

**Regular Meeting
December 6, 2022
6:00 p.m.**

The Herington City Commission met on the above date in the city commission chambers with the following being present Mayor Eric Gares, Commissioner Bell, Commissioner Urbanek, Commissioner Castleberry, City Manager Branden Dross, City Attorney Brad Jantz, City Clerk Megan Lawrenz, Chief of Police Chad Langley, Fire Chief Andrew Avantagiato and Neighborhood Services Director James Masters. Also in attendance were Commissioner Elect Dan McDonald, Christina McDonald, Carl Urbanek and Gabriele Simmons.

The meeting opened with the pledge of allegiance.

Mayor Gares called the meeting to order.

Public Forum – None.

Additional Agenda Items – None.

Approval of Agenda – Commissioner Bell made a motion to approve the agenda, seconded by Commissioner Castleberry. Motion carried 4-0.

Consent Agenda – Commissioner Urbanek made a motion to approve the consent agenda with the regular city commission meeting minutes from November 15, 2022, and the Transit Participation Plan-Notifying the Public Rights of Title VI, seconded by Commissioner Bell. Motion carried 4-0.

Appointment of a Vice-Mayor to Serve the Remaining Term of 2022 – Commissioner Castleberry made a motion to appoint Commissioner Bell, seconded by Commissioner Urbanek. Motion carried 4-0.

CDBG Sponsorship for Discovery Child Care Learning Center – Brad spoke about whether the mayor can continue to participate or vote on the matter he referenced Chapter 75 – 4301a and 75-4304. Commissioner Castleberry made a motion to accept sponsorship for Discovery Child Care Learning Center, the motion failed for lack of a second. Commissioner Urbanek made a motion to deny sponsorship for Discovery Child Care Learning Center, motion failed for lack of a second.

Police Update – There were 235 calls for service, with 48 traffic stops and 4 misdemeanor arrests. Officer Allen graduates on Friday, December 9th. Her FTO training starts Monday and will take a couple months before she is on her own. Still down one full time position, re listed on indeed. 2023 vehicle ordered when 2022 vehicle was picked up, not locked into contract. Will have a balance forward for next vehicle approx. \$1500.

Fire Update – There were 30 calls for service including 22 medical assists, 2 motor vehicle accidents with injuries, 1 authorized controlled burning, 1 false alarm fire call, 1 structure fire, 2 grass fires, and one machinery extrication. Training topics were OKSFM fire investigation for first responders, 5 agencies attended. Staffing updates include firefighter Riedy is settling in well and volunteer response numbers are good, but they are still looking for volunteers. Department and equipment updates include SCBA compressor is installed and running, building generator is half installed waiting until next Saturday to finish because they will have to kill power, the brush truck is almost complete we are just waiting on wheels, new 940 schedule build date was December 5th, dealer said everything is on track, first Wildland Task Force request last week in Marion County went well, and Salina Fire Department asked us to join Task Force 8 USAR team. 911 taskforce is looking to go to county commissioners in March for .25% county wide sales tax increase. Could be mail in or in person vote.

Neighborhood Services Update – There were 35 inspections including 5 grass violations, 5 cut orders and 5 yards cut by the city. There were 2 environmental violations for yard and automobiles. 3 building permits were issued with 5 inspections, 6 electrical permits were issued with 9 inspections, 3 mechanical permits were

issued with 2 inspections and 2 plumbing permits were issued with 5 inspections. There were 13 inspections for utility connection. There were 2 structural building inspections. We have started using the new permitting forms. Building and Trades board – a plumbing and mechanical contractor have signed up, an electrical and 2 building contractors are interested, they just haven't returned the application. Looking to add 2 more contractors by the end of the month, contractors must fill out an application and pass a background check.

Resignation of the City Manager effective December 30, 2022 – City Manager Branden Dross turned in his letter of resignation effective 12/30/2022, He is ok with waiving his employment evaluation. Mayor Gares made a motion to accept Branden Dross' resignation effective 12/30/2022, seconded by Commissioner Castleberry. Motion carried 4-0.

City Purchasing and Procurement Policy – Moved to the next meeting.

Tri-County Free Fair Insurance with TCFF Board – Mr. Atchison reached out to another insurance company for a quote. Depending on what the quote comes back at the Fair may not be able to continue, as the insurance cost is more than 50% of their annual budget. Would like the city to consider sharing the cost, Smart Insurance confirmed they will not cover adding the fair.

DKEDC Herington Appointment – Commissioner Castleberry made a motion to appoint Commissioner Urbanek to the DKEDC, seconded by Commissioner Bell. Motion carried-0.

Contract Management Software – Our contract with Cobblestone will go into effect in January. The City Manager, City Attorney and Utility Clerk will have access, the City Clerk will also take the training. Branden suggested that a member of the Governing Body to be a contact for oversight. It was determined that notifications will go to the sitting mayor.

Trapp Street CCLIP Project – Project schedule was provided to the commission. The city has been appointed 1.5 million dollars. The city manager is working with the street superintendent on this. The bid is expected to go out in August of 2024.

Herington Tomorrow Comprehensive Plan – Branden worked on 4th draft last week and will be working all day tomorrow on the 5th draft. Branden asked for feedback from the commissioners on version 5. There will be a meeting again with the planning commission in the next couple weeks.

Executive Session – Mayor Gares made a motion to move the Herington City Commission into Executive Session, pursuant to: Privilege for Contract Negotiations K.S.A. 75-4319(b)(2) to discuss personnel, to include the following, the Governing Body, City Manager, City Attorney, and Commissioner Elect Dan McDonald. With the open meeting to resume in the City Commission Chamber at 7:10 pm, seconded by Commissioner Bell. Motion carried 4-0. The regular meeting resumed with no action taken.

Executive Session – Mayor Gares made a motion to move the Herington City Commission recess into Executive Session, pursuant to: Privilege for Contract Negotiations K.S.A. 75-4319(b)(2) to discuss personnel, to include the following, the Governing Body, City Manager, City Attorney, Commissioner Elect Dan McDonald. With the open meeting to resume in the City Commission Chamber at 7:20 pm, seconded by Commissioner Bell. Motion carried 4-0. The regular meeting resumed with no action taken.

Commissioners directed the city manager to move forward with the recruitment process for interim city manager.

City Manager Comments – Procurement policy be on the next agenda very important we get it approved; it is holding up a grant for the fire department. Safe routes to school - C street is already owned by the city; staff will work on clearing the path. Merlin and Branden will meet with Lochner to work on the airport master plan next week. Our bucket truck was red flagged and is no longer usable. David looking into repair costs and will look at the KMEA generator proposal to see if there are any funds available there.

City Commission Comments

Commissioner Bell – Asked for an update on the Airport land leases - letter can be sent, will go out tomorrow, bids could be accepted mid-January.

Commissioner Castleberry – None.

Commissioner Urbanek – None.

Mayor Gares – Contract from Kansas wildlife and parks, when will this be on the agenda? Do we have to fill the empty commissioner seat before January? Brad says that it must be within 60 days, but there is an older version that says 10 days, which we are held to, but the Commissioners agree to wait until January for Dan to start.

Commissioner Urbanek made a motion to adjourn, seconded by Commissioner Castleberry. Motion carried 4-0.

Megan Lawrenz, City Clerk