a person did not have access to a computer or smartphone, they could contact the Camp Host who would help them set up and reserve camping spaces. A motion was made by Commissioner Gares, seconded by Commissioner Donahue to table this discussion and review this later. Motion carried with 3 "Ayes" and 1 "Nay."

During the City Commissioner Comments, Commissioner Donahue asked about the City Manager Update and Mayor Urbanek said there was not an update on the City Manager Position now. Commissioner Donahue wanted to add an additional agenda item to discuss personnel matter on non-elected personnel. A motion was made by Commissioner Donahue, seconded by Commissioner Gares to recess into Executive Session K.S.A 75-4319(b)(1) pursuant to personnel matters on non-elected personnel. To include the Governing Body, the City Attorney and the City Clerk. The open meeting to resume in the City Hall Board Room at 6:31 pm. Motion carried with all voting "Aye." Meeting resumed with no action taken.

A motion was made by Commissioner Gares, seconded by Commissioner Hartman to adjourn. Motion carried with all voting "Aye."

J.R. Sparkes was absent from this meeting. No others present.

Marcus Hawkes, City Clerk