

Procedure Regarding City Commission Agenda Items when Herington City Hall is Closed and Members of the Public are Restricted from Attending and Providing Public Comments at Regular Meetings

At any time that the Herington City Hall is closed, now and in the future, in which members of the public are restricted from attending and providing public comments on agenda items before the City Commission, and in order to provide for an orderly procedure for the citizens of Herington to comment on items coming before the City Commission during such times, the following procedures are adopted by the City Commission of the City of Herington on the 5th day of May, 2020:

1. The City Clerk, or other member of the City Staff so designated, will publish on the website and social media platforms for the City of Herington the draft Commission agenda no later than 4:00 p.m. on the Friday prior to the regular meeting. Final drafts of the Commission agenda are subject to revision after initial posting leading up to final adoption by the City Commission at the regular meeting.
2. The City Clerk, or other member of the City Staff so designated, will provide the email and mailing address to which public written comments may be submitted. Such written comments shall include the full name and address of the individual submitting the comments.

City of Herington
17 N. Broadway (PO Box 31)
Herington, KS 67449

or email

cityoffice@cityofherington.com

3. All written comments must be received by the City Clerk, or other member of the City Staff so designated, no later than 8:00 a.m. on the date of the City Commission Regular Meeting.
4. In lieu of reading the public comments live into the record during the Commission meeting, such comments shall be provided in writing to each member of the City Commission.
5. All written comments shall be attached and made part of the official minutes of the public meeting by the City Clerk.
6. This policy suspends the real-time, live public comment that is incorporated into, and made a part of, the City business meetings during times in which members of the public are restricted from attending in-person.
7. Nothing in this procedure is intended to limit, but in times of closure is defined to facilitate submission and consideration of public input, or affect the public's ability to provide comments or questions to the City Commission via phone, e-mail, or other means provided by the individual City Commission Members.