

**Regular Meeting  
February 6, 2024  
6:00 p.m.**

The Herington City Commission met on the above date and time in the commission chambers at City Hall. In attendance were Mayor Eric Gares, Commissioner Robbin Bell, Commissioner Dan McDonald, Commissioner Dalton Scarff, Commissioner Cynthia Naylor, City Manager Brad Jantz, City Attorney Brad Jantz, City Clerk Megan Lawrenz, Water Plant Supervisor Leo Schlesener, Water Distribution Supervisor Cody Oswald, Wastewater Treatment Plant Supervisor Jason Alt, and Neighborhood Services Director James Masters. Also in attendance were Christina McDonald, David Leithoff, Rick Dalton, and Ed Mueller II.

The meeting opened with the pledge of allegiance.

Mayor Gares called the meeting to order.

Public Forum – Rick Dalton - 609 S B St – Purchased property on Walnut – Meter can. Ed Mueller II – 1122 W Walnut – Purchase on H St – Meter can.

Approval of Agenda – Add 13a – D&A Free Fair Benefit Ride. Add 6a RV at Lake. Add 6b. Electrical Discussion – Commissioner Bell made a motion to approve the agenda, seconded by Commissioner Naylor. Motion carried 5-0.

Consent Agenda – Commissioner Bell made a motion to approve the following consent agenda items: Minutes of the Regular Commission Meeting January 16, 2024, Janet Wade and Marcus Hawkes Renewal of Membership to CVB (2-year term), seconded by Commissioner Naylor. Motion carried 5-0.

Engagement Letter for Lindburg, Vogel, Pierce, Faris for Audit services for the 2023 year – Audit to start 4/29/2024 – Commissioner Bell made a motion to approve the engagement letter from Lindburg, Vogel, Pierce, Faris and authorize the mayor's signature, seconded by Commissioner Naylor. Motion carried 5-0.

6a. Discussion on the RV at the lake – There has been an RV parked out there for three or four months. Staff will review ordinance requirements for removal.

6b. Discussion on Electrical Meter Code – There was discussion on the public forum items regarding meter can code requirements. Mayor Gares made a motion to refer electrical question regarding meter can code requirements to the BCTA board to have an answer back within two months, seconded by Commissioner Bell. Motion carried 4-1 with Commissioner McDonald casting the dissenting vote.

Receive and File Department Head Presentations and 2023 Updates –

Water Treatment –

1/4/2024

Mayor Gares

Herington city commissioners

My name is Leo Schlesener, this is my profile as an employee for the city of Herington, and a brief job summary for me and my achievements for 2023 and goals for 2024. I was summer help for 6 years prior to going full-time. I have been employed with the city for 35 years. During that time, I was Street Superintendent for 25 years. Cemetery Sexton for 29 years. Water plant superintendent for 1 ½ years, and a volunteer firefighter for 30 years and currently holding the position of assistant chief.

In august of 2022 I assumed the responsibility of Water plant superintendent. I have 1 employee besides myself that operates the plant. That is Andrew Reese. Since that time, we have operated the plant 24

hours a day. We maintain chemical feed levels, do maintenance on the equipment, do lab tests daily, and take samples for state testing. We have done a lot of cleaning up after the construction of the plant and made additional upgrades to the plant that were not done due to cuts in the project. Such as replaced the main concrete entrance, added Ozone injection point access, extended the retaining wall behind the plant, and got additional training and maintenance for us on the Ozone system. We also had several leaks on the raw water line that brings water from the lake to the plant. With those repairs brings me to the goals for 2024. The main goal for me is to work very closely with Mr. Moddie and get him any additional information that he might need to keep his work of getting the city a grant to replace the raw water line. He has completed the first step in getting the grant. My next task will be to get the whole town inventoried for lead and copper services. K.D.H.E. is mandating that all water systems have this done by October 2024. Cody Oswald, the water distribution superintendent, and I are working together to get this done. We will keep you updated on that process. K.D.H.E. is also strongly recommending that we install a backup generator at the pumphouse at the lake, you will be updated on this as well. The final item is to build a building to store our truck, forklift, and chemicals, since those items are not to be stored inside the plant, and in the design of the plant, storage for these items were not included in the plan.

I hope that this information is helpful to you about who I am and what we do at the plant. The office for the plant is at 435 south 5<sup>th</sup> street. Our normal hours are M-F 7:00-4:00 My cell phone number is 785-258-0426 If you ever have any questions or want to stop by you are welcome at any time.

Sincerely

Leo Schlesener

Water Distribution –

#### Water Distribution 2023 Accomplishments and 2024 Projects

My name is Cody Oswald. I have worked for the City of Herington for 5 years in the water distribution. In February of 2023 I took over as water distribution supervisor.

Water Distribution has two full-time employees. The meter reader position helps in my department when they are not reading meters or doing their day-to-day duties. We are responsible for water and sewer lines including any repairs or new installations of lines and services. We also do all locates of water and sewer lines when someone calls dig safe.

- For 2023 we finished our A street water line project. This included finishing hooking 20 water services to the new water main. Also, we were able to abandon 4 blocks of the old water line and remove two old fire hydrants.
- With the new Casey's building being built, we had contractors install a new 4-inch water main from the 800 block of East Trapp to the east side of the Casey's. Where we also had them install a fire hydrant. Once they finished installing the main the city went back and hooked up 6 houses, 1 church and 2 meters for Caseys. That allowed us to abandon the old line the was feeding those houses.

#### 2024 Projects

- Install a fire hydrant at the airport to help fill tanker 95. Installing this fire hydrant will also help with fire protection. This project will consist of installing approximately 400 feet of 6-inch water line.
- I would like to start installing a new water line in north A street from Vine Street to Chestnut. We see a lot of water line breaks in this stretch of line.
- Lastly, I would like to start installing more water meter radio reads. The city has had a lot of the older water meters changed to the new style. This will help with the time it takes to read meters for monthly billing.

Sewer –

City of Herington

City Manager and Commissioners,

The Wastewater Treatment Facility (WWTF) is operated by 2 full time city employees Jason Alt and Cliff Stokes. Jason has been with the city for 24 years and has a Class 2 certification in both water and wastewater. Cliff has been with the city for 11 years and is working on his Class 1 certification. The facility runs 24 hours a day 7 days a week and the daily operation of the plant consists of daily readings on influent and effluent flow, removing rags and other debris out of the system, wasting sludge to the digester, dewatering biosolids and disposing of it on crop land, cleaning bulbs on the UV system weekly, monthly reports to KDHE and doing maintenance on all of the equipment.

Our facility is an Activated Sludge system which requires dissolved oxygen (DO) to break down the waste. The influent flow comes into the plant and the screw pumps lift the raw sewage up 15ft and then through a manual bar screen and then through a Parshall flume where it is metered. Next it goes to a division box where the flow is split 4 ways and then to the aeration basin which has 4 zones. From there it goes to one of the two clarifiers to start settling out the solids. We return some of the solids back to the aeration basin to keep the biological process going and we will waste some solids to the digester to get it out of the system. The solids get pumped to the screw press to get dewater. The clear water goes over the weirs of the clarifier to the UV system to get disinfected and then discharged into the creek.

The WWTF was upgraded to aeration in 1978 and all the major equipment is still being used. We have a hard time finding parts for the screw pumps. In 2020 we did phase 1 of the project and installed a screw press to dewater sludge instead of liquid applying sludge to the crop land. In 2023 we started the process of phase 2 of the project which will include replacing the screw pumps (3) with either screw pumps or submersible pumps, installing a mechanical bar screen for removing rags, installing (2) blowers for aeration and all piping, valves and diffusers, DO probes in aeration basin to monitor levels, a generator that will power all the facility, manure spreader and replace all the major electrical components. Around 2030 is scheduled to be phase 3 of the projects which will include new waste pump (1), return pumps (2), rebuild the clarifiers, and upgrade the UV system.

In 2024 we hope to have started the phase 2 upgrades because the equipment is old and wore out. If you have time someday stop by the facility and we will give you a tour.

Jason Alt

Wastewater Supervisor

Neighborhood Services Update –

February 6, 2024, City Commission Meeting

There were 17 complaints and 53 inspections since January 1, 2024.

Grass Violations

City Code Violations

1. Wrote 4 violations.

Building permits

1. Issued a total of 10 permits with 23 inspections.
2. Issued 1 building permit with 2 inspections.
3. Issued 4 electrical permits with 9 inspections.

4. Issued 4 mechanical permits with 4 inspections.
5. Issued 1 plumbing permit with 1 inspection.
6. 1 demolition inspections
7. 2 roof inspections

Services turn on.

1. 7 electrical service inspections
- 2 structural building inspections

Training Floodplain

1. January 17<sup>th</sup> and 18<sup>th</sup>
2. Basics on the NFPI

BCTA meeting

1. 8 building contractors were grandfathered in as General building contractors.
2. Next meeting scheduled for March 28<sup>th</sup>.
3. Code updates and review contractors for license.

Consider bid for repair of Raw Water line near Railroad, authorize Purchase of \$21,453.31 from Core & Main to be paid from Water Distribution and Water Treatment Budget – Commissioner Bell made a motion to approve the \$21,453.31 from Core & Main for the Raw Water Line Repair, seconded by Commissioner Naylor. Motion carried 5-0.

Consider funding to replace Raw Water Line near Railroad, for an amount not to exceed \$65,000 to be paid from Water Treatment Budget, Water Distribution Budget, and City Reserve Funds – Commissioner Bell made a motion to approve the bid from Ditch Diggers not to exceed \$80,000 for the Raw Water line repair, seconded by Mayor Gares. Motion carried 5-0.

Consider Updated FEMA Floodplain Ordinance – Commissioner Bell made a motion to approve the FEMA Floodplain Ordinance in the next sequential order and authorize mayor's signature, seconded by Commissioner Naylor. Motion carried 5-0.

Ampride ROW Vacation Consideration and Authorization of Survey – Commissioner Bell made a motion to approve the petition subject to insertion of confirmed legal from licensed surveyor with a hearing to be held on March 5<sup>th</sup> and authorize the mayor's signature, seconded by Mayor Gares. Motion carried 5-0.

Consider and Approve Agreement for Lift Station Maintenance with Casey's – Commissioner Bell made a motion to approve the Casey's Lift Station Maintenance Agreement and authorize the mayor's signature, seconded by Mayor Gares. Motion carried 5-0.

Consider Approval of Finalized UPTICC Agreement – Commissioner Bell made a motion to approve the Finalized UPTICC Agreement, seconded by Commissioner Naylor. Motion carried 5-0.

13a. Mayor Gares made a motion to direct staff to draft a Resolution to exempt registration requirements for ATVS for April 6, 2024, seconded by Commissioner Bell. Motion carried 4-1 with Commissioner McDonald casting the dissenting vote.

Consider dates for Governing Body Retreat in April 2024 – Staff was directed to see if April 5<sup>th</sup> is available.

City Manager Comments – Rescue truck has been sold, when the check clears, we will reimburse the County. Staff are working on potholes. Staff are working to get street sweeper out in the next couple weeks. The city's part of the lift station is complete at Casey's. Casey's anticipates opening late this month, or early March. Entering grant writing season, Thatcher has been working with the CVB on

upcoming grant opportunities. The firm is still working on the Comp plan, staff is anticipating a workshop in April with the planning commission.

#### Commissioner Comments

Commissioner Naylor – Nothing.

Commissioner Scarff – Nothing.

Commissioner McDonald – Brought up the restrooms near the pool. Stated the lights are on, staff informed him they are on a solar switch/timer. Mentioned utility bills for September and October from the Hospital.

Commissioner Bell – Nothing.

Mayor Gares – Made a motion to amend the agenda to add 16a – Directing Staff to produce a lien on the hospital property, seconded by Commissioner Naylor. Motion carried 4-1 with Commissioner Bell casting the dissenting vote. Staff requested some time to investigate this more before filing a lien.

Adjourn – Commissioner Bell Made a motion to adjourn, seconded by Commissioner Naylor. Motion carried 5-0.

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Megan Lawrenz, City Clerk