

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 17, 2021
5:30 p.m.**

1. Pledge of Allegiance
2. Call to Order
3. Consider Minutes of the Special Meeting August 2, 2021, Regular Meeting August 3, 2021 and Special Meeting August 9, 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. Public Hearing on 620 W Main Rezoning

8. Discuss and Action on Rezoning 620 W Main from an R-3 to I-2

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

9. Water Treatment Plant Update

10. Discuss and Action on Water Treatment Plant Change Order #3 for \$1820.04

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

11. Discuss and Action on Water Treatment Plant Change Order #4 for \$28,097.38

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

12. Police Update

13. City Clerk Update

14. Neighborhood Enforcement Officer Update

15. Discussion on Water Rate Study

16. KMEA Rate Case Study Update

17. Discuss and Action on Resignation of Kym Harper on the CVB Board

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

18. Discuss and Action on Resignation of Deana Lewis from the Planning Commission

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

19. Discuss and Action on Appointment of Richard Idleman to the Planning Commission Term to Expire 12/31/2024

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

20. Proclamation – Roger Boelling Day Sunday August 22, 2021

21. City Manager Comments

22. Commissioner Comments

23. 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.

DRAFT

**Special Meeting
August 2, 2021
6:00 PM**

The Board of the City Commission for the City of Herington, Kansas met at City Hall at 6:00 PM. on the above date – The following being present: Mayor Urbanek, Commissioner Hartman, Commissioner Bell, Commissioner Donahue, Commissioner Castleberry, City Manager Branden Dross and City Clerk Megan Lawrenz. Also in attendance were Carl Urbanek and Larry Mann.

The meeting opened with the Pledge of Allegiance.

Budget Workshop – City staff presented the budget with the revenue neutral rate at approximately 82, noting that this did not leave any wiggle room, or funds for projects. The commissioners told the city manager that they were comfortable with the revenue neutral rate not exceeding 87 and directed the city manager to come back with a plan for the future on projects that were discussed during the strategic planning session held earlier in the year.

Review and Action as Needed for the Approval of the 2022 City of Herington Budget – tabled.

Commissioner Donahue made a motion to adjourn, seconded by Mayor Urbanek. Motion carried 5-0.

DRAFT

Megan Lawrenz, City Clerk

Regular Meeting
August 3, 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 Curtis Hartman, Commissioner Robbin Bell, Commissioner Vance Donahue II via phone, Commissioner Ben Castleberry (arrived after the approval of the minutes), City Manager Branden Dross, City Attorney Brad Jantz and City Clerk Megan Lawrenz. Also, in attendance were Tom Sarta, Larry Mann, Carl Urbanek, Marcus Hawkes, Britt Moore, Darren Prince, Mike Schmadizar, Gerry Bielser, Larry Ebright, David Kahle 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 Mayor Urbanek to approve the Minutes of the Special Meeting July 16, 2021, and the Regular Meeting July 20, 2021. Motion carried 3-1, with Commissioner Donahue casting the dissenting vote.

Public Forum Items – Britt Moore at 401 S Broadway, spoke about the so-called electric policy, specifically that utilities aren't turned on until the day after payment following disconnect. Staff provided the policy to him after the commission meeting.

Additional Agenda Items – 7a. Schedule the next budget meeting.

A motion was made by Mayor Urbanek, seconded by Commissioner Bell to approve the agenda with the addition of 7a. Motion carried 5-0.

KMEA Generator Presentation – KMEA presented information on a service they are providing to finance generators to cities in need, with payment extending out over 20 years. With installation of the recommended generator, the city could supplement 98% of the cities utilities if needed. Ultimately, the charge would be \$0.00285/KW for 20 years.

Schedule Budget Meeting – Mayor Urbanek motioned to set the next budget for Monday, August 9th at 6:15pm, seconded by Commissioner Bell. Motion carried 5-0.

Police Update – Tabled.

Fire Update – There were 33 calls for service, 1 grass fire, 1 MVA's entrapment, 16 medical assists, 2 public assists/assist government agency, 1 standby, 7 control burn permits, 1 false alarm and 2 hazmat clean ups. The fire department has maintained a response time under 8 minutes. Training hours and topics for the month were forcible entry and saw training, using forcible entry door prob that was purchased with grant money, still working on firefighter 1 class, the first extra training day for the month went well. Going to start working on individual skills. Next month will be training with water rescue/boat operation at lake, will work with Junction City Fire Department. Equipment updates; received TS420 cut off saw for Engine 1. This will complete TC energy grant. Purchasing 25 Harris XG75 VHF radios and 10 pages from Manhattan Fire Department for \$5000. Wildland grant still waiting on PPE pants to come in ETS end of September.

Bids went out for the brush truck and Scot SCBA. Due back August 27 at 4:00pm, bid opening will be August 30 at 9:00am. TIC quotes came back, Feld was the cheapest at \$9828. Engine 2 got all new tires; they had aged out. State 800MHz radio system approved. Working user authorizations with surrounding counties. The Herington Fire Department worked with the Hillsboro Fire Department at their Demo Derby and the Herington Fire Department is working with Junction City Fire Department to assist with completing inspections on the new high school.

Neighborhood Enforcement Officer Update – Tabled.

CVB Update – Marcus Hawkes reported that the July meeting has three in attendance due to COVID and other obligations. Bills were paid to the Chamber, Railroad Days, and KJIL for radio advertising. The radio sports are running if you have an event to advertise, please contact Alicia Stinnett so she can contact the radio station. The CVB is still working on a festival. There are two in mind, an Oktoberfest, and a Bluegrass Festival. The CVB expects representatives from a new group called Herington Revitalization to come and talk about signage around town and on the highways. Hopefully the two groups can combine manpower.

Discuss and Action on Removal of Lauren Spelts as Chamber Director on the CVB Board – There was discussion about removing Lauren as the Chamber Director on the CVB Board as she is no longer the Chamber Director. This does not stop her from reapplying to the CVB board, it just removes her as the Chamber's representative. Mayor Urbanek motioned to remove Lauren Spelts as the Chamber Director on the CVB Board, seconded by Commissioner Bell. Motion carried 4-1, with Commissioner Donahue abstaining from the vote.

Discuss and Action on Approval of Phyllis Smith's Application for the CVB Board Term to Expire 4/30/2022 – Mayor Urbanek motioned to approve Phyllis Smith's Application for the CVB Board term to expire 4/30/2022, seconded by Commissioner Bell. Motion carried 5-0.

City Manager Comments – Walk in leases expire 5/21/2027. October 4-8 will be curbside bulk trash pickup. Will provide information from the KMEA rate study at the next meeting. Thanked the Ad Hoc committee for all their hard work around town. Has a meeting with Carl for the water rate study next week, will provide information at the next commission meeting.

City Attorney – Brad provided an update on the Planning Commission, saying that the planning and zoning guidelines have not been updated for some time, changes can be made to make the process more efficient.

Commissioner Castleberry – Asked city staff for the utility shutoff policy. Special thank you to the Donahue Family for starting the process of getting the murals repainted in town. Also thanked the Lawrenz family for providing the scaffolding at the mural. Asked City staff to look at the ravine on 9th street, it's in rough shape with a wall collapsing.

Commissioner Donahue – Asked if staff could find a way to charge customers for the electric overage cost that the city receives from Evergy. Staff told Commissioner Donahue that there isn't a way to easily charge

customers for peak use or overages. He also said that during previous budget meetings, commissioners did not vote to cut anything.

Commissioner Bell – None.

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

DRAFT

Special Meeting
August 9, 2021
6:15 PM

The Board of the City Commission for the City of Herington, Kansas met at City Hall at 6:00 PM. on the above date – The following being present: Mayor Urbanek, Commissioner Hartman, Commissioner Donahue, Commissioner Castleberry, City Manager Branden Dross and City Clerk Megan Lawrenz. Absent was Commissioner Bell. Also in attendance were Carl Urbanek and Eric Gares.

The meeting opened with the Pledge of Allegiance.

Budget Workshop – With the additional funds allowed with raising the revenue neutral rate to 87 and charging the Light Department a 5% franchise fee, the City Manager was able to come up with a plan to dedicate \$15,000 to the pool remodel, \$10,000 to the trail head, \$50,000 to the lake master plan, \$2500 to the abatement fund and \$75,000 to the General Fund. This is a three-year plan to save some funds for anticipated projects. This budget also includes a 2% cost of living increase for all staff, with room for up to 3% pay for performance raises. The proposed budget had the revenue neutral rate at 85.552.

Review and Action as Needed for the Approval of the 2022 City of Herington Budget – Mayor Urbanek motioned to approve the 2022 City of Herington Budget as presented, seconded by Commissioner Hartman. Motion carried 3-1, with Commissioner Donahue casting the dissenting vote.

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

Megan Lawrenz, City Clerk

Published in the official newspaper on the _____ day of _____, 2021.

ORDINANCE NO. _____

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION DISTRICTS FOR CERTAIN LANDS LOCATED WITHIN THE CITY OF HERINGTON, DICKINSON COUNTY, STATE OF KANSAS, UNDER THE AUTHORITY GRANTED BY ORDINANCE 1490 ADOPTING ZONING REGULATIONS FOR THE CITY OF HERINGTON, KANSAS; REPEALING EXISTING ORDINANCES; AND INCORPORATING ALL SUCH PROVISIONS BY REFERENCE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HERINGTON, KANSAS:

SECTION 1: Having previously received a recommendation from the Planning Commission, and proper notice having been given and a public hearing held as provided by law, the zoning classification change is hereby approved and ratified and is changed as follows:

The following area is changed from R-3 (General Residential District) to I-2 (Heavy Industrial District).

LEGAL DESCRIPTION:

Lots 12 and 14 in Block 21, Original town, City of Herington, Dickinson County, Kansas.

COMMONLY KNOWN AS: *620 W. Main, Herington, Kansas*

SECTION 2: ENTRY ON THE OFFICIAL ZONING MAP. Upon the effective date of this Ordinance, the above zoning change shall be entered and shown on the "Official Zoning Map" previously adopted by reference and said official zoning map is hereby reincorporated as a part of the Zoning Ordinance as amended.

SECTION 3: EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its adoption and publication in the official newspaper, ***The Dickinson County News Times.***

This ordinance shall become effective and in full force from and after its passage, adoption and publication one time in the official city newspaper.

**PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF HERINGTON,
KANSAS this ____ day of _____, 2021.**

DEBI URBANEK, MAYOR

ATTEST:

MEGAN LAWRENZ
CITY CLERK

DRAFT

SEAL:

TECHNICAL MEMORANDUM



DRIGGS DESIGN GROUP, PA

Surveying Engineering Planning

MANHATTAN OFFICE

1115 Westport Drive
Manhattan, Kansas 66502

P: (785) 313-1346

E: bdriggs@driggsdesign.com

TO: Branden Dross -City Manager

CC: Jeff Shaw – APAC Kansas, Inc.

FROM: Buck Driggs, PE

DATE: August 13, 2021

RE: Herington Water Treatment Plant Improvements – Pump Shaft Replacement

The existing transfer pumps were to be reused and relocated to the new facility. Upon inspection of these pumps, it was determined that the pump shafts are in poor condition. A price has been obtained by APAC to repair the existing pumps, while they are being removed with the Herington Water Treatment Plant Improvement Project. Additional information has been provided with this technical memorandum.

The City Manager is requesting this be paid for outside of the project as it generally considered maintenance of the existing facility.

The total cost of this work is \$15,500.00

APAC-Kansas, Shears Division
 CONTRACT CHANGE BREAKDOWN

DATE: 7/14/2021

PROJECT NAME: Herington Water Treatment Plant
 OWNER PROJECT NO.
 APAC PROJECT NO. 690725
 DESCRIPTION: Replace Pump Shaft and install mechanical seal on Transfer Pumps

DESCRIPTION	QTY	UNIT	LABOR	MAT.	EQUIP.	SUB.	TOTAL
LABOR FOR WORK	0	MH	\$0.00				\$0.00

SubContract \$24,500.00

DRAFT

EQUIPMENT

Excavator	0	HRS			\$	-	
Skid Steer	0	HRS			\$	-	
Mini Excavator	0	HRS			\$	-	
PICK-UP	0	HRS			\$	-	
Loader	0	HRS			\$	-	
Dump Truck	0	HRS			\$	-	
Rental Compactor	0	HRS			\$	-	
TRENCH BOX	0	HRS			\$	-	
TOOL TRAILER	0	HRS			\$	-	
CONCRETE SAW	0	HRS			\$	-	
AIRCOMPRESSOR	0	HRS			\$	-	\$0.00

TOTALS \$24,500.00

SMALL TOOLS \$0.00

SALES TAX ON MATERIALS

LABOR BURDEN/PAYROLL TAXES \$0.00

SUB TOTAL DIRECT COST \$24,500.00

OVERHEAD AND PROFIT

SUB TOTAL \$24,500.00

\$0.00

BONDS AND INSURANCE

TOTAL CHANGE \$24,500.00

Deduct Original Scope -\$9,000.00

Total Change \$15,500.00



546528-C 30

ROTATION

DRAFT





Clarke Well and Equipment, Inc.

WATER RELATED PROJECTS – Environmental – Industrial – Municipal – Agricultural

AIRPORT INDUSTRIAL COMPLEX - 8822 3rd STREET - GREAT BEND, KS 67530-9766
Phone 620-793-8493 Fax 620-793-8340 clarkewell@opiwireless.com

July 13, 2021

Jeff Shaw
APAC

Re: Herington – Seal Install

Jeff:

Our quote, after inspection, to install mechanical seals at Herington is detailed below

Description	Price
Install Mechanical Seals	\$24,500.00
- Pump truck and crew to location. Remove transfer pump and bring back to shop.	
- Disassemble pump as needed to replace packing box and pump shaft.	
- Reassemble with mechanical seal.	
- Pump truck and crew back to location to install transfer pump.	
- Repeat above for second pump.	

Notes:

- No sales tax is included. It will need to be added as applicable if no tax exemption is provided.
- Upon pump disassembly, if any problems with the pump are discovered a quote will be provided for approval before proceeding with any other repairs.

Sincerely,



Brent Clarke
file: 16050

Clarke Well and Equipment, Inc.

WATER RELATED PROJECTS – Environmental – Industrial – Municipal – Agricultural

AIRPORT INDUSTRIAL COMPLEX - 8822 3rd STREET - GREAT BEND, KS 67530-9766
Phone 620-793-8493 Fax 620-793-8340 clarkewell@opiwireless.com

Sept 10, 2020

Jeff Shaw
APAC

Re: Herington – Seal Install

Jeff:

Below is our estimate to install mechanical seals at Herington.

Description	Price
Install Mechanical Seals - Technician to location. Remove existing packing glands and packing on both pumps. Install mechanical seals.	\$9,000.00

Note: No sales tax is included. It will need to be added as applicable if no tax exemption is provided.

Sincerely,



Brent Clarke

DRAFT

Date of Issuance: - Effective Date: 7/14/2021
 Owner: City of Herington KS Owner's Contract No.: N/A
 Contractor: - APAC - Kansas Inc Contractor's Project No.: N/A
 Engineer: Driggs Design Group, PA Engineer's Project No.: N/A
 Project: Herington Water Treatment Plant Improvements Contract Name: Water Treatment Plant Improvements

The Contract is modified as follows upon execution of this Change Order:

(SEE ATTACHED INFORMATION)

Attachments: *Driggs Design Group, PA - Technical Memorandum*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>3,384,539.00</u>	Original Contract Times: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Increase from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : \$ <u>79,618.30</u>	No Increase from previously approved Change Orders No. to No. : <u>0</u> <u>0</u> Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days
Contract Price prior to this Change Order: \$ <u>3,464,157.30</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Increase of this Change Order: \$ <u>1,820.04</u>	No Increase of this Change Order: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Contract Price incorporating this Change Order: \$ <u>3,465,977.34</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u>	By: _____	By: _____
Title: <u>Project Manager</u>	Title: <u>Owner (Authorized Signature)</u>	Title: <u>Contractor (Authorized Signature)</u>
Date: <u>8/13/2021</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

TECHNICAL MEMORANDUM



DRIGGS DESIGN GROUP, PA

Surveying Engineering Planning

MANHATTAN OFFICE

1115 Westport Drive
Manhattan, Kansas 66502

P: (785) 313-1346

E: bdriggs@driggsdesign.com

TO: Branden Dross -City Manager

CC: Jeff Shaw – APAC Kansas, Inc.

FROM: Buck Driggs, PE

DATE: August 13, 2021

RE: Herington Water Treatment Plant Improvements – Change Order #3 (Misc. Site Revisions)

The following provides information pertaining for the proposed Change Order #3 for the Herington Water Treatment Plant. This change is being requested to modify various civil site items that are associated with the project. A detailed breakdown of these items are as follows:

- **Upsizing of Storm Sewer Pipe** – It was determined during construction that one of the planned storm sewer pipes that was to be removed and replaced was currently being used to drain the existing filter basin. Therefore, this proposed 8” HDPE pipe had to be upsized to an 18” HDPE to handle the basin discharge. The original 8” storm sewer pipe shown in the plans was sized to handle only the local site drainage and the underground roof drains. Adding the additional flow for the discharge of the filter basin required this pipe to be upsized to an 18” HDPE pipe.
- **Maintaining Existing Inlets** – Upon review of the existing manhole with city staff, it was determined that they were in good condition and could remain in place. The existing lids will be reset with the installation of the new concrete paving which will be completed after demolition of the existing building. This was also beneficial with leaving the plant in production, while other connections were begin made. This change also provided a cost savings to the project.
- **Concrete Apron West Side of Building** - At the request of City Staff, changes were requested along the west side of the building that included the installation of a concrete flume behind the building as a replacement to the proposed underground drainage system. With this modification, drain spouts will be adjusted to direct flow to the north to prevent stormwater from splashing back onto the new building. In addition, this modification will make this area easier to maintain given it is such a confined space.

The total cost of these site modifications is \$1,820.04. Additional information pertaining to the items listed above are provided as an attachment to this technical memorandum.

APAC-Kansas, Shears Division
 CONTRACT CHANGE BREAKDOWN

DATE: 1/26/2021

PROJECT NAME: Herington Water Treatment Plant
 OWNER PROJECT NO.
 APAC PROJECT NO. 690725
 DESCRIPTION: Eliminate Nyplastic Drains, Eliminate 8" Strom Drain
 Remove Existing 18" Strom Sewer, Back Fill
 Adjust Existing Manholes, 3 ea.
 Add 18" Storm Drain, 91 LF
 Add Concrete Sidewalk between new building and Existing Clearwell.

DESCRIPTION	QTY	UNIT	LABOR	MAT.	EQUIP.	SUB.	TOTAL
LABOR FOR WORK	44		MH \$1,075.69				\$1,075.69
MATERIALS							
Nyoplastic Manholes	1	LS		-\$5,850.00			
8" HDPE	1	LS		-\$1,423.00			
Manhole Covers	2	ea		\$310.00			
Manhole Adjustment Rings	5	LF		\$550.00			
18" Storm Drain	91	LF		\$1,490.00			
Concrete	2	CY		\$250.00			
							-\$4,673.00
Concrete Sidewalk	340	SF				\$2,040.00	\$2,040.00
EQUIPMENT							
Excavator	0	HRS			\$ -		
Skid Steer	22	HRS			\$ 1,299.38		
Mini Excavator	22	HRS			\$ 1,299.38		
PICK-UP	0	HRS			\$ -		
Loader	0	HRS			\$ -		
Dump Truck	0	HRS			\$ -		
Rental Compactor	0	HRS			\$ -		
TRENCH BOX	0	HRS			\$ -		
TOOL TRAILER	0	HRS			\$ -		
CONCRETE SAW	0	HRS			\$ -		
AIRCOMPRESSOR	0	HRS			\$ -		
							\$2,598.75
TOTALS							\$1,041.44
SMALL TOOLS							\$0.00
SALES TAX ON MATERIALS							
LABOR BURDEN/PAYROLL TAXES							\$613.14
SUB TOTAL DIRECT COST							\$1,654.58
OVERHEAD AND PROFIT							\$165.46
SUB TOTAL							\$1,820.04
BONDS AND INSURANCE							\$0.00
TOTAL CHANGE							\$1,820.04

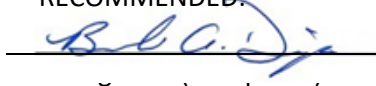
Date of Issuance: - Effective Date: 8/13/2012
 Owner: City of Herington KS Owner's Contract No.: N/A
 Contractor: - APAC - Kansas Inc Contractor's Project No.: N/A
 Engineer: Driggs Design Group, PA Engineer's Project No.: N/A
 Project: Herington Water Treatment Plant Improvements Contract Name: Water Treatment Plant Improvements

The Contract is modified as follows upon execution of this Change Order:

(SEE ATTACHED INFORMATION)

Attachments: *Driggs Design Group, PA - Technical Memorandum*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$ 3,384,539.00</u>	Original Contract Times: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Increase from previously approved Change Orders No. <u>0</u> to No. <u>3</u> : <u>\$ 81,438.34</u>	No Increase from previously approved Change Orders No. to No. : <u>0</u> <u>0</u> Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days
Contract Price prior to this Change Order: <u>\$ 3,465,977.34</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Increase of this Change Order: <u>\$ 28,097.38</u>	No Increase of this Change Order: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 3,494,074.72</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>August 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u>	By: _____	By: _____
Title: <u>Project Manager</u>	Title: <u>Owner (Authorized Signature)</u>	Title: <u>Contractor (Authorized Signature)</u>
Date: <u>8/13/2021</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

TECHNICAL MEMORANDUM



DRIGGS DESIGN GROUP, PA

Surveying Engineering Planning

MANHATTAN OFFICE

1115 Westport Drive
Manhattan, Kansas 66502

P: (785) 313-1346

E: bdriggs@driggsdesign.com

TO: Branden Dross -City Manager
CC: Jeff Shaw – APAC Kansas, Inc.
FROM: Buck Driggs, PE
DATE: August 13th, 2021
RE: Herington Water Treatment Plant Improvements – Change Order #4

As we discussed with the approval of change order #2 relating the pressure vessel for the ozone system, we anticipated that addition changes would be forthcoming with the final design of the ozone system. The original drawings that were developed for the project were developed with guidance from the ozone supplier, however at that time no formal design or pilot testing had been completed. Over the course of the project, the detailed layout of the equipment has been fine-tuned and the layout of the equipment within the new building has been better defined. In fact, there has been additional equipment that has been added to the project for the ozone system at no cost to the City of Herington

The final equipment layout required a larger ozone room to accommodate all the equipment. Therefore, it was required that we make modifications to the proposed storage room. This reconfiguration combined both the storage room and the ozone room into one room. With the re-organization of the ozone equipment, modifications had to be made within the building as it related to ventilation, HVAC and the internal electrical layout. The increased equipment and footprint of the ozone room required the size of the exhaust fan to be increased. In addition, the proposed motor control center for the system which controls both the Westech unit and ozone system had to be relocated. This caused the electrical panel along with the internal transformer that controls the internal voltage of the system to be modified. These ozone modifications required the design team to modify internal wiring and circuitry of the building. In addition, the proposed These changes were provided to the contractor to provided revised pricing for the required modification.

In addition, the Mass Transfer Skid located in the Ozone Room required a 480V feed. Given this equipment was not shown on the original drawings, the electrical for this equipment was not in the plans. This change order includes the MCC disconnect, additional wiring and conduits to feed the pumps.

Included in this change order is the upgrade of the electrical feed of the Westech Unit from 208 volts to 480 volts. This was a change that was made by Westech in their shop drawings for the units that were submitted for approval after final plans had been completed.

Additional information pertaining to this modification is attached to this addendum.

The total cost of this change order is \$ 28,097.38.

TOTAL PROJECT CHANGE ORDER RECAP		
Change Order #	Change Order Description	Amount
Change Order #1	Clear Well Piping Modifications	23,445.06
Change Order #2	Ozone Pressure Tank	\$56,173.24
Change Order #3	Misc. Site Revisions	\$ 1,820.04
Change Order #4	Ozone Room Revisions	\$ 28,097.38
	Total Change Orders	\$109,535.72
	Contract Amount	3,464,157.30
	Change Orders as % of Contract	3.1%

DRAFT



May 10, 2021

APAC

Re: Herington Request for change 001

Jeff, See below for costs associated with new electric, equipment room layouts per plans dated 4-26-21

Additional fan and louver electric-----\$1,050.00

Relocate MCC, Panel H1, and transformer-----\$3,450.00

Thanks Jeff

DRAFT

Decker & Mattison

500 W 2ND, P.O. BOX 1096
 HUTCHINSON, KS 67504-1096
 (620) 662-2339, FAX (620) 662-2231

ESTIMATE
J-APAC/HERINGTON R3
5/17/2021

Bill To:
APAC SERVICE CENTER P O BOX 1605 HUTCHINSON, KS 67504-1605

Job Name/Work Address:
APAC SERVICE CENTER 819 W 1ST HUTCHINSON, KS 67501

REVISION 2 DATED 4/6/21
 EQUIPMENT AND MATERIAL ONLY. INSTALL BY APAC

QUOTED BY: JAKE MATTISON

Item	Description	Quantity	Price	Amount
GG060A1NSA11	UNIT HEATER 60MBH NAT/LP STERLING	1.00	774.00	\$774.00
NS	X7-4 COMBUSTION AIR INLET KIT	1.00	202.50	\$202.50
IF	INCOMING FREIGHT (ESTIMATED)	1.00	55.00	\$55.00
NS	ADD FOR TCPE180A TWIN CITY PROPELLER WALL FAN (VF-2 & 3 COMBINED)	1.00		
NS	20X18 NAILOR ULTRA LOW LEAK MOTORIZED CONTROL DAMPER W/ ACTUATOR	1.00		
NS	NAILOR MARK: A LAY IN ALUMINUM CEILING DIFFUSERS W/ 8" NECKS	3.00		
NS	NET ADD FOR WALL FAN, DAMPER, AND DIFFUSER CHANGES ABOVE	1.00	1,500.00	\$1,500.00
NS	ACME 25.5 X 27.5 X 12H PITCHED METAL BUILDING ROOF CURB WITH FLAT FLANGES	1.00	569.00	\$569.00
NS	ACME 18X20 INTAKE ROOF HOOD	1.00	563.00	\$563.00
NS	DUCT 18X20	1.00	158.00	\$158.00
DWF24875	DUCT WRAP 2" X 48 X 75' FOIL BACK	1.00	108.00	\$108.00
TAPEFOIL	FOIL TAPE-2" X 50 YD	1.00	9.00	\$9.00
Terms: NET 30 DAYS			Subtotal	\$3,938.50
			Sales Tax	\$0.00
			Total	\$3,938.50



August 4, 2021

APAC

Re: Herington Request for change 002

Jeff, See below for costs associated with adding breaker units in MCC, mounting VFD's, conduit and wire for the transfer skid in equipment room

Cost for above work-----\$9,770.00

VFD's are not included in quote ---only installation

Thanks Jeff

DRAFT



August 6, 2021

APAC

Re: Herington Request for change 003

Jeff, See below for costs associated with adding breaker units in MCC, mounting VFD's, reworking conduits for feed to Westec sludge pumps and transfer pumps in filter room. These pumps were shown fed from 208 volt panel on plans, this will change the feeds to 480 volt to match Westec supplied VFD's. This will be one 20 amp circuit for each pair of pumps, pumps have disconnects at each unit for isolation/lock out.

Cost for above work-----\$7,900.00

VFD's are not included in quote ---only installation

Thanks Jeff

DRAFT

August 9, 2021

Branden Dross, City Manager
City of Herington
P O Box 31
Herington, KS 67449

Subject: Water User Charge Updates to Satisfy USDA RD Recommendations

Dear Mr. Dross:

DRAFT

Thank you for the call and the Zoom meeting last week about the City's water rates. I summarize the problem you brought to my attention this way.

To build water system improvements, the City borrowed from USDA Rural Development (RD). RD recently audited your financial situation and determined that to maintain adequate revenues with which to repay debt to RD in the next few years, you need to raise your current rates by an average of \$7.57 per month per customer.

According to data from your billing program obtained during the 2018 rate analysis I did for the City, the water system was projected to have 1,203 customers. Therefore, the average \$7.57 per month bill increase works out to an annual revenue increase of \$109,008. Some customers, when faced with higher water bills, will be more conservative in their use of water. That would lead to revenue erosion from unit charges. I estimate that revenue loss may be 15 percent. Thus, in my calculations, I assumed unit charges will need to be 15 percent higher than calculations otherwise would indicate. Making this adjustment only increases revenues by \$10,792 over the base revenue need, which is not much, so I recommend you adopt the rates that follow that include the conservation assumption.

As to how I structured the rates that follow, I calculated the increases on a cost-to-serve basis. With only a slight technical difference, I calculated the originally recommended structure that way. And your current rate structure is quite close to that, so this increase would be a continuation of the structure you now have.

The following table shows your current rates. In the two columns highlighted green, you can see what the rates need to be to raise revenues the amount RD recommends.

Water Meter Inch Size	Meter Type	Water Meter Charge (Current)	Meter Charge Add-in	New Water Meter Charge	Price Per 1,000 Gallons (Current)	Price per 1,000 Gallons Add-in	New Price per 1,000 Gallons
0.625	Displacement	\$23.50	\$2.57	\$26.07	\$6.08	\$1.10	\$7.18
0.750	Displacement	\$23.50	\$2.57	\$26.07	\$6.08	\$1.10	\$7.18
1.000	Displacement	\$31.00	\$2.57	\$33.57	\$6.08	\$1.10	\$7.18
1.500	Displacement	\$43.50	\$2.57	\$46.07	\$6.08	\$1.10	\$7.18
2.000	Displacement	\$60.00	\$2.57	\$62.57	\$6.08	\$1.10	\$7.18
2.500	Displacement	\$80.50	\$2.57	\$83.07	\$6.08	\$1.10	\$7.18
3.000	Singlet	\$98.00	\$2.57	\$100.57	\$6.08	\$1.10	\$7.18
3.000	Compound, Class I	\$98.00	\$2.57	\$100.57	\$6.08	\$1.10	\$7.18
3.000	Turbine, Class I	\$105.50	\$2.57	\$108.07	\$6.08	\$1.10	\$7.18
4.000	Singlet	\$142.50	\$2.57	\$145.07	\$6.08	\$1.10	\$7.18
4.000	Compound, Class I	\$142.50	\$2.57	\$145.07	\$6.08	\$1.10	\$7.18
4.000	Turbine, Class I	\$172.00	\$2.57	\$174.57	\$6.08	\$1.10	\$7.18
6.000	Singlet	\$266.50	\$2.57	\$269.07	\$6.08	\$1.10	\$7.18
6.000	Compound, Class I	\$266.50	\$2.57	\$269.07	\$6.08	\$1.10	\$7.18
6.000	Turbine, Class I	\$340.50	\$2.57	\$343.07	\$6.08	\$1.10	\$7.18
8.000	Compound, Class I	\$415.00	\$2.57	\$417.57	\$6.08	\$1.10	\$7.18
8.000	Turbine, Class I	\$712.50	\$2.57	\$715.07	\$6.08	\$1.10	\$7.18
10.000	Turbine, Class II	\$1,059.50	\$2.57	\$1,062.07	\$6.08	\$1.10	\$7.18

Note: The current rates listed above come from Ordinance 1823, passed 1/21/2020. The green highlighted columns are the meter charges and per 1,000 gallon charge needed to satisfy the RD revenue recommendation. Those are the rates you should adopt. In following years, you still will need to raise rates to match inflation in the water budget, plus one-half percent, as originally recommended.

Even though RD indicated it may be a couple of years before the water system’s revenues become inadequate, I recommend you adopt the above rates as soon as possible. That will do two things. It will show you early on if the extra revenues will be adequate. And assuming they will be, acting a couple of years early will enable you to build stronger system reserves than you otherwise would be able to achieve.

Finally, I want to remind you that in my original recommendations from the report in 2019, I included an annual inflationary increase of 3.5 percent, based on the assumption that costs would increase by an average of approximately 3.0 percent per year. Thus, even though the above recommended rates will be a significant one-time revenue boost, you still need to deal with water system cost inflation over the years. Your current rates are higher than I originally recommended, but only slightly, so I can tell subsequent increases have not kept up with the recommended inflationary increases. Keep up with inflation with annual increases and your water system should be well-funded for many years.

As always, if you have any questions, just call. I am always glad to help my clients get on track and stay on track.

Best regards,
GettingGreatRates.com



Carl E. Brown
President

DRAFT



6300 West 95th Street
 Overland Park, Kansas 66212-1431
 office: 913.677.2884
 fax: 913.677.0804

HERINGTON ELECTRIC RATE STUDY SUMMARY

INTRODUCTION:

Kansas Municipal Energy Agency and City Staff of the City of Herington, over the last 6 months, performed and completed a general electric rate study for the City of Herington. On August 3rd, 2021, KMEA Staff presented the results of the electric rate study to the City Manager, Branden Dross. At the request of Mr. Dross, KMEA drafted this summary for the City Commissioners of Herington, KS.

SUMMARY:

Overall, Herington’s Electric Utility rates are set at a sufficient level to cover expenses, transfers to other funds, and build the electric fund cash reserve. As can be observed in the Table 1 below, KMEA has forecasted Herington’s electric revenue and expenses out through 2026, and we do not see any issues to be concerned with.

TABLE 1

Description	Budgeted	Projected	Forecast			
	2021	2022	2023	2024	2025	2026
TOTAL OPERATING REVENUE	\$4,890,679	\$ 3,578,372	\$ 3,914,448	\$4,326,012	\$4,695,194	\$5,013,447
TOTAL OPERATING EXPENSES	\$3,841,464	\$ 2,206,468	\$ 2,143,997	\$2,199,455	\$2,263,518	\$2,322,916
OPERATING TRANSFERS TO						
TOTAL TRANSFERS	\$ 111,000	\$ 110,814	\$ 111,064	\$ 111,321	\$ 111,586	\$ 111,859
TOTAL EXPENSES PLUS TRANSFERS	\$3,952,464	\$ 2,317,281	\$ 2,255,061	\$2,310,776	\$2,375,105	\$2,434,775
TOTAL BALANCE	\$ 938,215	\$ 1,261,091	\$ 1,659,388	\$2,015,237	\$2,320,090	\$2,578,672

Currently, total transfers are around \$110,000, that could be increased to around \$130,000 - \$150,000, or approximately 5% of total sales. The reason being, is Municipals standardly charge a 5% franchise fee to privately owned utilities, therefore, 5% of sales transferred from the electric fund to other funds is equitable.

RECOMMENDATIONS:

KMEA recommends the City of Herington maintain their current electric rates. In June 2022, the City of Herington will switch power supply over to KMEA, and the power supply costs will decrease, therefore, we recommend taking another quick look at the electric rates around a year from the switch. If KMEA’s projections are accurate, at that time an electric rate reduction should be possible. Also, Table 2 and Table 3, displays how Herington’s electric rates compare to other electric utilities in Kansas.

TABLE 2

<i>Input: kWhs</i>		1000
City		Residential Bill
1	Municipal 30	\$88.71
2	Municipal 26	\$98.65
3	Municipal 7	\$101.78
4	Municipal 8	\$103.00
5	Municipal 1	\$109.52
6	Municipal 24	\$109.55
7	Municipal 16	\$113.50
8	Municipal 20	\$116.60
9	Municipal 5	\$117.50
10	Municipal 4	\$120.97
11	Municipal 28	\$121.18
12	Municipal 2	\$122.90
13	Municipal 25	\$125.31
14	Municipal 22	\$125.49
15	IOU 1	\$126.10
16	Municipal 14	\$127.60
17	Municipal 18	\$130.40
18	Municipal 13	\$131.60
19	IOU 2	\$132.51
20	Municipal 11	\$133.90
21	Municipal 27	\$135.00
22	Municipal 21	\$139.00
23	Municipal 17	\$140.87
24	Municipal 6	\$142.67
25	Municipal 3	\$145.40
26	Municipal 12	\$145.43
27	Municipal 15	\$146.30
28	Municipal 19	\$148.00
29	Cooperative	\$149.02
30	Municipal 9	\$156.00
31	Municipal 31	\$156.34
32	Municipal 23	\$158.00
33	Municipal 10	\$161.71
34	Herington	\$162.50
35	Municipal 29	\$165.00

TABLE 3

<i>Input: kWhs</i>		2000
City		Commercial Bill
1 IOU 2		\$182.01
2 Municipal 5		\$187.00
3 Municipal 7		\$193.77
4 Municipal 8		\$195.00
5 Municipal 26		\$197.28
6 Municipal 30		\$198.53
7 Municipal 1		\$210.94
8 Municipal 24		\$214.08
9 IOU 1		\$215.04
10 Municipal 16		\$217.00
11 Municipal 20		\$218.20
12 Municipal 28		\$219.42
13 Municipal 25		\$228.25
14 Municipal 2		\$232.15
15 Municipal 22		\$237.99
16 Cooperative		\$241.84
17 Municipal 14		\$243.80
18 Municipal 21		\$244.00
19 Municipal 4		\$248.44
20 Municipal 13		\$251.10
21 Municipal 12		\$251.86
22 Municipal 6		\$259.55
23 Municipal 11		\$266.80
24 Municipal 17		\$271.39
25 Municipal 18		\$273.60
26 Municipal 15		\$279.00
27 Municipal 31		\$279.18
28 Municipal 3		\$295.80
29 Herington		\$303.20
30 Municipal 27		\$307.00
31 Municipal 29		\$310.00
32 Municipal 19		\$311.00
33 Municipal 10		\$316.26
34 Municipal 9		\$333.00
35 Municipal 23		\$355.75

From: [Branden Dross](#)
To: [Megan Lawrenz](#)
Subject: Agenda item 8/17/2021 FW: CVB Resignation
Date: Tuesday, August 10, 2021 1:20:58 PM

[REDACTED]

Branden & Catherine,

Please accept this as my resignation from the City of Herington CVB board.

Thank you!

KyMBERLEY Harper

[REDACTED]

DRAFT

City of Herington
Planning and Zoning Committee

I would like to take this opportunity to Thank you all for allowing me to serve on the Planning and Zoning committee, but at this time, my life outside of the Housing Authority position I hold here in Herington, has more demands then normal and I need to devote my time appropriately.

Please accept this as my resignation from the Planning and Zoning Committee as of 8/10/2021.

Respectfully,
Deana Lewis

DRAFT



Advisory Board Application

OFFICE USE:	
Term Length	<u>3 years</u>
Appointed Date	
Expiration Date	<u>12/31/2024</u>

The City of Herington is committed to citizen involvement. A significant portion of that commitment involves our area residents' participation on advisory boards. We have found that the recommendations advisory boards present to the City Commission are invaluable in the decision making process. This questionnaire is designed to assist the City Commission in filling advisory board vacancies.

Advisory Board of interest to you Planning Commission

Name: Richard Idleman Address: [REDACTED]

Phone Number: [REDACTED] Email Address: [REDACTED]

➤ Why do you want to become a member of an Advisory Board?

To be involved in decisions involving policies and planning.

DRAFT

➤ If you were to suggest goals to accomplish in the coming year for the current Advisory Board for which you are interested, what would they be?

would like to see a new direction on downtown land use and regulations.

➤ Describe any past experiences you might have that would enhance the performance of this board.

Been involved in business and commercial building ownership for 30+ years.

Thank you for your interest in the City of Herington Advisory Boards system. Please feel free to contact the City Manager or City Clerk at 785-258-2271 with questions regarding the Advisory Board of interest.



THE CITY OF HERINGTON

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

Telephone: (785) 258-2271

FAX: (785) 258-3552

PROCLAMATION

WHEREAS, Roger Boelling resided in Herington, Kansas most of his life, including but not limited to graduating from Herington High School; and

WHEREAS, Roger Boelling participated in community activities beginning in high school, such as excelling in academics, participating in school activities, such as high school productions, school clubs, served on the student council and played high school basketball; and

WHEREAS, Roger Boelling worked as a youth in Gaylord “Red” Edwards’ Rexall Pharmacy, influencing him to pursue a career as a pharmacist, thus returning to Herington in 1968 with a BS in Pharmacy from the University of Kansas and working as a pharmacist for Rexall Pharmacy from 1968 to 1970 when he purchased the pharmacy from Red and continued to operate Boelling Pharmacy at 7 North Broadway until April 1981 when he moved and expanded it into the former Duckwall’s Store at the corner of Main and Broadway where he operated until 2014 and then worked until 2019 when he retired after 53 years of service to the Herington community; and

WHEREAS, as a pharmacy owner he returned Edwards’ favor by providing many Herington students their first job as a soda-jerk and whereas so many citizens in the area can attest to his kindness and personal attention when he would make after-hours trips to the store to fill/deliver prescriptions to those in need and yet others who can attest to his flexible, extended payment plan when prescription costs exceeded the budgets. Whereas he was a compassionate, behind the scenes helper of so many in the Herington area; and

WHEREAS, he demonstrated many times his ability to laugh at himself, especially when it related to the rivalry between his beloved Kansas Jayhawks and the team in purple from Manhattan. Whereas Roger was a lifelong advocate for Herington and supported ALL of Herington by serving on the Herington Hospital Board, Tri-County Chamber of Commerce, Herington Lions Club, Herington Library Board, Herington Recreation Commission and several Herington Methodist Church boards and committees as well as other festival committees. Whereas he gave not only of his time but also his financial resources; and

WHEREAS, Roger Boelling continually demonstrated what it is to be a community supporter and to help elevate and lift a community

NOW, THEREFORE, I, Debi Urbanek, Mayor of Herington do hereby proclaim August 22nd, 2021 to be as Roger Boelling Day, post humorous, in honor of this honorable man who found good in everyone, who was fair to others and proved every day how much he loved his community of Herington, Kansas around the City of Herington.

DONE in the City of Herington, Kansas on this 17th Day of August, 2021.

Debi Urbanek, Mayor

ATTEST:

Megan Lawrenz, City Clerk

DRAFT