

**Regular Meeting**  
**July 6, 2021**  
**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 Ben Castleberry, City Manager Branden Dross, City Attorney Brad Jantz and City Clerk Megan Lawrenz. Also, in attendance were Sergeant Detective Chad Langley, Police Officer Brianna Canby, Fire Chief Andrew Avantagiato, Eric Gares, Carl Urbanek and Larry Mann. Absent were Commissioner Hartman and Commissioner Bell.

The meeting opened with the Pledge of Allegiance. Mayor Urbanek called the meeting to order. A motion was made by Mayor Urbanek, seconded by Commissioner Donahue to approve the Minutes of the Regular Meeting June 15, 2021, and Special Meeting June 22, 2021. Motion carried 3-0.

Public Forum Items – None.

Additional Agenda Items – None.

A motion was made by Mayor Urbanek, seconded by Commissioner Donahue to approve the agenda as presented. Motion carried 3-0.

Police Update – There were 213 total calls, 5 felony arrests, 2 warrant arrests and 45 traffic stops. Working through MOU with Junction City. There are 10 potential officers that could come and assist part time. RC has completed a Civil Process Class. Officer Breanna Canby was introduced to the Commissioners. Her academy graduation date is set for July 30, 2021. The Police Department is inviting outside agencies to participate in the Fair Parade.

Fire Update – 49 calls for service, 5 grass fires, 5 MVA's, 16 medical assists, 7 public assists/assist govt agency (new category to show when the fire department assists the city or Neighborhood Enforcement Officer), 2 unauthorized burnings, 2 standbys (fireworks and drag races), 8 control burn permits, 1 prescribed burn, 2 false alarms and 1 structure fire. Average response time 4:14 from call to in service. July training will cover drafting and relay pumping. Fire 1 class has slowed, lead instructor left the class due to a family emergency, class will transfer to Herington, will regroup, and move forward. Starting an extra day of training each month for new/younger members. Brought on 1 volunteer, there are 2 applications still out. Nelson's progressing and doing well. Department and equipment updates, forestry grant was awarded starting to receive equipment. Fire Chief Avantagiato told the Commissioners to expect a presentation about equipment that the fire department hopes to be able to purchase. Fourth of July weekend went well no major fires or accidents, and the Herington Fire Department is inviting outside agencies to participate in the Fair Parade.

Neighborhood Enforcement Officer Update – Tabled.

City Clerk Update – Provided Commissioners with May 2021 Financials, provided a very rough draft budget to the Commissioners with preliminary 2020 actuals, final numbers are pending the 2020 audit.

Discuss and Action on Planning Commission Bylaws – Mayor Urbanek motioned to approve the bylaws for the Planning Commission, seconded by Commissioner Donahue. Motion carried 3-0.

Discuss and Action on Approval of Cereal Malt Beverage Special Event Permit for the Tri-County Free Fair - Mayor Urbanek motioned to approve the cereal malt beverage special event permit for the Tri-County Free Fair from July 9<sup>th</sup> at 10:00 am to July 11<sup>th</sup> at 10:00 pm, seconded by Commissioner Donahue. Motion carried 3-0.

Discuss and Action on Approval of Cereal Malt Beverage Special Event permit for RGEG Presents Championship Wrestling – Commissioner Donahue motioned to approve the Cereal Malt Beverage Special Event permit for RGEG Presents Championship Wrestling on July 30<sup>th</sup> from 6:00 pm to 10:00 pm, seconded by Mayor Urbanek. Motion carried 3-0.

Discuss and Action on Approval of Cereal Malt Beverage NEW license for Family Dollar Store #32742 – Mayor Urbanek motioned to approve the new cereal malt beverage license for the Family Dollar Store #32742, seconded by Commissioner Donahue. Motion carried 3-0.

Discuss and Action on Temporary Exemption for Cereal Malt Beverage Consumption at the South Ball Fields – Commissioner Castleberry motioned to approve temporary exemption for cereal malt beverage consumption at the south ball fields on July 17<sup>th</sup> and 18<sup>th</sup>, seconded by Mayor Urbanek. Motion carried 3-0.

Discuss and Action to Approve the City Manager to Attend the ICMA Annual Conference in Portland, OR in October 2021, Commissioner Castleberry motioned to approve the City Manager to attend the ICMA annual conference in Portland, OR in October 2021, seconded by Commissioner Donahue. Motion carried 3-0.

Update on USDA RD Loan – Water Rate Expectations – City Manager Dross provided information letting the Commissioners know that if we keep the current water rate increase of 3% the city will see a shortfall in 2024. City Manager Dross will keep the Commissioners informed.

Mayor Urbanek motioned to recess into Executive Session, pursuant to the personnel matters of non-elected personnel exception, K.S.A. 75-4319(b)(1) to include the Governing Body, City Manager and City Attorney, open meeting to resume at 6:10 pm. Motion fails for lack of a second.

Commissioner Castleberry motioned to recess for five minutes until 6:08 pm to allow time for Commissioner Hartman to arrive to be present for the Executive Session, seconded by Commissioner Donahue. Motion carried 3-0.

Mayor Urbanek motioned to recess into Executive Session, pursuant to the personnel matters of non-elected personnel exception, K.S.A. 75-4319(b)(1) to include the Governing Body, City Manager and City

Attorney, open meeting to resume at 6:30 pm, seconded by Commissioner Castleberry. Motion carried 4-0. No action taken.

City Manager Comments – Commissioners can look forward to two planning ordinances. He and Brad have time set to work on the Police Department manual, Hay Leases, and right of way issues Friday July 9th. Ad Hoc had a meeting to help beautify downtown. Murals are going to get updated, Corky Dunlap will be running the project. The water treatment plant is expecting a month delay, waiting on supplies, look for opening at the end of August or beginning of September. Dickinson County is experiencing a COVID spike. Encourages the community to come dunk him in the dunk tank Friday. Will have an update about the KMEA generator at the next commission meeting. City Manager Dross apologized to Deana Lewis for not recommending her to the Planning Commission.

Commissioner Castleberry – Big thanks to the Herington Fireworks Committee for a great show.

Commissioner Donahue – Feels that the road closures at Father Padilla Park were good for the swim team, would like to see roads closed each time. Fireworks looked great. Reminded the community about the fair this coming weekend, especially the parade on Friday. Is interested in the League of Municipalities Commissioners training. Reminded the street department to mow around the fair grounds.

Commissioner Hartman – Thanked Jeff Kilmer for his hard work on the drag races. Said the Fireworks Committee did great job, has heard a lot of compliments. City good job!

Mayor Urbanek – Feels that some people may feel differently about the road closures during the swim meet. Would like to see the fence around the pool cleaned up and thought the park could have been better maintained before the disc golf tournament and swim meet.

Adjourn – Commissioner Hartman made a motion to adjourn, seconded by Commissioner Donahue. Motion carried 4-0.

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Megan Lawrenz, City Clerk