**Regular Meeting**

**May 4, 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 Robbin Bell, Commissioner Vance Donahue II, Commissioner Ben Castleberry, City Manager Branden Dross, City Attorney Brad Jantz and City Clerk Megan Lawrenz. Absent was Commissioner Hartman. Also, in attendance were Chief of Police John Matula, Assistant Chief of Police Curtis Tyra, Fire Chief Andrew Avantagiato, Neighborhood Enforcement Officer Crystal Parris, Police Officer Chad Langley, MacKenzie Langley, Shelly Langhofer, Larry Mann and Gloria Boomer.

The meeting opened with the Pledge of Allegiance. Mayor Urbanek called the meeting to order. A motion was made by Commissioner Castleberry, seconded by Commissioner Bell to approve the Minutes of the Regular Meeting April 20, 2021 and both Special Meetings from April 10, 2021 and the Special Meeting April 15, 2021. Motion carried 4-0.

Public Forum Items – None.

Additional Agenda Items – Addition of 9a. Cereal Malt Beverage Application

A motion was made by Mayor Urbanek, seconded by Commissioner Bell, to approve the Agenda with the addition of 9a. Motion carried with all voting 4-0.

Police Update – Chief of Police John Matula presented the following stats: 32 traffic stops, 172 calls for service. 2 felony arrests and 1 misdemeanor arrest. Officer Canby is in her 3rd week of training at KLETC and has passed her 2nd exam. HPD received a grant for $1200 through the Program Director Chris’s Place Children’s Advocacy Center for Officer Langley to attend Forensic Interview Training in September 2021. The records clerk attended training on KIBRS to understand what does and does not need to be submitted monthly to KBI. Staffing Update: Detective Thompson is leaving HPD and going to Dickinson County Sheriff’s Office and Officer Langley will be promoted to Detective Sergeant Effective 5/4/2021. Department & Equipment Update: Requesting an increase in vehicle maintenance budget for 2022 to allow another year without requesting a vehicle, as the city needs fire apparatus and other big-ticket items. Equipment budget will be over due to mass exodus and hiring of officers since predecessor left. Working on a policy/procedure handbook for HPD, should be done within a few months. Lengthy process and a lot of research is involved. Will be forwarded to City Manager and City Attorney for review ASAP. National Night Out is going well and receiving donations from community businesses and will continue to promote by social media and reaching out in person. John has been invited to be an assistant coach for a rec league baseball team this summer.

Fire Update – 23 total calls. 2 fire, 1 structure. 9 EMS, 1 Service and 11 good intent (control burns, burn permits and unauthorized burning). Training Update: Covered hand lines, new nozzles, hose, master streams and foam usage. Staffing Update: 7 applications were received will be starting the hiring process. 1 volunteer application received, and 1 application handed out. Department and Equipment Update: Ordered a forcible entry door prop with donation money received last year. All hose tested and ladders tested and passed. Lost 3 sections of 3-inch hose during testing, ordered replacements. No spare 3-inch hose. 7 lengths 2.5 from 1977 are still in service that passed but are recommended to be replaced due to age. Will budget for next year. Quote came back for brush truck at $113,100, current price on SQ1 is $152,500. Quote sent to Oswalds and Jost Fabrications Need to send out official bid request. The fire department will provide coverage at the races on the 15th. Fire 1 class still progressing looking at a June/July testing time frame. ISO review is May 25th. Currently the city is an ISO 4/4XX. Goal is to maintain the 4 and see what needs to be done to get to a 3. Outside city limits is currently a 9. We are going to try and improve that to a 6/7. Far reach but going to give it a shot.

City Clerk Update – Arbor day sale was Friday April 30, 2021. The city purchased approximately 60 plants and trees and there were about 8 left over. The City Clerk talked with the Street Superintendent about places to plant the remaining plants. The City Clerk reminded the Commissioners and the Community about the upcoming deadline of June 1st for anyone interested in running for City Commissioner.

9a. Cereal Malt Beverage License Application - Mayor Urbanek made a motion to approve the temporary Cereal Malt Beverage Application submitted by David Gehrke for the Herington Fireworks Committee at the races May 15th, 2021, seconded by Commissioner Castleberry. Motion carried 4-0.

Neighborhood Enforcement Officer Update – Crystal reported about 18 cases, 8 active, 7 that need to be closed, and 2 that may possibly go to court.

City Attorney Update – Brad clarified that the Ordinance passed tonight will be numbered next sequential and that Ordinance 1827 will be repealed to clean up previous changes. Nothing much to report for the Hospital, everything is in their hands right now. Airport leases – 6 or 7 need tweaking. Lake leases are done, would like Commissioner Bell to look over them one more time. Should be ready to merge planning and zoning at the next meeting. Looked over the Hilltop Advisory Board, no longer needed. Suggested some ordinance changes for permitting and food trucks etc. Need to follow up and finish some boundary issues on C street from a couple years ago.

205 N 10th St – Property Abatement Update – Lots were cleaned up last week, it took about 2.5 days. Owner will have about 30 days to address the property around the house.

211 N E St – Update- City staff are looking at different solutions for the owner. Moving forward with clean-up, will be putting out dumpsters. May have to start the abatement process.

Pool House Update- The preliminary report to become designated historical has been approved. Hoping to add the pool house as the 4th historical location in Herington.

Herington City Lake and Reservoir Master Plan RFQ Update – 4 firms met with the interview panel. The individuals on the panel are working on grading the engineers on a matrix to bring a recommendation at the next meeting.

Ordinance 1827 – Added check in time of 12pm and check out time of 11am. Changed ordinance to include both the lake and the reservoir in one ordinance. This ordinance will repeal 1827. Mayor Urbanek motioned to approve the Ordinance in the next sequential order, seconded by Commissioner Bell. Motion carried 4-0.

Audit Services Contract with Vogel Pierce Faris Chartered. Commissioner Bell made a motion to approve the contract with Vogel Pierce Faris Chartered for the Annual City Audit not to exceed $15,300 and to authorize Mayor Urbanek to sign, seconded by Mayor Urbanek. Motion carried 4-0.

KMEA Board of Directors Appointment for David Kahle term to expire April 30, 2023. Mayor Urbanek motioned to appoint David Kahle to the KMEA board of directors’ term to expire April 30, 2023, seconded by Commissioner Bell. Motion carried 4-0.

Trapp Street CCLIP-Bids – Mayor Urbanek motioned to approve the engineering bid from Kay Valley Engineering for the Trapp Street CCLIP project for $11,700, seconded by Commissioner Donahue. Motion carried 4-0.

Hilltop Advisory Board – Joan Matten – Renewal – Term to expire May 10, 2025. Commissioner Castleberry motioned to approve Joan Matten to the Hilltop Advisory Board term to expire May 10, 2025, seconded by Commissioner Donahue. Motion carried 4-0.

City Manager Comments – Senate bill 87 died but may be a possibility in the future. Ended up filling 10 dumpsters during the city wide clean up, approximately 40 tons and 2 dumpsters of metal. Met with Tandi to renew the swim team and airport insurance for $1089 and $3564, respectively. One layer of asphalt has been laid at the lake, anticipating 4 or 5 more hopefully before Memorial Day, the county will charge quarterly, and the first bill received was approximately $2000. Branden met with the saddle club; horseback riding will be allowed near the reservoir from June 1 to August 31. Received some grant money for the Airport, hoping to use it for a hot water heater and a touchless sink. Branden is planning on attending upcoming airport meetings. Current Airport manager suggested hiring a fixed based operator to increase revenue at the Airport.

Commissioner Castleberry – Asked the City Manager to provide the exact numbers made on the metal from city wide clean up. Asked about the roads on the back side of the lake.

Commissioner Donahue – Clarified the amounts of the insurance policies renewed for the swim team and airport. Asked when they could expect the electric rate study. Branden said the study was in KMEA’s and we will have it back in June. Commissioner Donahue pointed out that getting it back sooner will help with the budget process.

Commissioner Bell – Nothing.

Mayor Urbanek – Asked if the motion to dismiss for the Danzman case was complete.

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

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 Megan Lawrenz, City Clerk