**City Manager Report**

April 3, 2017

**Week of March 28th – April 3rd**

03/28: Read and Responded to my emails. Talked with Brad Jantz concerning city Legal issues. Spoke with Jason Alt concerning Public Works Department issues. Jason, David Gehrke, David Kahle, Dennis Albrecht and Mitchell Gerhke are going to the Century II Convention Center in Wichita for training through the Kansas Rural Water Association March 28th through March 30th. Leo Schlesener, Assistant Director of the Public Works Department is in charge for the rest of the week until David Gehrke returns on Thursday. Spoke to Linda Brunner concerning Zoning and City Code compliance at 717 N. B St. Prepared documentation for the Land Bank Meeting at City Hall in the Commission Board Room at 4:30 pm today. Spoke to Leo concerning repairs needed to the John Deere Motor Grader. He will get the machine checked by Murphy Tractor & Equipment Company in Topeka. Talked to Commissioner Stanford concerning a new Animal Ordinance. Spoke to Kurt Kemble concerning the Mall at 5 W. Walnut St. I explained that City Commission wished to speak with him concerning issues centered on the Mall that make it a health hazard and blight for the Community. He said he would talk with his wife and get back to me toward the end of this week. She sent several, good policy ideas to be considered when I construct the Ordinance for the Commission’s review and comment. Spoke with Leo concerning an equipment list that accounts for the equipment that the city has worth more than $250 so that I can construct a Capital Improvement Plan (CIP) Budget for the review and comment by the City Commissioners. Read and Responded to my afternoon emails. Spoke to Don Hostetler concerning street issues on N. 10th St. Spoke with Denis Yoder, Interim Superintendent of USD 487 concerning mutual issues between the School and the City. I made copies of all documentation related to an Animal Ordinance that I will try to have ready for the City Commission to review and comment on by April 4, the next City Commission Meeting. Talked with Brad Jantz concerning city Legal issues. I went to the Land Bank Meeting at 4:30 pm. The Land Bank Meeting concluded at approximately 5:46 pm. The Board of Education is meeting in the Commission Board Room. The Board of Education Meeting concluded at approximately 8:00 pm. I secured City Hall at approximately 8:46 pm.

03/29: Read and Responded to my emails. Spoke with David Robbins concerning the new Lake & Reservoir Ordinance. We also discussed a Camp Host for the Reservoir. Spoke with John Zeiner concerning the Camp Host position at the Reservoir. John said he was not interested in doing that this year. Spoke with Brad Jantz concerning the Animal Ordinance and the Vet Contract. Spoke to Chief Staatz concerning Zoning issues. Spoke to John Zeiner concerning Reservoir issues. Talked with Brad Jantz concerning city Legal issues. Spoke to John Zeiner concerning the Camp Host position at the Reservoir. I am deleting and adding new contacts to my email list. Read and Responded to my afternoon emails. I talked to David Gehrke to find out if we had called out a Vendor to test the Fiber-Optic Cable from the Library south to the Public Safety Department. He stated he had not done that yet. I reviewed the Work Order Service Log. I removed the completed Work and Digging Order Service Logs and entered the new Work and Digging Order Service Logs. Talked with Mayor Souza concerning Herington Police Department issues. Talked with Brad Jantz concerning city Legal issues. Talked with Mayor Souza concerning city issues. Spoke with Brad Jantz concerning city Legal issues. Spoke with Leo Schlesener concerning street and sewer issues. He and I will go check the issues out tomorrow. Spoke to Mayor Souza concerning a civil disturbance on W. Main St. I notified the Herington Police Department and left City Hall at approximately 4:49 pm.

03/30: Read and Responded to my emails. Talked to Brad Jantz concerning city issues. Talked with Chief Almes concerning Herington Police Department issues. Spoke with a citizen concerning Zoning and Code issues on S. 5th St. Talked to Mayor Souza concerning city issues. I removed the completed Work and Digging Order Service Logs and entered the new Work and Digging Order Service Logs. Talked with Brad Jantz concerning city Legal issues. Working on the documentation to work on a new animal ordinance for the City of Herington and the participation of the Tri-County Veterinarian Clinic. Trying to get these documents completed in time for the April 3rd City Commission Meeting at 6:00 pm. Read and Responded to my afternoon emails. City Clerk Brenda Wildman and Chief Staatz have returned from their required attendance in the Dickinson County District Court in Abilene. Spoke to Jerry Beeker from the Kansas Municipal Electric Association from Topeka. He will be meeting with me on April the 4th here at City Hall to discuss electrical issues. Spoke to Merlin Oswald concerning the Herington Regional Airport. The Airport has been awarded a grant to replace the fueling system to enable more Airport Traffic. This has been a costly issue in the past as well as deterring air traffic. Our current level of services depends on being able to fuel aircraft. Spoke with Gary Floyd. Representative Dave Baker, Senator Wilborn and Dickinson County Commissioner Myer will be attending a forum at City Hall in Herington on April 1st at 1:00 pm. Talked to Brad Homman, Dickinson County Administration concerning mutual concerns between the County and City. Talked with Brad Jantz concerning city Legal issues.

03/31: Read and Responded to my emails. Spoke to Brenda Wildman concerning City Administration issues. Chief Almes brought me the April Schedule for the Herington Police Department. Spoke to Leo Schlesener concerning Public Works Department issues. Spoke to David Gehrke concerning Public Works Department issues. I told Dave to get a vendor to check the continuity of the Fiber-Optic Cable from the Library to the Public Safety Building. Spoke with David Kahle concerning city electrical issues. He has found we need more transformers to finish the last circuit with the 4160 line replacement. He said depending on receipt of the transformers that it might be the late fall or early spring before the Electric Crew completes renovation on that circuit. Spoke with Chief Almes concerning Herington Police Department issues. He gave me a report on several issues with personnel, budget funds and the public. We formulated an action plan that should alleviate the issues. Read and Responded to my afternoon emails. Talked with Brad Jantz concerning city Legal issues. Spoke with Gary Floyd to ensure he was going to be at City Hall tomorrow as scheduled. Spoke with Representative Dave Baker. He was ensuring everything was still going to happen Saturday. Spoke to Herman Falk concerning issues at both 117 and 219 N. 12th St. I removed the completed Work and Digging Order Service Logs and entered the new Work and Digging Order Service Logs. I secured City Hall at approximately 5:14 pm.

04/01: Read and Responded to my emails. Went and picked up supplies for the office in Junction City this morning. The supplies procured are not sold locally in the City. Spoke with Commissioner Laverne Myers concerning the local forum meeting. Spoke to Shirley Meyer concerning the Mall. I told her the City Commission would be discussing the issue at April 3rd meeting. Spoke with Representative Dave Baker concerning the local forum meeting. Read and Responded to my afternoon emails. Spoke with Brad Jantz concerning the Animal Ordinance and the Tri-County Veterinarian Clinic Contract. I am working on documentation for the City Commission Meeting Tuesday, April 3rd. I secured City Hall at approximately 4: 03 pm.

04/02: I am working on budget documentation from my home office. Spoke with David Gehrke concerning the Air Compressor at the Water Plant. The compressor has stopped operating due to catastrophic mechanical failure. David has found one in Manhattan. I told him to make the purchase and get our Water Plant online again. David called at approximately 3:23 pm. The Water Plant is online and operating normal.

04/03: Read and Responded to my emails. Talked to Brad Jantz concerning city Legal issues. Jeff Trussell was asked to leave and escorted to the door of City Hall for being disrupted and the use of inappropriate language.

Spoke to Denis Yoder, Interim Superintendent for USD 487 concerning electronic signs. Spoke to David Gehrke concerning Public Works issues. Spoke to Mike Morgan concerning city water issues. I removed Jeff Trussell a second time for being disruptive and the use of inappropriate language. Spoke again to David Gehrke concerning Public Works issues at 401 N. E St. He said he would get the Electric Crew to check the issue out. Spoke with Mike Walsh of M & K Trash Service concerning solid waste issues. Spoke with Gloria Boomer concerning property issues. Spoke with Tandi Reiff concerning the city’s insurance. We will meet in her office at 1:00 pm today. Read and Responded to my afternoon emails. Tandi and I spent two hours going over the city’s insurance coverage. She will be sending me a copy of the Policy later today or in the morning. Talked to Bryan Knight from Asphalt Zipper. He is on his way to Herington to do training on the Zipper. Talked to David Gehrke and asked him to call me later. Spoke with Leo Schlesener concerning training on the Zipper tomorrow if weather permitting. Spoke with Tandi. She will have to call me back when she is finished with her customer. Spoke with Gary Mason from the Kansas Department of Health and Environment concerning the Lake and Reservoir. Spoke to Gary Richards from KDHE, the Brownsfield Project. He asked to call me back. Spoke with Collin Wildman concerning city expectations of the employees. Spoke with Rodney Walker concerning the immediate plans of the group that took Grant Writing Classes last month. He is wanting to use our group class in his advertising for the City Grants Conference to be held in San Diego, California in September to help Herington get recognized for what the Grant Writing Class will produce. I left City Hall at approximately 4:56 pm.