

**This is a business meeting of the governing body for the City of Herington. There is no implied or expressed right for persons outside the governing body to speak or voice their opinion unless specifically recognized by the chair.**

**Regular Meeting  
April 20, 2021  
5:30 p.m.**

1. Pledge of Allegiance
2. Call to Order
3. Consider the Minutes of the Regular Meeting April 6, 2021  
Motion \_\_\_\_\_ Seconded \_\_\_\_\_ Action \_\_\_\_\_  
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,  
Commissioner Hartman, Mayor Urbanek
4. Public Forum
5. Additional Agenda Items
6. Approval of Agenda
7. Proclamation – Miss Madilynn Becker Day
8. Financials
9. Discuss and Action on Evergy Bill  
Motion \_\_\_\_\_ Seconded \_\_\_\_\_ Action \_\_\_\_\_  
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,  
Commissioner Hartman, Mayor Urbanek
10. Discuss and Action on a Herington City Lake and Reservoir Reservation Timeframe  
Motion \_\_\_\_\_ Seconded \_\_\_\_\_ Action \_\_\_\_\_  
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,  
Commissioner Hartman, Mayor Urbanek
11. Discuss and Action on Acceptance on Submittal of RFQ for Airport Project Engineers  
Motion \_\_\_\_\_ Seconded \_\_\_\_\_ Action \_\_\_\_\_  
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell, Commissioner  
Hartman, Mayor Urbanek
12. Discuss Merging the Planning and Zoning Committees
13. Update of Hay Contract Leases

14. Update on Herington Lake RFQ

15. Executive Session – I move the City Commission recess into Executive Session, Pursuant to the: Consultation with an attorney on matter that would be deemed privileged in the attorney-client relationship exception K.S.A. 75-4319(b)(3) to discuss contract negotiations.

To include the Following:

- Governing Body
- City Manager
- City Attorney
- City Clerk
- \_\_\_\_\_

The open meeting to resume in the City Commission Chamber at \_\_\_\_\_.

16 . Discuss and Action on Proposed Contract Negotiations

Motion \_\_\_\_\_ Seconded \_\_\_\_\_ Motion \_\_\_\_\_  
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,  
Commissioner Hartman, Mayor Urbanek

17. City Manager Comments

18 .Commissioner Comments

19. Adjourn

Motion \_\_\_\_\_ Seconded \_\_\_\_\_ Action \_\_\_\_\_  
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,  
Commissioner Hartman, Mayor Urbanek

**To join the City Commission meetings from your computer, tablet, or smartphone, go to**

**<https://www.youtube.com/channel/UCbvSBw6l4w85XQHSX0S1BXg>**

Public Forum Comments can be dropped in the deposit box or emailed to [cityoffice@cityofherington.com](mailto:cityoffice@cityofherington.com).

Must be received before 8:00AM the day of the meeting. Please keep statement to a maximum of 3 minutes.

**Regular Meeting**  
**April 6, 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, Commissioner Ben Castleberry City Manager Branden Dross, City Attorney Brad Jantz and City Clerk Megan Lawrenz. Also, in attendance were Chief of Police John Matura, Assistant Chief of Curtis Tyra, Fire Chief Andrew Avantagiato, Carl Urbanek, Larry Mann, Cynthia Naylor and Eric Gares.

The meeting opened with the Pledge of Allegiance. Mayor Urbanek called the meeting to order. A motion was made by Commissioner Bell, seconded by Commissioner Castleberry to approve the Minutes of the Regular Meeting March 16, 2021. Motion carried 5-0.

Public Forum – None.

Additional Agenda Items – Addition of 22a. Executive Session

Approval of Agenda – Commissioner Bell motioned to approve the Agenda with the addition of 22a, seconded by Commissioner Donahue. Motion carried 5-0.

Police Update - For the month of March there were 32 traffic stops, 250 calls for service and 7 arrests; 4 misdemeanor and 3 warrant. Applied for 5 warrants. Clarification on vehicle registration. He also reminded citizens that it is illegal to drive ATV's and Side-by-Sides on state highways. Residents were also reminded that all court fees and fines were to be paid at City Hall with the Court Clerk from 9am to 4pm.

Fire Update – For the month of March there were 44 calls for service. Total year to date 104. 8 EMS, 19 Wildland, 2 Structure, 7 Public Assist (1 cat in tree), 4 Control Burns, 1 Hazmat, 1 AFA, 1 Gas Leak, received mutual aid 3 time for wildland (Delevan, Hope & Lincolnville), Gave mutual aid once to Marion County, 3 Large Fires 3100 Rd, Marion County Mutual Aid and 300 Rd & Rain Road. Trained on ladders this month and reviewed responses to wildland incidents. 7 members are about 1/3 of the way through Firefighter 1. Volunteers are turning out strong. Good response on calls. Hiring action released 4/1/2021 have received several applicants. Received new hose and nozzles to be tested and placed in service next Tuesday 4/13/2021. Brush 1 transmission failed on Sunday night's fire. Working on options for truck replacement new vs used vs repairing.

City Clerk Update – 2021 Budget was loaded into the system. Starting to work on the 2022 budget with the City Manager. January 2021 financials are complete, February 2021 just needs to be balanced, will provide the Commission with updated financials through February 2021 by the end of the week.

City Attorney Update – Hospital Progression – Brad and Andy had a zoom meeting several weeks ago to go over a draft version of the transfer documents, documents will stay between the attorneys until they are closer to an end product. Brad feels that they are close to an end product. May need to plan on a special meeting next week. Brad has also spent some time working on the lake leases, maps have been straightened up. Brad will get leases formed up soon.

Resignation of Danielle Stevenson Herington Housing Authority Board – Mayor Urbanek motioned to approve Danielle Stevenson’s resignation from the Herington Housing Authority Board, seconded by Commissioner Bell. Motion carried 5-0.

Removal of Janet Wade from Herington Housing Authority Board – Mayor Urbanek motioned to approve the removal of Janet Wade from the Herington Housing Authority Board. Seconded by Commissioner Bell. Commissioner Donahue requested clarification on why she was being removed, there was talk about attendance to meetings. Motion carried 4-0 with Commissioner Donahue abstaining his vote.

Discuss and Action on Appointing Linda Polston to the Herington Public Library Board Term to Expire 4/30/2025 – Commissioner Bell made a motion to appoint Linda Polston to the Herington Public Library Board term to expire 4/30/2025, seconded by Mayor Urbanek. Motion carried 5-0.

Discus and Action on Appointing Richard Idleman to the Herington Housing Authority Board term to Expire 4/30/2025 – Commissioner Bell made a motion to appoint Richard Idleman to the Herington Housing Authority Board term to expire 4/30/2025, seconded by Commissioner Castleberry. Motion carried 5-0.

Proclamation Arbor Day April 30, 2021 – Commissioner Bell motion to approve the proclamation for Arbor Day 4/30/2021 and to allow Mayor Urbanek to sign, seconded by Commissioner Castleberry. Motion carried 5-0.

Discuss and Action on Acceptance of Bids for the Herington Reservoir – Commissioner Bell motioned to approve the bid for \$51,982 from Shilling Construction, seconded by Mayor Urbanek. Motion carried 5-0.

Discuss and Action on Acceptance of Bids for the Curb and Gutter Work – Commissioner Bell motioned to approve the bid for \$76,083 from PPJ, seconded by Mayor Urbanek. Motion carried 5-0.

Update on Increased Funding for Street Paving Bids – City Manager Dross explained that the bids for street paving came in higher than expected. Instead of removing street work he asked for more money from the 2006 sales tax fund.

Discuss and Action on Acceptance of Bids for Street Paving – Commissioner Castleberry motioned to approve the bid for \$345,679 from Shilling Construction, seconded by Mayor Urbanek. Motion carried 5-0.

Discuss and Action on Commissioner Appointment to Herington Lake RFQ Panel – Commissioner Donahue motioned to appoint Mayor Urbanek to the Herington Lake RFQ Panel, seconded by Commissioner Castleberry. Motion carried 5-0.

Update on DKEDC Funding – City Manager Dross explained that the pledge amount for DKEDC has doubled and requested feedback from the Commissioners. Dross will bring a suggestion at a later meeting.

Update on American Rescue Plan Stimulus Money – City Manager Dross explained that the City will be receiving approximately \$317,000 with the first payment in about 60 days and the rest in about a year. He mentioned maybe using some money for GIS Mapping of the water and sewer lines and also updates to the city's broadband.

A motion was made by Mayor Urbanek, seconded by Commissioner Bell to recess into executive session K.S.A. 75-4319(b)(2) pursuant to the consultation with an attorney on matters that would be deemed privileged in the attorney-client relationship to discuss contract negotiations to include the Governing Body, City Attorney, City Manager and City Clerk with the regularly scheduled meeting to resume at 6:53 pm. Motion carried with all Commissioners voting "Aye". No action taken.

A motion was made by Mayor Urbanek, seconded by Commissioner Bell to recess into executive session K.S.A. 75-4319(b)(2) pursuant to the consultation with an attorney on matters that would be deemed privileged in the attorney-client relationship to discuss contract negotiations to include the Governing Body, City Attorney, City Manager and City Clerk with the regularly scheduled meeting to resume at 7:08 pm. Motion carried with all Commissioners voting "Aye". No action taken.

A motion was made by Mayor Urbanek, seconded by Commissioner Castleberry to recess into executive session K.S.A. 75-4319(b)(1) pursuant to the personnel matter of non-elected personnel to discuss the 6-month evaluation for the City Manager to include the Governing Body, City Attorney if needed and the City Manager when appropriate with the regularly scheduled meeting to resume at 7:40 pm. Motion carried with all Commissioners voting "Aye". No action taken.

City Manager Comments – Thanked Megan for sitting in his seat for the last meeting. Thanked Kathy for taking the minutes. Thanked Brad for being back. Town outage Friday, April 23<sup>rd</sup> starting at 6am, hoping to be back on by noon. Whole city will be dark. Saturday 9am Strategic Planning Session, wants to set bar for mission and vision statement. Credit card fees are at 1.5%, having some kinks but will get them worked out. Lake software is live. Branden and Megan meet with Marcus tomorrow for budget discussion, Megan spoke with the accountants, will have initial budget meeting with them in May. New fountain ordered for Father P park. Brock clean up will start 4/26. City wide spring clean up will be on April 19<sup>th</sup>. Fall clean up will be curbside. RFQ for the Airport project engineers is coming up, sent to Brad.

Commissioner Castleberry – Thanked Branden.

Commissioner Donahue – Thanked Branden and Megan. Thanked Brad for guidance. Mentioned the pharmacy at the hospital. He thought when presented that it was going to be done in-house, but in the newspaper, it said it was open to the public. Personal opinion, government shouldn't be competing against Herington's only pharmacy. Thinks we are funding the hospital to compete with a local business. Feels we aren't helping our local community grow. Feels like the hospital says one thing, but does another.

Commissioner Hartman – Asked about if Evergy had contacted homeowners about repairing damage to yards during the underground work. 4/17/2021 Cars and Coffee. September 25<sup>th</sup> will be the car show.

Commissioner Bell – Asked if the City could help trim trees over the snow routes and business routes so school busses, semi's and RV's aren't getting damaged. Drove around the lake, it is camping season need to get swimming area ready. Asked about the sidewalk program, City Manager Dross clarified that the sidewalk program is still active, there was some confusion between the sidewalk program and UPTICC.

Mayor Urbanek – Asked if staff could update the website to include all the community boards. Asked if all the department heads were able to update their inventory with Tandi.

Adjourn – Commissioner Hartman made a motion to adjourn. Seconded by Commissioner Castleberry. Motion carried 5-0.

---

Megan Lawrenz, City Clerk



# THE CITY OF HERINGTON

P.O. Box 31 • 17 North Broadway • Herington, KS 67449

---

Telephone: (785) 258-2271

FAX: (785) 258-3552

## PROCLAMATION

**WHEREAS**, Miss Madilynn Becker was crowned Miss Teen Kansas 2021 and she will represent the City of Herington as well as the State of Kansas, as such we wish to support Madilynn as she continues her path towards the Miss Teen USA title; and

**WHEREAS**, a native of Herington, Madilynn is a junior at Herington High School where she has served as class president the past three years, Madilynn has a heart for sports; she plays volleyball; volunteers her time with her nonprofit Soles 2 Give; participates in dance and theater club and has studied forensics; and

**WHEREAS**, she first entered pageants thirteen years ago; the Miss Kansas USA Organization is a national pageant program that combines all the beauty and excitement of pageantry with the glamour and energy of a runway fashion show – while recognizing the personal achievement, community involvement and academic excellence of young women all across the USA; and

**WHEREAS**, it is important that our youth be encouraged in their strengths and abilities through competition; the Miss Kansas USA organization is a great outlet for young women to practice their public speaking and writing skills, to meet other driven and ambitious young people, and acquire leadership abilities.

**NOW, THEREFORE**, I, Debi Urbanek, Mayor of Herington do hereby proclaim April 22nd, 2021 to be “Miss Madilynn Becker Day” around the City of Herington.

**DONE** in the City of Herington, Kansas on this 20<sup>th</sup> Day of April 2021.

---

Debi Urbanek, Mayor

**ATTEST:**

---

Megan Lawrenz, City Clerk



# THE CITY OF HERINGTON

P.O. Box 31 • 17 North Broadway • Herington, KS 67449

---

Telephone: (785) 258-2271

FAX: (785) 258-3552

## NOTICE TO AIRPORT CONSULTANTS

The City Commission for Herington, Kansas, is hereby soliciting statements of experience, qualifications, and interest from airport consultants for Architectural/Engineering Services for Airport Development Projects to be completed for the Herington Municipal Airport (HRU). Subject to receipt of federal Airport Improvement Program (AIP) and/or Kansas Airport Improvement Program (KAIP) funding through the Kansas Department of Transportation, Division of Aviation, these projects, and estimated magnitude costs are as follows:

1. Rehabilitate Aircraft Parking Apron (\$300,000)
2. Construct T-Hangar Taxilanes (\$525,000)
3. Construct T-Hangar (\$600,000)
4. Rehabilitate Runway 17-35 (\$500,000)
5. Replace Runway 17-35 Lighting and NAVAIDs (\$400,000)
6. Construct Parallel Taxiway Extension (\$1,150,000)
7. Install Parallel Taxiway Extension Lighting (\$325,000)

Current ACIP data sheets and projects were developed with the assistance of H. W. Lochner, Inc. The selection process will be completed following the provisions of Federal Aviation Administration (FAA) Advisory Circular 150/ 5100 -14 E, as amended. Consultants shall not include fee information or hourly rates when responding to this Notice. Project fees will be negotiated as federal AIP grant funds become available and according to applicable U.S. DOT and FAA guidance.

Statements of experience, qualifications, and interest should contain information addressing the following selection criteria:

1. Capability to perform all aspects of the proposed projects
2. Knowledge of FAA regulations, policies, and procedures
3. Key staff professional background and qualifications
4. Demonstrated understanding of the projects
5. Recent experience in airport projects
6. Ability to meet schedules and within budget
7. Knowledge of FAA AIP design and construction standards
8. Quality of previous airport projects undertaken
9. Working relationship with FAA Central Region Airports Division



Prospective firms are advised that applied overhead rates must conform to the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures. The successful firm will be required to submit a copy of its current overhead rate audit certification. This contract is subject to all current applicable federal provisions as indicated on the AIP website at:

[https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/)

Statements of experience, qualifications, and interest shall be limited to twelve (12) double-sided pages on 8½" x 11" sheets. Page limit excludes 2-page (maximum) cover letter, table of contents, and divider tabs. Consultant selection will be accomplished following a review of each firm's qualifications and may be made without conducting interviews. The City of Herington reserves the right to reject any submittals.

Interested firms are requested to submit six (6) copies of their statement of qualifications and experience to the following address no later than **4:00 P.M. MST on Friday, May 28<sup>th</sup>, 2021.**

City of Herington  
c/o Branden Dross  
17 N Broadway  
P.O.Box 31  
Herington, KS. 67449