**City Manager Report**

April 10, 2017

**Week of April 4th – 10th**

04/04: Internet connection is down. Started the Department Head Meeting at 7:30. Others present were Brenda Wildman, Lori Dornbusch, Russ Almes, Merlin Oswald, David Gehrke and Kenny Staatz. Spoke to David Gehrke concerning Public Works issues. David Gehrke, David Kahle and Ron Biehler left to attend training in Wichita concerning the Electrical Department. Spoke to Collin Wildman concerning city issues. Spoke to Dennis Albrecht concerning Sewer Plant operations and needed equipment. Spoke to Leo Schlesener concerning the water tank for the Asphalt Zipper. I spoke with Brenda Swinney from the Herington Inn and Suites concerning the CVB Budget allocation funding for 2016. Spoke with Bryan Knight concerning the delivery of the water tank. The Department Head Meeting has concluded. Internet connection is back up and running at approximately 10:42 am. Read and Responded to my emails. Spoke to Ashley Hartung from the Tri-County Chamber of Commerce concerning the Throttle Jockey’s Car Show on the 27th of April. Spoke to Gloria Boomer concerning solar panels. Read and Responded to my afternoon emails. Preparing information for use at the City Commission Meeting tonight. I spoke to Tandi Reiff from Herington Mutual Insurance concerning renewal of the city’s insurance coverage. Spoke with Brad Jantz concerning city Legal issues. I am working on the FY18 Budget Documents. Set up the City Commission Board Room for tonight’s meeting. Spoke with Leo concerning the hiring of personnel. I have tabled the issue of hiring a mechanic and had the Job Vacancy cancelled from the city’s website and official newspaper. I spoke with Alan Meisinger, Administrator for Herington Municipal Hospital concerning city issues. Talked with Brad Jantz concerning city issues. I wrote Ordinance 1788, the City Tree Board, to be reviewed by Brad Jantz. I will present Ordinance 1788 to the City Commission for review and approval. Spoke to Commissioner Jones concerning city issues. Spoke with Chief Almes concerning his attendance of the City Commission Meeting. I Spoke to Commissioner Hager concerning city issues. Spoke with Chief Staatz concerning his attendance of the City Commission Meeting. I am leaving to attend the City Commission Meeting scheduled for 6:00 pm. I spoke with Ed Mueller concerning issues with the Convention and Visitors Bureau. The City Commission Meeting concluded at approximately 8:42 pm. Brenda and I cleared the City Commission Board Room of city equipment and set the room up for future usage. I spoke with Mayor Souza concerning city issues. I secured City Hall at approximately 9:02 pm.

04/05: Read and Responded to my emails. Spoke with Beth Wade concerning their electric power being off. I spoke to Leo Schlesener concerning the power at 508 E. Kirkland St. He said they would get it taken care of. Spoke to Dennis Albrecht concerning his chart of accounts for the Sewer Plant. Brenda and I went over the Convention and Visitors Bureau Budget from 2016. I spoke with Brenda Swinney from the Herington Inn and Suites concerning the CVB Budget allocation funding for 2016. I met with Gerry Bieker, Member Services Manager for the Kansas Municipal Energy Agency. We discussed future plans for the Community and where to look for change in our Electrical Services for the future. Spoke with Leo Schlesener concerning the power on Kirkland. Power is back up and running. Spoke with Brad Jantz concerning state statutes and other city issues. Apparently, the power outage was due to high winds. Read and Responded to my afternoon emails. Preparing and making arrangements for training April 19th through April 22nd. Spoke with an employee concerning city issues. Spoke with Brad Jantz concerning city Legal issues. Spoke with Jason Alt concerning a water leak on W. Burns St. He is going to get it called in to One Call to be repaired first thing Thursday. Spoke to Steve with

Asphalt Zipper and requested documentation on the Zipper street equipment the city purchased from them.

Spoke to Wendy Jones concerning the city’s website as an informational tool. I told her to give me some time to get caught up and think about it and we could talk another day. I need to do research. I met with Brenda Swinney from the Herington Inn and Suites in my office concerning the CVB Budget allocation funding for 2016. I explained what had occurred within the FY16 Budget cycle. Spoke with Emily Smith concerning employment with the City. Talked to Alan Meisinger concerning their U.S. Department of Agriculture funding for Building Repairs and New Equipment to the Herington Municipal Hospital. Met with Mayor Souza at City Hall so she could sign documentation. I will be going to training in Salina tomorrow. Chief Almes will also be going with me. We will be back in late afternoon. I secured City Hall at approximately 5:48 pm.

04/06: Talked with Brad Jantz concerning city Legal issues. Talked to Chief Almes concerning training in Salina. Read and Responded to my emails. Talked with Brad Jantz concerning an email from Commissioner Nistler. Sent documentation to Brad for his review and comment. I picked up Chief Almes at the Herington Police Department to go to Salina for training at approximately 6:30 pm. Went to the Bicentenial Center in Salina. Training consisted of HUD and Kansas laws and regulations on Fair Housing, the I135/I70 Task Force on Drug distribution methods that are increasing in our area and the new International Property Maintenance Code Book used by our local partners in an effort to clean up small town rural areas including Kansas. This new IPMC Code Book and the ongoing changes being made at the State of Kansas Legislative level has and will be making a large difference in other rural Kansas Communities. Returned to the city, dropped off Chief Almes at the Herington Police Department and went home at approximately 5:03 pm.

04/07: Completed my City Manager’s Report for April 6th. Read and Responded to my emails. Spoke to David Gehrke concerning Public Works Department issues. Went to Clark Lumber to pick up new door locks for three office doors. Spoke to Leo Schlesener concerning Public Works Department issues. Started replacing standard door knobs with ones that are key-locked. Spoke with Leo Schlesener concerning work needed at the Cemetery and the invoices for the two recently purchased rear-discharge mowers. Rick is here with the invoices for the mowers. Spoke to David Gehrke concerning personnel. I told him we were going to wait on hiring a mechanic and a part-time meter reader. I also asked him to give me a report on where we are on electric and water meters and electrical transmitters. Read and Responded to my afternoon emails. I stamped all office door keys and gave one to each employee for their office door. Spoke to Bonnie Bowman concerning city easements and abatements. Spoke with David Gehrke concerning an electrical issues. Talked with Mayor Souza concerning personnel. Spoke Mitchell Gehrke concerning water issues. Spoke to Brad Jantz concerning the City Code Book. I secured City Hall at approximately 5:31 pm.

04/08: Worked on documentation at my home office. Talked to Brad Jantz concerning the International Property Maintenance Code.

04/09: Nothing to report.

04/10: Read and Responded to my emails. Spoke to Marilyn Hopke concerning city issues. Talked with Chelsea Morris with the U. S. Department of Agriculture concerning the Application for assistance to the USDA. I am working on a grant to cover part of the cost of street repair and replacement. Spoke to Leo Schlesener concerning taking more measurements of streets in need of repair or replacement. Spoke with Ashley Hartung from the Tri-County Chamber of Commerce concerning upcoming meetings of the HEDC and the CVB. Read and Responded to my afternoon emails. I was out of the office all afternoon investigating street, Zoning and city code violations. I completed these tasks at approximately 5:03 pm.