**Regular Meeting**

**March 2, 2021**

**5:30 p.m.**

The Board of City Commissioners for 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 Curtis Hartman, Commissioner Robbin Bell, Commissioner Vance Donahue, City Manager Branden Dross, City Attorney Brad Jantz and City Clerk Megan Lawrenz. Also, in attendance were Assistant Chief of Curtis Tyra, Fire Chief Andrew Avantagiato, Larry Mann, Eric Gares, and Catherine Stinnet. Not in attendance was Commissioner Ben Castleberry.

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 Bell to approve the Minutes of the Regular Meeting February 16, 2021. Motion carried 4-0.

Public Forum – None.

Additional Agenda Items – Addition of 9a. Water line update.

Approval of Agenda – Mayor Urbanek motioned to approve the Agenda with the addition of 9a, seconded by Commissioner Hartman. Motion carried 4-0.

Ceremonial Appointment of Fire Chief Avantagiato.

Police Update- Assistant Police Chief Curtis Tyra provided the following information – For the month of February the Police Department responded to 148 calls for service, 16 traffic stops, 3 arrests including one misdemeanor, two warrants one felony one misdemeanor. Detective Thompson just completed field training officer online. Officer Hewins completed street cop training. A new police officer has been hired. The Police Department is now fully staffed.

Fire Update- For the month of February the Fire Department received 30 calls for service, 9 fire, 5 service calls, 3 good intent, 2 alarms, 1 weather and 10 EMS. There have been several grass fires, MVS’s, 2 structure fires, 1 entrapment and 2 mutual aids. Fire Department is currently averaging 3 minutes and 35 seconds to dispatch to truck in service NFPA requirement is 15 minutes 80% of the time, and 7 minutes 20 seconds dispatch to truck on scene NFPA requirement is 9 minutes 20 seconds 90% of the time. Rescue 42 strut training was completed March 1, 2021. Working on firefighter job description before posting available position. TNT rescue tools have been delivered, being assembled in Abilene this week. Received new nozzles. Wildland gear at no cost from KFS. Currently at 25 volunteers. Firefighter 1 class started Thursday, 8 members in class. Wildfire season is starting. Please check weather before burning. Call in burn permits. Required by city ordinance within city limits. Any burning except recreations fires, campfires and cooking fires must be inspected. Will be talking with sounds departments on mutual aid and to discuss capabilities.

Water Line Update- Commissioner Donahue some residents were concerned about snow removal and street sweeping during the cold weather. Branden offered some clarification that staff was working on a major water leak on 9th and Trapp, water lines froze on the City side at E and Park, water leak on D and Catalpa, water leak on D and Hawley and a broken pipe in the basement of the water plant. The city also had 4 frozen meters, 12 broken pipes on the customer side and 18 frozen pipes on the customer side.

City Clerk Update – Our 30-day waiting period for the credit card fees ended 3/1. Staff is working on an update. Our court clerk has started, she trained in Abilene for one day so far. Hoping to have her office finished this week.

City Update of COVID-19 – Dickinson County will be loosening the mask mandate. There have been no new cases with City staff. Staff members have received their second vaccination. Weekly meetings with the County will slow down.

Budget Presentation by CVB Board – There was not very much CVB activity in 2020 so a lot of the 2020 budget is being rolled over into 2021. CVB is still short board members. Current members really want to plan a festival but will need more manpower. Mayor Urbanek encouraged the community to apply.

Discuss and Action on Appointment of John Matula to the CVB Board Term to Expire 4/30/2023 – Mayor Urbanek motioned to appoint John Matula to the CVB Board term to expire 4/30/2023, seconded by Commissioner Bell. Motion carried 4-0.

Discuss and Action on Sewer Consumption Charges – Sewer charges are averaged based on the first three months of the year. There was discussion on if it were more appropriate to charge actual consumption instead of the average in case of a water leak in the first three months which could cause the average to be higher. City staff will gather more information based off a couple Commissioners accounts and update the Commission at the next meeting. Commissioners also requested that staff reach out to surrounding cities to see how they formulate sewer charges.

Discuss and Action on Herington Lake Master Plan Request for Qualifications – City Manager Dross worked with Chuck from the Dickinson County EDC on a draft Request for Qualifications to find an engineer for the Herington Lakes. City Manager Dross will have one Commissioner, one resident, one business local business owner, Chuck Scott from the DKEDC, and Leo Schlesener from the street department on his interview panel. Commissioners will be responsible for creating a lake advisory board.

City Manager Comments – A NEO has been hired. City hall will be closed at 1:30 March 9th so employees can attend a mandatory sexual harassment training. Sludge press was delivered today. Insurance bids will be presented at the next commission meeting. Department Heads, City Manager and City Clerk will start working on the budget, hoping to complete it in 3 tiers, at current mill levy rates, at lower mill levy rates and at higher mill levy rates. Surrounding cities have been hit with $800,000.00 in extra electric charges, staff has been in contact with Evergy, we will see any changes in our bill by April.

Commissioner Castleberry – Not present.

Commissioner Donahue – Congratulated the City Manager on his wife’s new job in Council Grove.

Commissioner Hartman – No comment.

Commissioner Bell- Asked how many new positions have been created since City Manager Dross has started. There have been two, the Neighborhood Enforcement Officer and the Court Clerk. Also, confirmed that there will be two different insurance agencies presented at the next meeting.

Mayor Urbanek – Mentioned that citizens had noticed Commissioners/Staff phone usage during the meetings. Asked Brad if it was a violation of KOMA. Brad explained that it could be if Commissioners were using their phones to communicate with each other during the meeting. City Attorney Jantz will provide verbiage to phones will not be used inappropriately during the meetings. Asked how the Wastewater Treatment Plant and Water Treatment Plant were going, City Manager Dross confirmed that both projects are on schedule.

City Attorney Update – Articles of incorporation for Herington Hospital Inc. have been filed. They are in place as of the 19th. Brad has a copy of them. The two incorporators off the current board were Phyllis Bettles and Leslie Mayes. They have applied for their tax-exempt number. Are working on transferring licenses. Working on list of contracts for the transition services agreement for Commissioners to review. Brad is putting together a punch list of actions that the City needs to take. Should have a draft version of the transition services agreement before the next meeting.

City will have some things to do to disband the Board of Trustees, the City created it so the City must disband it. The initial directors should be meeting within a week or so to adopt their by-laws, and the Commissioners will be provided a copy of that as well.

Adjourn – Commissioner Hartman made a motion to adjourn. Seconded by Commissioner Bell. Motion carried 4-0.

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 Megan Lawrenz, City Clerk