**City Manager Report**

February 27, 2017

**Week of February 21st – February 27th**

02/21: Read and Responded to my emails. Spoke with Chief Staatz concerning Code Enforcement issues. Went to Department Head Meeting, others present are David, Brenda, Lori, Kenny, Melissa and Leo. David: East side Circuit is the last 4160 Volt circuit to be completed. He is in the process of procuring supplies to complete the job. Brenda: Time Sheets to be turned in by Wednesday. Lori: Bobby is back at work. Kenny: He wants to hold a general public class for CPR; send Jason to Fire School, he is waiting for a grant for a CO2 Detector, he has sent out several letters for Code violations and has pictures of a property on S. 11th St. for Abatement at the next City Commission Meeting on March 7th. Melissa: new vests have been ordered. Leo: Schilling Construction will be sending a Street Paving Bid soon and the Mowing Seasonal Help needs to be in place by June. Meeting has ended. Spoke to Mary Edmondson concerning city wide recycling. Spoke to D.J. Neuberger concerning the floodplain. Working on the Work Order Service Log. Removed completed Work Service and Digging Orders and entered new orders. Talked with Buck Driggs and he will be at tonight’s meeting to discuss the Water & Light Project. Prepared documentation for tonight’s City Commission Meeting. Completed repairs to the Commission Room Sound System. Read and Responded to my afternoon emails. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning the Board’s decision on the Fiber-Optic cable that the school has abandoned going to the old Elementary School. Use of the cable would help taxpayer cost for the new telecommunications system. Denis said the School Board wanted another 30 days to think about it. Spoke with David Gehrke concerning Public Works Department issues. Spoke with Denise Wilson concerning Code Violation issues. Spoke to Dennis Albrecht concerning Wastewater issues and the new state system for reporting Sewer Plant Operations. Talked with Brad Jantz concerning city Legal issues. Trained City Hall staff on the new sound system operations. Talked with Roger Field from Lindburg, Vogel, Pierce and Faris, CPA’s concerning the 13th run of the General Ledger. Prepared the Commission Room for tonight’s meeting. Spoke with Rita Clary from the Kansas Rural Water Association concerning the Application and Public Hearing for the Water & Light Plant Project. I signed off as the designated agent on the documentation she provided for the continuation of the project. Spoke to David Gehrke concerning dead overhanging trees in the 600 block of N. D St. He said the Electric Crew would look at it and he would let me know when the work could be done. Spoke with Commissioner Jones concerning the Grant Writing Classes. Spoke with Brad Jantz concerning city Legal issues. Went to the City Commission Meeting. The Commission Meeting has concluded. I secured City Hall at approximately 8:07 pm.

02/22: Spoke with Larry Mein concerning electrical and tree issues at 403 E. Walnut St. Read and Responded to my emails. Spoke with Chief Almes and Officer Moeller. I signed off on Officer Moeller’s ID Cards for the Police Department. Also scheduled a time frame for making contact with members of the public. Talked with David Gehrke concerning city issues. Went to 201 S. 10th to speak to the residents concerning violations of the City Codes and to make an effort to resolve the current issues. Spoke to Brad Jantz concerning the City Codes and their application. Spoke to Chief Almes concerning the City Codes and State Statutes which have been the subject of the violations. Spoke with David Gehrke concerning utility pole and services lines located at 403 E. Walnut. Preparing for the Leadership Dickinson County Meeting being held at City Hall. Read and Responded to my afternoon emails. Talked with Brad Jantz concerning city Legal issues. Spoke with Larry Mein concerning the electrical issues at 403 E. Walnut St. Our Electric Crew will be there on Friday the 24th to address the Electric and Utility Pole issues. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning mutual interest issues with the School System. Spoke with Chief Almes concerning Herington Police Department issues. Talked with Jan Kimbrell concerning the trees overhanging the street on N. D St. I told her the trees will be dealt with on Thursday. We received a report from Kyle Lang, Deputy Director of the Department of Labor, Division of Industrial Safety and Health. The report concerns the Compliance Inspection performed by Scott Thompson of the KDOL on February 1st. We must have any issues noted by Scott brought into compliance by April 24, 2017. Went to speak at the Leadership Dickinson County Meeting. The LDKCO meeting has concluded. Addressed several issues relating to the Community. I secured City Hall at approximately 6:47 pm. Checked on a complaint of someone dumping trash at the Brush Burn Pile. There was someone at the site but they were dumping brush.

02/23: Read and Responded to my emails. I wrote a letter concerning personnel and forwarded it to Brenda for her records. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning mutual interest issues with the School System. We also discussed the benefits associated with the Leadership Dickinson County Meeting yesterday. Spoke with David Gehrke concerning the report involved with the Compliance Inspection performed by Scott Thompson of the KDOL on February 1st and that we must have any issues noted by Scott brought into compliance by April 24, 2017. Mike Walsh, owner of M&K Trash Service, will be meeting with me between 11:00 and 11:30 am today. Spoke to Mike Walsh concerning picking up trash for the city when people have moved out and what his procedure would be. Spoke to Dennis Albrecht concerning the future needs of the Sewer Plant will likely be. Read and Responded to my afternoon emails. Went to 201 S. 10th St. to have the residents fill out and sign documentation for the city. Investigated several areas having City Code violations. Working on code violation documentation. Spoke to Chief Almes concerning code violation investigations. Researching properties that have code violations and informing the property owners of their responsibility in remediating the violations. Talked with Brad Jantz concerning Legal issues. Spoke with Shawn Tiffany of Tiffany Cattle Company concerning fertilizer and the tonnage they use per year under the EPA guidelines on their leased farm ground. Spoke with Chief Almes concerning Herington Police Department issues. Reviewing the Work Order Service Log. Removed completed work service and digging orders and entered new orders. Spoke with Scott Ridder concerning an Electrical Internship with the city. I am working on documentation and preparing to start construction of the FY18 General Operations and Capital Improvement Budgets. Talked with Brad Jantz concerning city Legal issues. Spoke with Buddy Bayes and Marilyn Hopke concerning the repair of damage done to one of the walls inside the Community Building. After reviewing the repair of the damage by the responsible party, I agreed to the appropriateness of the repairs. Spoke with Chief Almes concerning city issues. I secured City Hall at approximately 6:49 pm.

02/24: Read and Responded to my emails. Spoke with Brad Jantz concerning city Legal issues. Spoke with David Gehrke concerning an Electrical Internship for the summer and gave him the individuals educational, work and general information. Spoke with Ingrid Herwick concerning the utilities at 201 S. 10th St. Spoke with Brenda concerning the handling of a delinquent utility account. Spoke to Dennis Albrecht concerning him touring a wastewater plant that has a Belt Press operation for the compaction of sludge. Investigating an issue with utilities on W. Walnut St. Spoke with Janet May and Ingrid Herwick. They came to City Hall to update the utility account. Spoke with Scott Ridder concerning his Resume. I told him it had been forwarded to the Public Works Director. Spoke to Lori Dornbusch concerning city issues. Talked with Larry Paine with the City of Hillsboro concerning SB-196. Topeka is trying to put problems in the way of smaller cities. Spoke with Bonnie Bowman concerning signage in front of her building. Leo is currently take down a big tree on N. D St. If they get done soon and have time they will erect a sign. Spoke with Tandi Reiff from Herington Mutual Insurance concerning a Blanket Bond insurance policy for certain employee positions. I told her to please go ahead and do that. Also, she asked about the Recycling trailer. Spoke with the Social Security Administration concerning employee retirement benefits. Read and Responded to my afternoon emails. Spoke with Don Osenbaugh, Pool Administrator for the Kansas Municipal Insurance Trust. KMIT is making a change in the way their workman’s comp claims are going to be processed in the future. Spoke with Rick Freeman concerning the Land Bank Meeting on Tuesday February 28th at City Hall. Rick is still sick and will be seeing a doctor on Tuesday so he will not be present for the meeting. Rick said Dave Jones has been notified. Spoke to Johnathan McGee concerning the property at 0000 N. 9th St. to utilize as a part year residence for his Recreational Vehicle. I told him I would have to research Zoning and City Codes to give him an answer. Spoke with Rodney Walker, President and CEO of Grant Central USA. My grant has been approved with the company to ensure the Grant Writing Classes will be held here March 23rd & 24th. City Hall is now closed for processing of Utility Bill documentation. I have secured City Hall at approximately 4:52 pm.

02/25: Reviewed the City Code Book from my home office. You should all give our three State Wrestling Tournament Men’s Wrestlers that went to Hays on Friday to do our School and Community Proud, a BIG PAT on the BACK! Although none of the three became State Champs, they are still CHAMPS in Herington!! Way to GO RAILERS!!! ☺

02/26: Nothing to report.

02/27: Internet service is not working again. The Internet is up and running. Read and Responded to my emails. Spoke with Chief Almes concerning Herington Police Department issues. Sent a response to Colin Hansen as requested for use by the Kansas Municipal Utilities organization to address the Kansas Legislature concerning SB-196 having to do with additional information. The information will inflame the passions of Kansas Taxpayers, as well as my own concerning local utilities. Spoke with Dennis Albrecht concerning his observations gained knowledge from the Manhattan Wastewater Plant and attending training at Kansas Municipal Utilities Training Center in McPherson on Friday the 3rd. Spoke with David Gehrke concerning the use of an Electrical Intern from Manhattan Technical School. My Grant Proposal in the amount of $10,497.00 has been approved by the President and CEO of Grant Central USA to Sponsor Grant Writing Classes on March 23rd & 24th at City Hall. The classes are being sponsored to help the community acquire grant funding skills to support different sectors within the community that the city budget is slow at or just plainly can’t help. Spoke to Stephen Jones from Dude Solutions concerning information and training to make City Government more accountable and transparent. Spoke to Nicole Swiger concerning Code Violations between Main and Walnut streets. I told her that M & K Trash Service has been notified to take care of these issues. Took 30 minutes to receive training via Webinar on the internet. Spoke with Andrew Reese concerning city employment. Spoke to Commissioner Hager concerning civic and public functions. Talked with Brad Jantz concerning Leases. Read and Responded to my afternoon emails. Spoke with Jeff Trussell concerning his Utility Bill and the proper language to use with Staff when in City Hall. Spoke with Thomas Guthrie, Superintendent for Nabholz Company concerning a used generator for the Sewer Plant. Spoke with David Gehrke concerning a more efficient way to keep track of Public Works Department tasks and generate documentation for fiscal budget purposes. Spoke to Beth DeMont concerning a new City Logo. Brenda and I went over it with Beth and she is going to incorporate a couple of changes and then get back with us. Spoke with Denis Yoder, Interim Superintendent for USD 487. We discussed the Grant Writing USA that will be sponsored by the City of Herington at City Hall March 23rd and 24th in the Commission Room. He will try to get school staff members interested in attending the classes. I secured City Hall at approximately 4:39 pm.