**City Manager Report**

February 13, 2017

**Week of February 7th – February 13th**

02/07: Read and Responded to my emails. Prepared documentation for the City Commission Meeting tonight at 6:00 pm. Talked with Brad Jantz concerning Legal issues. Spoke with David Gehrke concerning Public Works issues. Attending the Department Heads Meeting. Others attending are Ken, Melissa, Leo, Merlin, Lori, David and Brenda. Ken has gotten the Fire Station painted, the washing machine for Bunker Gear and is waiting for new bunker gear to arrive. Leo has the South Park storm drainage completed. Will be working on tree issues. Merlin is erecting signs and cutting trees. Lori is prepared for the KDOT inspection. David has the crews busy and working with KDOL for us to work safer. Brenda has been dealing with KDOL and KMIT concerning compliance issues. Spoke with Butch Smith concerning 1204 W. Walnut. He will begin cleaning it by the end of the month. Spoke with Claudia Meek concerning a Building Permit for 212 N. D St. Talked with Brad Jantz concerning a meeting with him this afternoon. Read and Responded to my afternoon emails. Spoke with Hazel Wendt concerning Zoning and Code enforcement. I told Hazel that I would check on these issues and investigate them as time allows. I explained to Hazel that several other Zoning and Code issues with this same problem exist in her neighborhood. Spoke with Robert Morado from Dickinson County Economic Development Corporation concerning new business contacts. Talked to Zarra McKenna with The Herington Times concerning the Grant Writing Class. Spoke with Brad Jantz concerning Legal issues. Spoke to Chief Staatz concerning Code enforcement. Spoke with Commissioner Walter concerning city issues. Talked with Assistant Chief Timmons concerning Herington Police Department issues. Spoke to Dicy Albrecht concerning Gendreaux Restaurant security issues. Talked with Brad Jantz concerning city issues. Spoke with Rick Freeman concerning the Mall. Spoke to Commissioner Jones concerning city issues. Spoke with Commissioner Hager concerning city issues. Spoke with Brad Jantz concerning city personnel issues. Went to the Regular City Commission Meeting. The City Commission Meeting has concluded. Spoke again with Brad Jantz concerning city personnel issues. I secured City Hall at approximately 9:57 pm.

02/08: Read and Responded to my emails. Working on Zoning and Code violation issues. Spoke to David Gehrke concerning electrical and water meters, types and costs. We also discussed personnel transfers. Spoke to Chief Staatz concerning Code enforcement issues. Spoke to Dennis Albrecht concerning Sewer Plant issues. Spoke with Don Geist concerning Zoning and Code enforcement issues. Spoke with Wendy Jones concerning joint items with The Herington Times. Spoke with David Robbins concerning Lake and Reservoir issues. Spoke to Chief Staatz concerning Code violations. Talked with Commissioner Jones concerning city issues. Read and Responded to my afternoon emails. Spoke to David Gehrke concerning Public Works Department issues. Spoke with Leo concerning No Parking signage south of Trapp close to Broadway. The Kansas Highway Patrol Tactical Team is dealing with an issue at 201 S. 10th St. Spoke to Rita Clary from the Kansas Rural Water Association concerning documentation for the Kansas Public Water Supply Loan Fund. Spoke to Chief Almes concerning 201 S. 10th St. Spoke with Mayor Souza concerning 201 S. 10th St. Spoke with Leon Klaus from The Phone Connection concerning the upgrade to our telecommunications system. Spoke with Denis Yoder, Interim Superintendent of USD 487 concerning the Fiber-Optic line laid from the High School to the old Elementary School. Spoke to Beth Wad concerning erection of a storage building at 508 E. Kirkland. Talked with Brad Jantz concerning Legal issues. Talked with Chief Almes concerning the progress at 10th St. I was contacted by Denis Yoder concerning the afternoon Bus Route safety west of 7th St. and Walnut St. I advised him that officers on the scene at 201 S. 10th St. wanted no one to go past 7th and Walnut Streets. Denis said he would keep all of the school children at their schools and contact their parents to come pick them up. I offered use of City Hall staff to assist in making those calls if he needed us to. Talked with Commissioner Jones and Mayor Souza to update them concerning the 10th St. issue. Spoke to David Gehrke concerning the Fiber-Optic line from the Library to the old elementary school. I asked him to have the crew to try and locate it. Spoke to Leon Klaus and he said their maps did show the line abandoned at the Hawley St. location. Talked with Chief Almes concerning a situation update. David Gehrke reported they had found the abandoned line. I told him we needed to get a location on the line and test it for feasible usage. Spoke with Commissioner Hager concerning city issues. Spoke with Denis Yoder and he said the school district did not have a problem with the city putting the Fiber-Optic abandoned line back into service by the city. Spoke to Chief Almes and he said the 201 S. 10th St. residents were in custody. I advised Denis Yoder of the change in the situation so they could more easily get the school children to their parents. Talked with the Mayor and Commission individually of the situation’s status. I verified with Law Enforcement Officers on site that there were no potential fire hazards at their location. Spoke with David Gehrke and advised him to send the crews home as per the information received from KHP. Made sure all follow up issues were addressed and secured City Hall at approximately 6:10 pm. Talked with Brad Jantz concerning personnel issues.

02/09: Read and Responded to my emails. Working on documentation concerning yesterday’s incident. Talked to Brad Jantz concerning Legal issues. Working on personnel issues. Spoke to Denis Yoder, Interim Superintendent for USD 487 concerning city and school issues. Spoke to Chief Almes concerning city issues. Spoke to David Gehrke concerning Fiber-Optic cable that was part of the old elementary school’s TEENS telecommunications network. Spoke with Chief Almes concerning city Legal issues. Spoke with Bret Beye concerning a leak at 202 S. A St. Spoke to Lee Floyd concerning Herington Police Department vehicles. Lee is gathering information for me. Spoke with Ben Castleberry concerning Zoning issues. Spoke with David Kahle concerning city electric issues. Spoke with Assistant Police Chief Timmons concerning Herington Police Depart-ment issues. Read and Responded to my afternoon emails. Spoke with Tom Ouellette from ISG. He installed more RAM Memory in all city computers at City Hall. He is also placing a computer at the Sewer Plant to meet the new state requirement for reporting by electronic format. Spoke with Mike Morgan concerning city issues. Spoke with Lisa from the Kansas Department of Agriculture concerning food licensing issues. Spoke with Robyn Heitfield and Chris Trapp from USD 487 concerning the sound system. I have made repairs to the system and ordered one new BLX Series wireless microphone, receiver and transmitter. That will make the entire system functional again. Place all other wireless microphones in secure storage. Spoke with David Gehrke concerning the TEENS Fiber-Optic system from the Library to the old elementary school. Working on documentation; reviewing, signing and filing. I secured City Hall at approximately 5:48 pm.

02/10: Read and Responded to my emails. Spoke with David Gehrke concerning Public Works issues. Spoke with Mike Morgan concerning city water issues. Spoke with Assistant Chief Timmons concerning Herrington Police Department evidence tag documentation issues. Spoke with David Robbins concerning Lake and Reservoir issues. We discussed long-term stays, trash and sewage issues. Spoke with Assistant Chief Timmons and Brenda Wildman concerning HPD issues. Spoke with Nick Gonzales concerning code violation at 307 N. Broadway. I contacted Chief Staatz concerning this violation. Spoke with Assistant Chief Timmons concerning documentation. She copied the documentation and delivered it to City Hall. Spoke with Chief Staatz concerning other code violations on W. Walnut. Read and Responded to my afternoon emails. Spoke with Ben Castleberry concerning City Code and Zoning regulations. Made copies per his request of the documentation and he will be in by Monday to pick them up. Spoke with Chris Trapp, IT person for USD487 concerning the TEENS Fiber-Optic cable from the Library to the old elementary school. We also discussed the Sound System used in the Commission/Board Room. Spoke with Commissioner Hager concerning city and HPD issues. Spoke with Michael Ort, City Administrator of Jetmore, Kansas concerning our usage of the tree Ordinance and where the responsibility lies when it comes to Utility Lines being cleared of tree limbs. Spoke with Dennis Albrecht concerning internet service at the Sewer Plant. Spoke with Tom Ouellette from ISG. He is having issues getting Double Check from Manhattan, Kansas to contact him so he can setup our computer at the Herington Reginal Airport. I contacted Double Check and after our conversation they were more than happy to get Tom the information he needs. Talked with Brad Jantz. I forwarded documentation to his office. I secured City Hall at approximately 4:32 pm.

02/11: Spoke with Brad Jantz concerning city personnel issues. Working on documentation to address personnel behavior and other issues. Talked with Brad Jantz concerning Legal issues. Reviewed Zoning and City Codes. Working on a personnel training schedule.

02/12: Nothing to report today.

02/13: Internet access is not working. Internet access up and working. Read and Responded to my emails. Talked with Brad Jantz concerning personnel issues. Talked with Alan Meisinger concerning what level we are at now concerning the Hospital Project. Talked with Brad Jantz concerning the Bond Counsel. Talked with Chief Almes concerning Herington Police Department issues. Talked with Assistant Chief Timmons concerning Herington Police Department issues. Spoke with Chief Staatz concerning City Code violations. He will be here after lunch to pick up a Violation Letter for the property owner for delivery or service by mail. Spoke with Brent Chestnut with Benesch Engineering concerning “Safe Pathway to Schools,” through the Kansas Department of Transportation. They will work up the program for the city in March when KDOT asks for projects. Read and Responded to my afternoon emails. Talked with Brad Homman, Dickinson County Administrator concerning a pre-noon meeting in Abilene. Talked with Brad Jantz concerning Legal issues. Spoke with Wilma McKee concerning Zoning and Code enforcement. Spoke with Emmy Brock concerning funding for the Herington Museum. Talked with Chelsea Morris with the U.S. Department of Agriculture concerning Water Project Bonds and Street funding. Talked with a business executive concerning bringing a branch business to Herington. I sent them information on available property in the city. Talked with Brad Jantz concerning personnel and Legal issues. Received the materials necessary to finish up the sound system in the Commission board room. Worked on filing of contracts, leases and other agreements. Working on city personnel files that include evaluations, disciplinary reports and other information. I secured City Hall at approximately 5:00 pm.