

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
November 7, 2023
6:00 p.m.**

1. Pledge of Allegiance
2. Call to Order
3. Public Forum
4. Additional Agenda Items:
5. Approval of Agenda

Motion _____ Seconded _____ Action _____
Commissioner McDonald, Commissioner Castleberry, Commissioner Urbanek
Commissioner Gares, Mayor Bell

6. Consent Agenda
 - i. Minutes of the Regular November 7, 2023
 - ii. Approval of the September 20, 2023 CVB Minutes
 - iii. Approval of the October 10, 2023 Library Board Minutes

Motion _____ Seconded _____ Action _____
Commissioner McDonald, Commissioner Castleberry, Commissioner Urbanek
Commissioner Gares, Mayor Bell

7. Presentation from Memorial Health System on potential Downtown Health Clinic
8. Update from Police Chief
9. Update from Fire Chief
10. Update from Neighborhood Services Director
11. Unseal and Award Bids for Demolition Properties

Motion _____ Seconded _____ Action _____
Commissioner McDonald, Commissioner Castleberry, Commissioner Urbanek
Commissioner Gares, Mayor Bell

12. Consider Authorizing Purchase of Transformers for Electrical Department in the amount of \$46,249.00 for a total of 29 Transformers

Motion _____ Seconded _____ Action _____
Commissioner McDonald, Commissioner Castleberry, Commissioner Urbanek
Commissioner Gares, Mayor Bell

13. Executive Session – I move that the Herington City Commission recess into Executive Session, Pursuant to the Personnel matters of non-elected personnel exception, K.S.A. 75-4319(b)(1) in order to discuss personnel matters to include the following:

- Governing Body
- City Manager
- _____

14. City Manager Comments

15. Commissioner Comments

16. Adjourn

Motion _____ Seconded _____ Action _____
Commissioner McDonald, Commissioner Castleberry, Commissioner Urbanek, Commissioner
Gares, Mayor Bell

To join the City Commission meetings from your computer, tablet, or smartphone, go to
<https://www.youtube.com/channel/UCbvSBw614w85XQHSX0S1BXg> Public Forum Comments can be
dropped in the deposit box or emailed to cityoffice@cityofherington.com.

**Regular Meeting
November 7, 2023
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 Robbin Bell, Commissioner Eric Gares, Commissioner Debi Urbanek, Commissioner Ben Castleberry, and Commissioner Dan McDonald. Also in attendance were City Manager Thatcher Moddie, City Attorney Brad Jantz, City Clerk Megan Lawrenz, Neighborhood Services Director James Masters, Christina McDonald, Larry Mann, Rhonda Rice, Chase Krause, John Bell, Deanna Lewis, Marcy Wainright and Jimmie Phillips.

The meeting opened with the Pledge of Allegiance.

Mayor Bell called the meeting to order.

Public Forum – None.

Additional Agenda Items – None.

Approval of Agenda – Commissioner Gares made a motion to approve the agenda, seconded by Commissioner Castleberry. Motion carried 5-0.

Consent Agenda – Commissioner Castleberry made a motion to approve the following consent agenda items: Minutes of the Regular Meeting October 17, 2023, and Appointment of Brandy Sensmeier to the Herington Housing Authority Board, seconded by Commissioner McDonald. Motion carried 5-0.

Discussion and Update regarding Herington Housing Authority – City Manager Thatcher Moddie recommends keeping the board in place, he plans to attend the first few meetings to make sure and will send a staff member to attend meetings periodically. Marcy Wainright, HUD management agent said that we are in compliance with HUD requirements and recommends that we keep the board in place.

Presentation from Memorial Health System on potential Downtown Health Clinic – The CEO of the Memorial Healthcare Clinic was unable to attend, they would like to table their discussion until the next meeting. City Manager Thatcher Moddie gave the following update, Memorial Healthcare is looking to move into the vacant optometrist office. They have submitted the paperwork to become a rural health clinic. They will be investing quite a bit of money in getting health care in Herington. There has been discussion about getting urgent care in the future. The city may need to consider adding ADA parking/ramps outside of the clinic.

Consider Loan Services Agreement with SMH Consultants for Financing of Wastewater Treatment Facility Improvements in the amount of \$10,500.00 – Mayor Bell made a motion to approve the loan services agreement with SMH Consultants to finance the Wastewater Treatment Facility Improvements in the amount of \$10,500.00 and authorize the mayor's signature, seconded by Commissioner Gares. Motion carried 5-0.

Executive Session – Mayor Bell made a motion that the Herington City Commission recess into Executive Session, pursuant to the consultation with an attorney on matters that would be deemed privileged in the attorney-client relationship exception, K.S.A. 75-4319(b)(2) to discuss contract negotiations to include the following Governing Body, City Manager and City Attorney with the open meeting to resume at 6:30, seconded by Commissioner Gares. Motion carried 5-0. The regular meeting resumed with no action was taken. Mayor Bell made a motion that the Herington City Commission recess into Executive Session, pursuant to the consultation with an attorney on matters that would be deemed privileged in the attorney-client relationship exception, K.S.A. 75-4319(b)(2) to

discuss contract negotiations to include the following Governing Body, City Manager, City Attorney and Chase Krause with the open meeting to resume at 6:40, seconded by Commissioner Gares. Motion carried 5-0. The regular meeting resumed with no action taken.

Consider potential real estate Purchase Offer of City-Owned lot – Will negotiate contract with Chase Krause, Krause Mechanical to present at a future meeting.

Consider adopting an Ordinance updating the Licensing and Fees in the Building Code – The trades board met to go over some verbiage changes/clarification. Mayor Bell made a motion to approve the ordinance in the next sequential order and authorize the mayor's signature, seconded by Commissioner Urbanek. Motion carried 3-2 with Commissioner Castleberry and Commissioner Gares casting the dissenting vote.

Consider Purchase of repair and maintenance on Unit 4 Bucket Truck – Mayor Bell made a motion to approve the repairs to Unit 4 Bucket Truck through Terex in the amount of \$14,126.73, seconded by Commissioner Gares. Motion carried 5-0.

Consider Bulk Purchase of Light Poles for Electric Department in the amount of \$16,472.00 – Commissioner Gares made a motion to approve the purchase of light poles not to exceed \$16,472.00, seconded by Mayor Bell. Motion carried 5-0.

Consider A-Street Rehab (Intersection of Hawley to Trapp) Project including repaving and replacement of Curb & Gutter. Asphalt will total \$120,920.00 and Curb & Gutter will total \$63,080.00. 2023 and 2024 Street Budget Funds will be paired to complete this project. Authorize the \$184,000 purchase from the Street Budget – Mayor Bell made a motion to approve the A Street Project between Hawley and Trapp not to exceed \$184,000, seconded by Commissioner Urbanek. Motion carried 4-1 with Commissioner Gares casting the dissenting vote.

Consider Consultation Agreement with Lochner Engineering on Airport Lighting project with contribution not to exceed \$300,000 in Airport Reserve Project Funds - Commissioner Gares made a motion to approve the agreement with Lochner Engineering on Airport Lighting project not to exceed \$300,000.00 and authorize the city manager's signature, seconded by Mayor Bell. Motion carried 5-0.

Executive Session – Mayor Bell made a motion that the Herington City Commission recess into Executive Session, pursuant to the consultation with an attorney on matters that would be deemed privileged in the attorney-client relationship exception K.S.A. 75-4319(b)(2) in order to discuss potential litigation to include the following: Governing Body, City Manager and City Attorney with the open meeting to resume at 7:30pm, seconded by Commissioner Gares. Motion carried 5-0. The regular meeting resumed with no action taken.

City Manager Comments – Thanks to Rhonda Rice for work on grant for 12,084 lake and father p disc golf course, presentation of check next Tuesday at City Hall. City Hall closed on Friday in honor of Veterans Day. Teachers benefit lunch November 12th. Garage entry repair at Homestead Village. Brush Hogged at the lake disc golf course so they can start the layout design. Worked on Road patching. Turning in application for the Logan Pointe Grant. Looking to apply for the state water grant that was just released.

Commissioner McDonald - Asked how we are doing on the school walkway. There are just a couple of lights to be installed. Should be up and running this week.

Commissioner Castleberry – Nothing.

Commissioner Urbanek – Do we have an update on the EV software and the lake software. Lake will be implemented soon. Thatcher is still working on the EV station.

Commissioner Gares – Asked what the policy is for adding security lights on private property.

Mayor Bell – Nothing.

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

Megan Lawrenz, City Clerk

DRAFT

MINUTES OF REGULAR CVB MEETING 230920

Wednesday, September 20, 2023

City Office

6:00 P.M.

1.0 OPENING OF MEETING

Call Meeting to Order

Meeting was called to order at 6:05pm.

Board members in attendance were Cynthia Naylor, Marcus Hawkes, Amy Thibodeau, Janet Wade, and Rhonda Rice.

a. TREASURER'S REPORT

Current Available Balance \$2757.38.

b. MINUTES

230628 Minutes, 230719 Minutes, 230726 Minutes, 230802 Minutes, and 230906 Minutes were approved with minor changes Cynthia (Janet) 5-0

2.0 OLD BUSINESS

Map-Motion to allocate \$1020 for the initial payment for the Map work pending budget reallocation Janet (Rhonda) 5-0.

EV Update-Rhonda and Janet spoke with the City Manager. A bank account has been established and it is ready to receive payment. The City Manager said he would follow up 230918 to ensure it has been added to the map. The MOU has been tabled. Cynthia will make a follow up appointment with the City Manager.

Window Clings-Cynthia and Janet met with Rhonda Levins. Ms. Levins cannot make it a school project at this time. She suggested using local photographers or a drone. The Vector program will ensure adequate resolution for the size of the clings. CVB will search for someone who can use the program. CVB has not yet received the grant money for the clings. CVB will discuss further at next work session.

Bike Safety Event-Rhonda spoke with the City Manager and has handed off the program to the city.

Fall Festival Update-there is a lot of interest from local organizations. There is a lot of planning left to do.

Community Foundation Grant-Arch alternatives-discussed a possible street banner holder. More research is needed.

Discs Unlimited, Kansas Travel Attraction Development grant-The grant is due October 1st. Dennis from Discs Unlimited notified CVB last Thursday that he needed help with the grant submission. Discs Unlimited would like to pursue grants for a new disc golf course at the Herington Reservoir. This grant is a 60/40 grant. It would require an MOU with the city. Janet suggested that CVB supports this with a letter and marketing. \$20,000 cash would come from Discs Unlimited. Beyond that 1/2 of the 60% portion could be in kind. Decision was made to table for now.

3.0 NEW BUSINESS

Strategic Plan Review-Everyone on CVB should review our current Strategic plan on their own and look at accomplishments and goals. A quarterly review would be ideal.

Creating Events and Conventions-How can we create conventions? Who do we need to talk to? Community outreach is needed.

North Central Kansas Tourism Coalition meeting September 28, 11am-Meeting at Broadway Station. Motion for CVB to provide coffee and tea up to \$50 at meeting Cynthia (Rhonda) 5-0

Herington Video-Zero cost. Jacki's father will borrow a drone from a friend. What buildings in what light? Tabled to next spring. Rhonda will do script. Tim Schlesener will be contacted about a possible song.

Sunflower Foundation Grant-Webinar yesterday and Friday on capacity building. Up to \$25,000 grant. Capacity-your ability to do things, strengthening an organization. Grant is due October 19th. Will talk about in detail at next meeting. The next webinar is at 10am Friday. These are also recorded and posted on the website. Please view it before our next work session.

Motion to adjourn at 7:36 Janet (Rhonda) 5-0.

Herington Public Library Board Meeting

Minutes from October 10, 2023

Those attending: Board Members Peggy Hilliard, Debbie Wendt, Karolyn Schlesener, Linda Polston, Carol Riffel & librarian Shelly Wirtz. Karen Soliz arrived at a later time.

1. Convene

2. Agenda approved (Linda/Peggy)

3. Approved Items:

- a. Approved minutes from last meeting (September 12, 2023) (Carol/Debbie)
- b. Treasurer's Report/Financial Report: 2024 City Budget was passed. Shelly reported on the cashing in of the CD #...22 & started a new CD #...88. Also opening of 2 \$500 CD's, one for Shelly & one for Marilyn.

4. New/Old Business

- a. Susan has filled out the competitive grant from NCKLS & requested \$10,000. Should hear back by beginning of November if we received it or not. Shelly will still fill out the Service Improvement Grant for \$1,000.
- b. Tandi Reiff of Smart Insurance requested some photos of the fuse box & electric work outside. She will be at the next meeting.
- c. There has been no word back from Aenta Kansas
- d. Dave Killgore with Quality Inspection Services LLC has turned in an estimate for the elevator. He will receive \$373 for his services & will contact Danny Dauber with B&K Access Systems to do the work which might cost over \$300.00. Shelly will contact Danny to set up an appointment for him to come.
- f. No more news about the AED Defibrillator Device
- g. Donation plaques have been picked up & put back in place. France Gehrke's family stopped by to see the statue that was purchased in her memory. They approved of the purchased.
- h. A request had been made if the Libraries restrooms could be open for use for the fall festival 10-28-2023 from 3-8 pm. Board members elected to decline, stating no staff would be available to supervise.
- i. Shelly had a pamphlet showing what Council Grove Library does to raise funds. The board decided at this time not to do this but continue with how moneys are received.
- j. Shelly signed up with the Brownstone Book Fund, which means the library will receive 100 new children's book from them.
- k. Shelly asked the board what we thought about getting a baby changing table/shelf to put in the handicap bathroom as there would be room there. It was approved. Shelly will order one & ask Gary to install it.
- l. Shelly will be on vacation 11-15 of October. Will try to take some books to New Leaf Mission on her way to Carthage.
- m. Will do policies next month.
- n. The board met in closed session to go over evaluations & discuss pay increases. All pay increases passed with board approval.
- o. In other: High School year book ad was discussed as they had been in to see if the library wanted to purchased one for \$40. After much discussion, Peggy will inquire & look into this more before we okay a yearbook ad.
- p. Carol moved to adjourn, Debbie seconded. Meeting adjourned

Carol Riffel, acting Secretary

Total \$ 46,249

30 weeks for delivery



"The Transformer People"

When Every Minute Counts

Call Toll Free 800-843-7994
(Outside U.S.) 605-534-3555
FAX 605-534-3881
Website <http://t-r.com>

Quote Rev. 113652-1

Contact: David Kahle

Phone: 785-258-4221

Date: 10/17/2023

Company: Herington Water Light

Fax: 785-258-3552

Email: electricdept@cityofherington.com

Quote Summary

#	Item	Type	Qty	Category	Ph	KVA	Primary	Secondary	Price	Total
1	0	RC	3	POLE MOUNT	1	10	7200/12470Y	120/240	\$1,129.00 USD	\$3,387.00 USD
2	0	RC	3	POLE MOUNT	1	15	2400/4160Y	120/240	\$1,223.00 USD	\$3,669.00 USD
Grand Total										\$7,056.00 USD

Additional Notes

1. All quotes are subject to the "Standard Terms and Conditions of Sale".
2. This quote is valid for 15 days.
3. Estimated manufacturing lead-time is a best estimate at time of quotation and may vary.
4. Upon completion of order, immediate shipment is available plus freight on a common carrier. Unless otherwise specified, freight on quotes is prepaid and allowed in the contiguous US on our next available truck going to your area.
5. Electrical Test reports available upon request.
6. Prices subject to change. Due to the current volatility of the transformer components market (including copper), prices are subject to change in the event a rapid or extreme fluctuation in price occurs between the time of order placement and sourcing of materials. A rapid or extreme fluctuation occurs when a component part increases by more than 5% from the time the order is placed, and the time materials are ordered. T&R Electric agrees to use its best efforts to obtain advantageous pricing from materials suppliers. In the event there is a price increase through no fault of T&R Electric, we will notify the customer as soon as practicable.
7. Note: In order for a Purchase Order to be entered into the work queue and receive a designated time slot for production, these conditions must be accepted, and a note of acknowledgement must be present on said purchase order.

If you have any questions or need any additional information please call me at 800-843-7994. You may also email me at bill.hawkins@trelectric.com.

Sincerely,
Bill Hawkins
Sales Representative



"The Transformer People"

When Every Minute Counts

Call Toll Free 800-843-7994
 (Outside U.S.) 605-534-3555
 FAX 605-534-3861
 Website <http://t-r.com>

Quote Rev. 113652-1

Contact: David Kahle

Phone: 785-258-4221

Date: 10/17/2023

Company: Herington Water Light

Fax: 785-258-3552

Email: electricdept@cityofherington.com

Item #2 - Single Phase 15 KVA Pole Mount

Product Type: Reconditioned

Transformer Type: Pole Mount

Specifications:

KVA:	15	Phase:	1
High Voltage:	2400/4160Y	Low Voltage:	120/240
Taps:	W/TAPS		

Accessories:

- External Tap Changer
- Double Primary Bushing
- Secondary Lug
- Conventional
- Mineral Oil (standard)
- Non-PCB Label
- Pressure Relief Device
- ANSI 70 Paint

Notes:

Reconditioned units
 Lead times are Estimated, Not Guaranteed
 Current lead times are 30 weeks for delivery
 (3) 15 kVA \$1223.00 each
 (3) 25 KVA \$1414.00 each
 (5) 37.5 KVA \$1708.00 each
 (3) 50 KVA \$1989.00 each

3669
 4242
 8540
 5967
 22'418

Quantity: 3
Warranty: 36 Month Guarantee

Price: \$1,223.00 USD Each
Manufacturing Time: See Comments for Details

Delivery: Fob: Destination

After Release to Production

Electrical Tests:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Transformer Turns Ratio Test 2. Polarity and Phase Relation Test 3. DC HYPOT TEST
 Performed at Two Times Rated Line Voltage Plus 1000 Volts <ol style="list-style-type: none"> a. HV to LV b. HV to Ground c. LV to Ground | <ol style="list-style-type: none"> 4. Core Loss and Excitation Test 5. Load and No Load Testing 6. Induced Potential Test at 400 Hertz for 7200 Cycles |
|--|---|

Total 22,418
 23,831
 46,249



"The Transformer People"

When Every Minute Counts

Call Toll Free 800-843-7994
(Outside U.S.) 605-534-3555
FAX 605-534-3881
Website <http://t-r.com>

Quote Rev. 113652-1

Contact: David Kahle

Phone: 785-258-4221

Date: 10/17/2023

Company: Herington Water Light

Fax: 785-258-3552

Email: electricdept@cityofherington.com

Item #1 - Single Phase 10 KVA Pole Mount

Product Type: Reconditioned

Transformer Type: Pole Mount

Specifications:

KVA:	10	Phase:	1
High Voltage:	7200/12470Y	Low Voltage:	120/240
Taps:	W/TAPS		

Accessories:

- External Tap Changer
- Double Primary Bushing
- Secondary Lug
- Conventional
- Mineral Oil (standard)
- Non-PCB Label
- Pressure Relief Device
- ANSI 70 Paint

Notes:

Reconditioned units
Lead times are Estimated, Not Guaranteed
Current lead times are 30 weeks for delivery

(3) 10 kVA \$1129.00 each
(4) 25 KVA \$1414.00 each
(4) 37.5 KVA \$1708.00 each
(4) 50 KVA \$1989.00 each

3387
5656
6832
7936
23831

Quantity: 3

Price: \$1,129.00 USD Each

Warranty: 36 Month Guarantee

Manufacturing: See Comments for Details

Delivery: Fob: Destination

Time: After Release to Production

Electrical Tests:

- | | |
|-------------------------------------|--|
| 1. Transformer Turns Ratio Test | 4. Core Loss and Excitation Test |
| 2. Polarity and Phase Relation Test | 5. Load and No Load Testing |
| 3. DC HYPOT TEST | 6. Induced Potential Test at 400 Hertz for 7200 Cycles |
- Performed at Two Times Rated Line Voltage Plus 1000 Volts
- a. HV to LV
 - b. HV to Ground
 - c. LV to Ground