

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
August 3, 2021
5:30 p.m.**

1. Pledge of Allegiance
2. Call to Order
3. Consider Minutes of the Special Meeting July 16, 2021 and Regular Meeting July 20, 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

Motion _____ Seconded _____ Action _____
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,
Commissioner Hartman, Mayor Urbanek

7. KMEA Generator Presentation
8. Police Update
9. Fire Update
10. Neighborhood Enforcement Officer Update
11. CVB Update

12. Discuss and Action on Removal of Lauren Spelts as Chamber Director on CVB Board

Motion _____ Seconded _____ Action _____
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,
Commissioner Hartman, Mayor Urbanek

13. Discuss and Action on Approval of Phyllis Smith's Application for the CVB Board Term to Expire 4/30/2022

Motion _____ Seconded _____ Action _____
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,
Commissioner Hartman, Mayor Urbanek

14. City Manager Comments

15. Commissioner Comments

16. Adjourn

Motion _____ Seconded _____ Action _____
Commissioner Castleberry, Commissioner Donahue, Commissioner Bell,
Commissioner Hartman, Mayor Urbanek

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<https://www.youtube.com/channel/UCbvSBw6l4w85XQHsX0S1BXg>

Public Forum Comments can be dropped in the deposit box or emailed to cityoffice@cityofherington.com.

DRAFT

**Special Meeting
July 16, 2021
5:00 PM**

The Board of the City Commission for the City of Herington, Kansas met at City Hall at 5:00 PM. on the above date – The following being present: Mayor Urbanek, Commissioner Bell, Commissioner Donahue via phone, Commissioner Castleberry, City Manager Branden Dross and City Clerk Megan Lawrenz. Absent was Commissioner Hartman.

The meeting opened with the Pledge of Allegiance.

Discuss and Action for the Intent to Exceed or no Exceed the Revenue Neutral Rate – There was discussion about the revenue neutral rate, city staff was able to keep the revenue neutral rate the same, but in doing so there was no room to add in any projects or allow for contingencies. Commissioners discussed exceeding the revenue neutral rate to allow for projects or possible emergencies with the intention of coming in under the proposed rate of 90. Mayor Urbanek motioned to exceed the revenue neutral rate and our proposed mill levy is 90, seconded by Commissioner Bell. Motion carried 4-0.

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

DRAFT

Megan Lawrenz, City Clerk

Regular Meeting
July 20, 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 Bell, Commissioner Vance Donahue II, Commissioner Ben Castleberry, City Manager Branden Dross, City Attorney Brad Jantz and City Clerk Megan Lawrenz. Also, in attendance were Neighborhood Enforcement Officer Crystal Paris, Eric Gares, Carl Urbanek, Steve Lewis, Corkie Dunlap, Todd Anderson and Larry Mann. Absent was Commissioner Hartman.

The meeting opened with the Pledge of Allegiance. Mayor Urbanek called the meeting to order. A motion was made by Commissioner Bell, seconded by Mayor Urbanek to approve the Minutes of the Regular Meeting July 6, 2021. Motion carried 4-0.

Public Forum Items – None.

Additional Agenda Items – Add 17a Executive Session – Personnel Matters of Non-Elected Personnel and 17b Executive Session – Attorney Client Privilege.

A motion was made by Mayor Urbanek, seconded by Commissioner Bell to approve the agenda with the addition of 17a and 17b. Motion carried 4-0.

Neighborhood Enforcement Officer Update – NEO Crystal Parris reported having over 23 active permits, 6 condemnations with two potential buyers, grass cut orders have been successful, permit plan review is scheduled 7/21/2021 at 5pm at the community building, she has been working with some contractors to come up with a more convenient permit process, still working on updating permit applications. June permit fees were \$361, year to date fees are \$4096.90. Crystal also provided some information to Commissioners on what is exempt from needing a permit.

City Clerk Update- City Clerk Megan Lawrenz June financials were finished, and she would be sending the reports out to the Commissioners. The notice to exceed the RNR was also successfully sent to the County.

Update on Mural Rehabilitation – Corkie Dunlap said that the group of volunteers were about ready to start working on the mural on the Family Dollar/Dollar Tree building. Scaffolding had ben set up, and after speaking with Clark Lumber approximately \$500 was needed to purchase paint and brushes. Commissioners hope to reach out to members of the community to raise the \$500 for materials needed. City Attorney Brad Jantz will help get the paperwork drawn up for a not-for-profit group.

Commissioner Hartman arrived.

Discuss and Action on Approval of Cereal Malt Beverage Special Event Permit – Commissioner Bell made a motion to approve the cereal malt beverage special event permit for the Tri-County Area Chamber of Commerce Banquet August 21, 2021, seconded by Commissioner Donahue. Motion carried 5-0.

Discuss and Action on Solicitation of Bid for Fire Department Equipment – Mayor Urbanek motioned to approve the solicitation of bid for the fire department equipment in line with lease purchase information presented, not to exceed \$254,000 total, seconded by Commissioner Bell. Motion carried 5-0.

Discuss and Action on Wastewater Treatment Plant Change Order – Mayor Urbanek motioned to approve Change Order #1 for the Wastewater Treatment Plant in the amount of \$34186.88, seconded by Commissioner Bell. Motion carried 5-0.

Mayor Urbanek motioned to authorize the City Manager to sign the change order, seconded by Commissioner Donahue. Motion carried 5-0.

KMEA Generator Update – City Manager Dross asked the Commissioners if they would like to have KMEA come to the next Commission meeting to provide more information on the generator and contract terms. The commissioners agreed to invite KMEA to attend the next meeting.

Evergy Construction on Trapp Street Update – City Manager Dross told the Commission that the work is about 99% complete, and that Evergy will be working to restore yards starting this week through mid-August. Commissioner Donahue suggested that the City Manager should reach out to Evergy because some sidewalks and driveways along Trapp may have been affected.

American Rescue Plan Act Update – The City has received the first half of the American Rescue Plan monies in the total of \$172,035.29, money must be spent by 2023. The City Manager hopes to use the money on the pump house, GIS mapping and wastewater treatment plant upgrades, but will bring formal requests before the Commissioners for approval.

Trapp Street CCLIP Project Update – Evaluations are approximately 50% complete. There will be meetings soon. City Manager Dross will keep the Commission updated.

Discuss and Action on City Commissioners and Staff Budget Workshop Date – Mayor Urbanek motioned to schedule the Commission and Staff Budget workshop on Monday, August 2, 2021, at 6 pm, seconded by Commissioner Castleberry. Motion carried 5-0.

Executive Session - 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 6:40 pm, seconded by Commissioner Castleberry. Motion carried 5-0. No action taken.

Executive Session – Mayor Urbanek motioned to recess into Executive Session, pursuant to the consultation with an attorney on matters that would be seemed privileged exemption, K.S.A. 75-4319 (b)(2) to include the Governing Body, City Manager, City Attorney and City Clerk, with the open meeting to resume at 6:55pm, seconded by Commissioner Bell. Motion carried 5-0. No action taken.

City Manager Comments – Two new employees have started in the street department so that department is now fully staffed. Water Treatment Plant should now be operational by October. City Staff are working on getting the planning commission minutes revised. City Attorney Jantz will draw up mechanical and roof licenses for the city. Asked about the history of the tree at 208 S. Broadway.

Commissioner Castleberry – Thanked everyone for recent community events.

Commissioner Donahue – Mentioned the Chief of Police’s house is listed for sale. Urged the community to reach out to him.

Commissioner Bell – Asked what day the City Manager and City Attorney would be working on contracts, the meeting is set for Friday, August 16, 2021.

Commissioner Hartman – None.

Mayor Urbanek – None.

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

Megan Lawrenz, City Clerk

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