

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
January 16, 2024
6:00 p.m.**

1. Pledge of Allegiance

2. Call to Order

3. Public Forum

4. Approval of Agenda

Motion _____ Seconded _____ Action _____
Commissioner Naylor, Commissioner Scarff, Commissioner McDonald, Commissioner Bell,
Mayor Gares

5. Consent Agenda

- a. Minutes of the Regular Commission Meeting January 2, 2024
- b. First National Bank and Central National Bank as our official banks
- c. Dickinson County News Times as our official paper
- d. Engagement Letter for Lindburg, Vogel, Pierce, Faris for Audit services for the 2023 year.

6. Consider Request for Emprise Bank to Enter Payment Plan for Outstanding Hospital Utilities for \$18,218.14 for the months of November and December 2023. All bills will be paid in the future unless 30 days' notice is given.

Motion _____ Seconded _____ Action _____
Commissioner McDonald, Commissioner Naylor, Commissioner Scarff, Commissioner Bell
Mayor Gares

7. Receive and File Department Head Presentations and 2023 Updates

- a. Hilltop and Community Building Director
- b. Water Distribution Department
- c. Sewer Department Supervisor
- d. Electrical Department Supervisor
- e. Neighborhood Services Director
- f. Police Chief
- g. Fire Chief

8. Commissioner Comments

9. Adjourn

Motion _____ Seconded _____ Action _____
Commissioner Naylor, Commissioner Scarff, Commissioner McDonald, Commissioner Bell,
Mayor Gares

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

**Regular Meeting
January 2, 2024
6:00 p.m.**

The Herington City Commissioners met on the above date and time in the commission chambers at City Hall. In attendance were Commissioner Bell, Commissioner Gares, Commissioner Urbanek via phone and Commissioner McDonald. Absent was Commissioner Ben Castleberry. Also in attendance were City Manager Thatcher Moddie, City Attorney Brad Jantz, City Clerk Megan Lawrenz, Commissioner-elect Cynthia Naylor, Commissioner-elect Dalton Scarff, Street Superintendent Marcus Hawkes, Larry Mann, Chris McDonald, and Janet Wade.

The meeting opened with the Pledge of Allegiance.

Mayor Bell called the meeting to order.

Public Forum - Janet Wade – 602 E Arnold, Herington, KS 67449 – Agenda item # 16 Sale of city owned property and agenda item # 20 Draft UPTICC.

Minutes of the Regular Meeting December 19, 2023 – Commissioner Gares made a motion to approve the minutes from the Regular Meeting December 19, 2023, seconded by Mayor Bell, after discussion Commissioner Gares amended his motion to approve the minutes correcting that the City Attorney was not present, seconded by Mayor Bell. Motion carried 4-0.

Approval of Agenda – Commissioner Gares made a motion to approve the agenda, seconded by Mayor Bell. Motion carried 4-0.

Recognition of Commissioner Debi Urbanek and Commissioner Ben Castleberry

Adjourn – Commissioner Gares made a motion to adjourn, seconded by Mayor Bell 4-0.

Call to Order – The meeting was called to order.

Oath of Office Commissioner-Elect Cynthia Naylor and Commissioner-Elect Dalton Scarff.

Appointment of Mayor – Commissioner Naylor made a motion to appoint Eric Gares as Mayor, seconded by Commissioner Bell. Motion carried 4-1 with Commissioner McDonald casting the dissenting vote.

Appointment of Vice Mayor from Commission – Mayor Gares made a motion to appoint Robbin Bell as the Vice-Mayor, seconded by Commissioner Naylor. Motion carried 4-1 with Commissioner McDonald casting the dissenting vote.

Additional Agenda Items – None.

Approval of Agenda – 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: CVB Minutes October 25, 2023, seconded by Commissioner McDonald. Motion carried 5-0.

2023 Year-end update from Street Department Superintendent Marcus Hawkes –
January 2, 2024

Department Head Report:
Commissioners,

I am Marcus Hawkes, the Street Department Head. I have been with the City of Herington just short of five years. As my first full year in this role, it has provided many learning experiences. The Street Department, as it is generally referred to, is actually made of multiple parts consisting of street, cemetery, lake, and parks with five of us on staff. For both the cemetery and the lake we have one caretaker each, who's most time-consuming job consists of mowing and weed eating. There are also other items such as

digging and covering graves, filling fish feeders, and other general upkeep such as trees and trash. The remaining three employees work in the parks and in the street. A major portion of the spring, summer, and beginning of fall includes mowing the many city owned properties and mow notice orders. We also cut back trees in many areas to curb overgrowth. For the streets, we have been learning how best to use the new street patcher machine. This is being used to fill potholes and some other larger blowouts. We also work on drainage ditches and culverts, fill in and repair alleys and rock roads. We also have the street sweeper, which we are currently working on having three of us able to drive. These are just a few of the items that the “street” department works on throughout the year. There are also many odd jobs that we pick up as the year goes on. As needed, we help each other out. Three of us might be at the lake helping to take out a dead tree or bring a boat dock in for repair. There are also times when all of us plus, thankfully, those from other departments help. Such as, weed eating the cemetery for Memorial Day. We are there to help each other.

A few of the accomplishments this year are: The bathroom at the cemetery was completed and now functioning. Near Highway 77 a new EV charging station was installed. After the electrical department installed a new pole and ran electricity for the charging station, the concrete pad area was prepared and framed to pour. Again, thankfully, we had help from other departments on pouring day. This day also consisted of pouring four pads for new park benches in both Father Padilla Park and South Park. Another project is the walking trail connecting Logan Street to the Herington Schools. It was constructed along C Street and through the right of way property to the north up to the parking lot. A walkable surface was laid, and a new drainage culvert was installed. Grass will need to be planted and other clean up when the weather permits. Another good project has been starting the rough cut of a disc golf course at the Herington Reservoir. This project will take us into the new year.

For the next year we will finish getting the disc golf course ready for competition at the lake and improve the one in the Father Padilla Park area. Also, in the Father Padilla Park area we will be working on placing riprap around the pond to help prevent erosion. Another project that will be completed this new year will be resurfacing A Street from Trapp Street to Hawley. It was put on hold in 2023 because of weather, but preparation for the new surface, such as ripping out curbs, will begin in spring. There will be other small projects and whatever items the year brings. It will be another year of working to get better.

Thanks,
Marcus Hawkes

Sale of City Commercial lot 18 to Krause Mechanical in the amount of \$1 and authorize staff to execute and sign the Real Estate Contract. Consider updated request for City to cover closing costs – The Commissioners directed Thatcher to execute the \$1 sale with the buyer paying closing costs as previously discussed and \$25,000 for liquidated damages.

Resolution 993 GAAP Waiver – Commissioner Bell made a motion to approve Resolution 993 GAAP Waiver, seconded by Mayor Gares. Motion carried 5-0.

RESOLUTION NO. 993

A RESOLUTION REGARDING THE WAIVER OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND TO WAIVE THE REQUIREMENTS OF K.S.A. 751120a (a) IN THE PREPARATION OF FINANCIAL STATEMENTS AND FINANCIAL REPORTS FOR THE CITY OF HERINGTON, KANSAS, FOR FISCAL YEAR 2024.

Standard Traffic Ordinance 1889 for Kansas Cities, 50th Edition (2023) – Commissioner Bell made a motion to approve Ordinance 1889, seconded by Mayor Gares. Motion carried 5-0.

ORDINANCE NO. 1889

AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF HERINGTON, KANSAS; INCORPORATING BY REFERENCE THE “STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES”, EDITION OF 2023, WITH CERTAIN OMISSIONS, CHANGES AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; PROVIDING CERTAIN

PENALTIES AND REPEALING ANY AND ALL OTHER FOREGOING ORDINANCES IN CONFLICT HEREWITH.

Uniform Public Offense Code Ordinance 1890 for Kansas Cities, 39th Edition (2023) – Commissioner Bell made a motion to approve Ordinance 1890, seconded by Mayor Gares. Motion carried 5-0.

ORDINANCE NO. 1890

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF HERINGTON, KANSAS; INCORPORATING BY REFERENCE THE “UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES”, EDITION OF 2023, AND REPEALING ANY AND ALL OTHER FOREGOING ORDINANCES IN CONFLICT HEREWITH.

Updates to the UPTICC Program – Commissioner consensus was to move forward with the program while working on some revisions.

Update for January 16, 2024, Regular Meeting – A reminder that Thatcher will be gone for this meeting, department heads will present their 2023 year in review.

City Manager Comments – The Health clinic construction has begun, they received an UPTICC grant. Ampride variance passed. Casey’s is progressing. Staff have applied for state water grants, looking at applying for federal dollars as well. The trailer park owners are still working on the trailer park and are working on contracting out a demo company. The new building code and permitting has taken effect. Will be on vacation from 1/12/2024 to 1/21/2024.

Commissioner Comments –

Commissioner Scarff – None.

Commissioner Naylor – None.

Commissioner McDonald – Welcomed Cynthia and Dalton. Asked if the resolutions for the trailer park have an expiration date. Brad suggested staff should indicate progress in the minutes. Informed the community that he was a founding member of the new hospital board but has since stepped down.

Commissioner Bell - Asked about the neighborhood revitalization, staff to check and make sure that everything has been finalized. Asked Staff to investigate a Trail grant that may have been awarded. Welcomed new commissioners.

Mayor Gares – Thanked new commissioners. Asked for signage for the walking trail – worried that people are driving on it.

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

Megan Lawrenz, City Clerk

LINDBURG VOGEL PIERCE FARIS, CHARTERED
Certified Public Accountants

CITY OF HERINGTON, KANSAS

CONTRACT FOR AUDIT SERVICES

Year Ended December 31, 2023

DRAFT



Kenneth D. Hamby, CPA
Michael R. Meisenheimer, CPA
Nick L. Muetting, CPA
Billy J. Klug, CPA
Randall R. Hofmeier, CPA
Brent L. Knoche, CPA
Brian W. Mapel, CPA
Jeffrey D. Reece, CPA
Brady H. Byrnes, CPA
Alex P. Larson, CPA
Kayleen E. Million, CPA

**The Mayor and City Commission
City of Herington, Kansas**

We are pleased to confirm our understanding of the services we are to provide the City of Herington, Kansas (the City) for the year ended December 31, 2023. The engagement letter embodies the entire agreement regarding the services to be rendered by Lindburg Vogel Pierce Faris, Chartered to the City.

Audit Scope and Objectives

We will audit the summary statement of receipts, expenditures, and unencumbered cash (the financial statement) of the City, the related municipal entity, the Herington Public Library, and the disclosures, which collectively comprise the basic financial statement as of December 31, 2023, and for the year then ended. This financial statement shall be presented on the regulatory basis of accounting to meet the financial reporting requirements of the State of Kansas, as described in the *Kansas Municipal Audit and Accounting Guide*, and will require that the governing body approve a resolution waiving the generally accepted accounting principles requirement.

We have also been engaged to report on supplementary information that accompanies the City's financial statement. We will subject the following supplementary information to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS) and will provide an opinion on it in relation to the financial statement as a whole:

- summary of expenditures – actual and budget
- the individual fund schedules of receipts and expenditures - actual and budget
- the schedule of receipts and disbursements – agency funds

The objectives of our audit are to obtain reasonable assurance as to whether the financial statement as a whole is free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statement is fairly presented, in all material respects, in conformity with the regulatory basis of accounting financial reporting provisions permitted in the *Kansas Municipal Audit and Accounting Guide*, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles, and report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statement as a whole.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment a reasonable user makes based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statement

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will also evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statement, including disclosures, and determine whether the financial statement represents the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statement is free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting transactions in the accounts, and will also include confirmations with selected agencies, individuals, creditors, and financial institutions. We may also request written representation from your attorney as part of the engagement.

Our audit of the financial statement does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statement, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the regulatory basis financial statement, disclosures, and supplementary information of the City based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statement

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles, and for the preparation and fair presentation in the financial statement, in conformity with the regulatory basis of accounting financial reporting provisions permitted in *Kansas Municipal Audit and Accounting Guide*, including all informative disclosures that are appropriate for the regulatory basis of accounting.

Management is responsible for making drafts of the financial statement, all financial records and related information available to us and for the accuracy and completeness of that information, including identification of federal awards expended and other information from outside of the general and subsidiary ledgers. You are also responsible for providing us with access to all information of which you are aware that is relevant to the fair presentation of the financial statement, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; additional information that we may request for the purpose of the audit; and unrestricted access to persons within the government from whom we determine it is necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.

Your responsibilities include adjusting the financial statement to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statement with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that you are responsible for presentation of the supplementary information in accordance with the regulatory basis reporting provisions of the *Kansas Municipal Audit and Accounting Guide*; you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis reporting provisions; the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonaudit services we provide; oversee those services by designating an individual, preferably within senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Randall R. Hofmeier is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in June following year-end, and to issue our report before August 31, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved, and the experience level of personnel assigned to your audit. The above fee is based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for progress payments may be presented from time to time during the engagement and a final invoice will be presented upon filing our report. Invoices will be payable the first of the following month.

Additional services requested, but not addressed in this engagement letter will be based on the actual hours required at our standard rates. We may also issue a separate engagement letter covering the additional services. Any other work not covered by this agreement, including but not limited to assistance with preparation of the City's budget and consultation with City personnel about accounting procedures and other matters, shall be done at your request on the basis of our regular rates.

The audit documentation for the engagement is the property of Lindburg Vogel Pierce Faris, Chartered and constitutes confidential information. However, we may be requested to make audit documentation available to the State of Kansas or other regulatory agencies pursuant to law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be under supervision of our staff. Further, upon request, we may provide selected audit documentation to the aforementioned parties. These parties may intend, or decide to distribute the copies or information contained therein to others, including governmental agencies.

Reporting

We will issue a written report upon completion of our audit of the City's financial statement. Our report will be addressed to the Mayor and City Commission of the City of Herington, Kansas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion on the regulatory basis financial statement is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

At the conclusion of the audit, bound copies and a pdf copy of our report on your financial statement will be furnished to you for distribution as you desire.

We appreciate the opportunity to be of service to the City of Herington, Kansas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign both copies of this letter and return one copy to us.

Respectfully submitted,

LINDBURG VOGEL PIERCE FARIS, CHARTERED
Certified Public Accountants



Randall R. Hofmeier, CPA

DRAFT

RESPONSE:

This letter correctly sets forth the understanding of the City of Herington, Kansas.

Mayor

ATTEST: _____
City Clerk

Date: _____

DESIGNATION OF INDIVIDUAL RESPONSIBLE TO OVERSEE NONAUDIT SERVICES:

We designate _____ as the individual responsible to oversee nonaudit services.

Accomplishments in 2023 – Projects and replacements for 2024/2025

Hilltop Community Center:

2023 Hilltop Center Evaluation and Assessment-

An individual on the NC-FH AAA board walks through the whole facility with myself, checking the building as a whole, proper notices for employees and patrons, the safety of all areas, cleanliness, up to code in kitchen, dining room, restrooms, food storage, etc.

Our facility had an excellent assessment score! Letter included!

Kansas Department of Agriculture and Food inspection-2023

Yearly Inspection to keep in compliance for food license. We had **0 violations**, which is very rare for they usually find one or two even small things to ding a place on. 😊 Cris Bayes is on top of our facilities kitchen and does a wonderful job and keeping everything safe and up to code.

KDOT 2023 Audit on Public Transportation Bus-

This audit is conducted every 3-4 years at each transportation site. Auditors come, check all KDOT bus logs, reports, employees information including drug and alcohol procedures, financial logs, inspect the bus for any safety issues or items not updated.

The bus is inspected by the KDOT Transportation Inspector once a year. Both transportation bus drivers, Ron Gabe and Rick Hart are really great at helping keep the bus clean and doing pre and post trip inspections each day. They both are very caring and always are willing to help out our customers.

We had a couple small items that need to be completed within 6 months, but other than that we are in compliance. The need for an infant seat which was addressed, we will either partnership with police and fire or purchase one ourselves. A grab handle is also needing replaced. It is ordered and Dwayne Dittman will be installing that.

KDOT SFY 2025 5311 Application Grant for Operation and Administrative Assistance was completed and submitted by myself in November 2023. This application grant is written and submitted every year to insure operating assistance and reimbursement for the Herington City Public Bus system. KDOT reimburses 70-80% for all operating expenses which include, fuel, insurance, advertising, maintenance, drivers payroll and some additional admin assistance.

All facilities

My department was without a reliable custodian for all the buildings for many months. With the new hire of B. Federle, we have been doing major deep cleaning here at the Hilltop Center, at the Community Building and the Homestead Village Apartments and also the City Office.

The community building has been totally repainted within. All white table and chairs are being deep cleaned and will take several months. It's a project that is worked on as time allows. With the purchase of a new steam cleaner, the process is going rather easy and quicker.

2024/2025 : Research for flooring company's to replace, refinish and or strip and wax the Community Building concrete flooring and tile floors throughout the building. Looking at a sealant or epoxy for large floor.

Both the Hilltop Center and Community Building kitchen hood systems were cleaned by a professional company out of Salina. This included all vents and exhaust fans.

The overhead hood system at both facilities were inspected by Air and Fire and they were both in compliance and alarm system at Hilltop is in excellent condition.

In 2023 we were gifted with a donation for a new ice machine for the Hilltop Center. Other donations for the Hilltop and Homestead Village were several large shelf (storage) units. Four units to be exact.

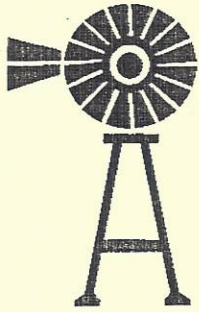
At the Homestead Village Apt. and Hilltop Apt. all units are being updated for new tenants coming in. It's an ongoing process.

Josh Alexander is the Maintenance Tech and does a terrific job and With the help of our SER maintenance assistant, Allen Nees, they both are working daily at getting all units updated, between snow removal, appliance replacements, heating and air unit upgrades, weather related issues and other projects that arise. As apartments are being updated, we are implementing a replacement plan for all equipment and appliances throughout all facilities. In 2023 we have replaced and updated the Hilltop Dining/Kitchen heating and air unit, a unit at the Hilltop and two units at the Homestead Village. Also on the replacement agenda are new appliances. As of the last year we have added several new refrigerators, dish washers, and electric ranges. These are on a rotation process.

At the Hilltop over 50% of lighting has been switched over to LED lighting

At the Homestead Village a new concrete drive and parking area was replaced for a four garage area. Other concrete work and low elevation areas are planned for upgrades in the 2024/25 year.

Homestead Village Clubhouse renovation/upgrade is on the 2024/25 agenda too.



North Central-Flint Hills
AREA AGENCY ON AGING, INC.

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Advocacy. Action. Answers on Aging.

December 4, 2023

Lori Dornbusch & Cristine Bayes
Hill Top Community Center
2 South 'A' Street
Herington, Ks. 67449

Dear Lori and Cristine,

Thank you for your cooperation in the 2023 Center Evaluation conducted by NC-FH AAA board members. We know how busy you are with the good work you do every day serving older Kansans in your community. We view the center evaluation process as a learning experience for everyone involved—a tool that shows us what we are doing well-- and helps us identify and correct those things that may need improved.

Based on the assessment of Hill Top Community Center, we are pleased to report that your center achieved an excellent score.

Your assessment included these positive observations:

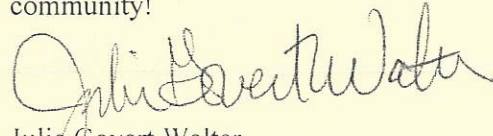
- Center was rated exceptional for neat, clean and pleasant
- Staff was rated exceptional for friendliness and helpfulness
- Meal was rated exceptional

The assessor did not include any recommendations.

Average Daily Meals: 65

Congratulations on the excellent assessment score! Please keep up the good work and feel free to contact the Friendship Meals Program staff with questions and/or comments that you may have.

Thank you again for all that you do for seniors and caregivers in your community!



Julie Govert Walter,
Executive Director

Cc: Patty Evans, Chair, Hill Top Community Center Site Board
Linda Morse, Chair, North Central Flint Hills Board of Directors
LaVeda Montgomery, North Central Flint Hills Board of Directors
Colleen Anderson, Friendship Meals Assessor

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.

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 operations 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 lifts 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 project 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

Electric Department

1/5/24

I am David Kahle, Electric Superintendent for the City Herington. I have worked for the city for 25 years. The electrical department maintains and upgrades the electrical distribution system. There are 3 full-time employees in the department. The meter reader position is split between the electrical department and the water department.

Daily duties include maintenance of equipment, safety checks on our PPE (rubber gloves, rubber sleeves) and making sure we have adequate supplies to complete the daily duties or projects. We take care of work orders and trim tree branches back away from the electric lines. We check on the infrastructure for damage that could cause an outage or potentially a danger to someone. This would include repairs poles, crossarms, transformers, secondary services to residential and Businesses. Our duties also include exchanging out old electric meters and updating them for new radio read meters. We should have all the electric meters replaced this year, providing we receive all of the meters this years. We maintain the camping pedestal at both lakes. The department is working to replaces all the street light over to LED fixture. If another department is in needs help, we try to work with one another to get the jobs done.

Major accomplishments / projects for 2023.

Installation of new EV charger station by Pizza Hut.

Replaced a pole at alley entrance on Trapp Street and between Broadway and 1st street. The pole has 3 different circuits on it. We were able to do this and keep all the customers on, which includes most uptown businesses.

The purchase of a new bucket truck. It will be approximately 36 months for delivery.

Approval for new controls for the existing generator and new generator. The new generator will take approximately 3 years to receive. The city is working with KMEA to have the new generator and controls installed. The plan is to install the new controls sometime in June or July 2024.

The installation of the walking path from Logan Steet to the school parking lot along N C street. This was in coordination with the Street Department to clear all trees and build the path. Lighting for the walking path was also completed.

Projects for 2024

Finish installing the underground electrical for the new Casey's building. Current completion is scheduled for the end of January.

Replace the poles at the raw water pump house and update the metering for it. This will have to be coordinated with the water plant department.

Replace the transformer poles behind city. This will require the City Office and School Board Office to be without power for an extended time. A shut down will be required, unless the work can be done on a weekend. This project will require at least 2 days.

Relocation for the transformer bull pin to the east side of electrical storage building will require concrete, and a fencer installed. I am working with the Water Department to relocate our storage of supplies from their current location.

Finish the replacement of the South Broadway Island Street lights. This project started several years ago was put on hold. We have most of the material needed to finish the project.

Continue replacing old or damaged poles in the distribution system. We will concentrate on the area between Broadway and 1st Street, starting at Trapp Street north to Arnold Street.

Continue to place porcelain cutouts in the distribution system. The porcelain cutouts are failing and causing outages. Several other towns are experiencing the same problem.

DRAFT



THE CITY OF HERINGTON

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January 16, 2024, City Commission Meeting

There were 107 complaints and 695 inspections for the year 2023.

Grass Violations

1. Implemented new grass ordinance.
2. 220 Grass inspections
3. 125 Grass violation written.
4. 53 Cut orders issued.
5. 43 yards mowed.
 - a. The city mowed 35 yards.
 - b. Contractors mowed 8 yards.

City Code Violations

1. Wrote 27 violations.

Building permits

1. Issued a total of 148 permits with 201 inspections.
2. Issued 49 building permits with 61 inspections.
3. Issued 42 electrical permits with 59 inspections.
4. Issued 16 mechanical permits with 24 inspections.
5. Issued 31 plumbing permits with 49 inspections.
6. Issued 7 demolition permits with 7 inspections.
7. Issued 2 sign permits with 1 inspection.

Electrical Service turn on.

1. 66 electrical service inspections

57 structural building inspections

There were 5 dangerous structure hearings.

1. 3 structures were ordered demolished.
2. 2 structures ordered repaired.

Worked with the Board of Construction, Trades, and Appeals for a new ordinance on licensing and fees.

Helped with new ordinance for manufactured houses.

901 E Arnold, Herington Park LLC

1. Manufactured house on lots #1, #19, and #23 ordered to removed.
2. Owners also are removing manufactured houses on lots #10, #20, and #22.