**City Manager Report**

February 6, 2017

**Week of January 31st – February 6th**

01/31: Read and Responded to my emails. Working on Zoning and citizen complaints. Preparing letters to be distributed to violators. Spoke with David Gehrke concerning personnel issues. Spoke with Dave concerning the pits at the Airport. Investigated Zoning and Code violations at 114 S. 2nd St. and 1st St. and West Walnut. Spoke with Leo Schlesener concerning signage and sign posts. Told him to procure them both. Spoke to Ron Maggard to set up a meeting. He will be available on Friday the 3rd. Talked with Brad Jantz concerning Legal and Zoning issues. Spoke with David Robbins concerning Lake and Reservoir issues. Spoke with Leo concerning discounts for materials. Spoke with David Gehrke concerning the replacement of the foot bridge at the Lake. The framework of the old one is too damaged to repair so we are going to construct an entirely new bridge. Read and Responded to my afternoon emails. Spoke with Shirley Meyer concerning the Mall. I laid out the plans for the revitalization of the Mall. Spoke to Brad Jantz. He was enroot to a meeting so I told him I would send a draft of what needed to be done concerning to Chapter VI of the City Code Book. Spoke to Cliff Stokes concerning the reconstruction of Brenda’s office. Spoke to Lori Dornbusch concerning the Hilltop Center. She will have Buddy Bayes come talk with me. Spoke to Chief Almes concerning Zoning issues on North B Street. Talked with Brad Jantz concerning several Legal issues. Spoke with Commissioner Hager concerning the February 7th City Commission Meeting. Spoke with Chief Almes concerning Zoning and Nuisance issues on West Walnut Street. Had a meeting with Office Staff concerning customer service. Today, two of our longest termed employees decided to retire together as they have been most of their working lives. Debbie Wendt, City Clerk and Finance Director and Mike Wendt, Public Works Director, responsible for the Water, Sewer and Electric Departments have decided to spend more time with each other. Debbie served the City of Herington for more than thirty-five (35) years and Mike was right on her heels having served the residents for more than thirty-four (34) years. Both are looking forward to spending more quality time with their children and grandchildren. Their retirements will be official on February 1, 2017. We wish them all the best in their travels. Researching to find city regulations concerning distances required under the Zoning provisions for businesses. I secured City Hall at approximately 6:37 pm.

02/01: Read and Responded to my emails. Talked to Commissioner Jones concerning lighting issues. Talked with Mayor Souza concerning business issues. Spoke with David Gehrke concerning electrical issues. Spoke with Dennis Albrecht concerning wastewater issues at the Airport. Talked with Brad Jantz concerning contract and Legal issues. Spoke with David Gehrke concerning personnel issues. Scott Thompson from the Kansas Department of Labor is here for our annual inspection and review. Reviewing the Work Order Service Log. Reviewing employee personnel files. Spoke with Wilma McKee concerning Zoning issues. Talked with Brad Jantz concerning issues needing to addressed by the March 7th City Commission Meeting. Left City Hall to perform Zoning inspections in several areas of the city. Read and Responded to my afternoon emails. Working on several Zoning and City Code violation letters. Spoke with Leo concerning a Vibrating Roller attachment for the city’s Skid Steer Loader. Talked with Dicy Albrecht concerning a business issue. Spoke with Commissioner Walter in my office. Spoke with Wilma McKee concerning electrical issues. Spoke with Ron Biehler concerning an electrical meter. Spoke with Jones’ Electric to enquire on operating hours. Prepared the final FY16 Budget Expenditure document and forwarded it to the City Commission. Spoke with Brad Jantz concerning Zoning and City Code issues. I secured City Hall at approximately 6:57 pm.

02/02: Read and Responded to my emails. Talked with Mayor Souza concerning the time streets are scheduled to begin repair this year. I forwarded the tentative schedule and project list to her. Talked to Brad Jantz concerning several Legal issues. Spoke with Lisa at the Kansas Department of Agriculture concerning a complaint. She said Adam would call me back. Spoke to David Gehrke concerning several Public Works issues. Spoke with Leah Hern concerning Sheriff’s Tax Sale property Tax forgiveness. Told her I would get the documentation prepared for the four property owners requesting forgiveness. Spoke with Leo concerning signage for the Lake and Reservoir. Told him to order what we need for the upcoming season. Talked with Brent Chestnut with Benesch Engineering concerning KDOT’s request for City Connecting Link Improvements projects. Spoke with Ashley Hartung with the Tri-County Chamber of Commerce concerning the city Hosting Grant Writing Classes on March 23rd and 24th in Meeting Room B at the Community Building. Spoke to Beth Wade concerning 508 Kirkland and Zoning issues. Read and Responded to my afternoon emails. Talked with Lisa from the Kansas Department of Agriculture concerning food licensing. Spoke to Donnie Warren concerning issues on N. A St. Talked to Chelsea Morris with the U.S. Department of Agriculture concerning street financing issues. Spoke with Emil and Nichole Strauss concerning Zoning issues on S. A St. Spoke to Dennis Albrecht concerning the upgrades at the Sewer Plant. Read and Responded to my late afternoon emails. Talked with Mayor Souza concerning city issues. Provided documentation for Emil and Nichole Strauss concerning available property. Reviewing both Zoning and City Code Books. Working on Zoning and City Code violation letters. Working on documentation for Mayor Souza. One of our Long-Term employees has decided to retire from the City of Herington. Bret Beye has been with the city for more than thirty (30) years and is ready to seek new adventures in his and Lisa’s lives. Though Bret will be leaving the Public Works Department from the position of Water Distribution & Sewer Collection Foreman, he and his wife Lisa will remain residents of Herington. Join us in wishing them the best in life! Secretly, Bret said he would be willing to help out if he were needed. His retirement will be official on February 16, 2017. Forwarded documentation to the City Commission as information for the City Commission Meeting on February 7th. I secured City Hall at approximately 6:51 pm.

02/03: Read and Responded to my emails. Spoke with Robyn Heitfield with USD 487 concerning a permanent change in business hours for City Hall. Spoke with David Gehrke concerning city training issues. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning a 911 call that he was notified by dispatch about coming from the School District’s Office. We both came to the conclusion that dispatch was in error because our records do not show a call being made. Working on documentation for evaluations by department for all supervisors. Spoke with David Gehrke concerning streets and water. I gave him my project list of street paving and repairs. He advised me that our water system is now running on the auxiliary pump as the electronics for the primary pump keep failing. I told him to go ahead and get the new electronics to put the primary back in service. Spoke with Denis Yoder and he said the School District office would run the same hours as City Hall. Spoke with Brent Chestnut from Benesch Engineering concerning KDOT funding. Talked with Brad Jantz concerning personnel, code enforcement and other Legal issues. Spoke with David Gehrke concerning city issues. Spoke with the Dickinson County Appraiser’s Office concerning property records. Spoke to Gary Coup from the First National Bank in Hope concerning banking. Spoke to Chief Staatz concerning Code violations on Walnut. We also discussed personnel and Job Description issues. Read and Responded to my afternoon emails. Spoke with Butch Smith, Shawnee, OK concerning his property located at 1204 W. Walnut concerning Zoning and City Code violations by the tenants at that address. Spoke with Brent Chestnut and he’s to meet me at City Hall on Monday the 13th. Spoke with Roger Field concerning taxation concerns for hourly and salary paid personnel and how they relate to minimum wage requirements. Spoke with Tiffany Cattle Company to meet with Shawn and Shane next week. Spoke with Merlin Oswald concerning Airport issues. Also, I will meet with him next week to go to the Airport for meetings with Tiffany Cattle Company and to meet with Ben Retter and Josh Skocny at U.S. Stone Industries, LLC. Reviewed the city’s pest control contractors for city areas serviced and the monthly costs. Spoke with Tyler McClelland concerning the utilities at 211 W. Walnut St. being shut off by the home owner. Received an invoice from the residents of 201 S. 10th St. for electrical services. Prepared and sent documentation to the City Commission as information for the meeting; Tuesday, February 7th. Spoke with Brad Jantz concerning several Legal issues. Spoke with Commissioner Hager concerning city issues. Spoke with Mayor Souza concerning city issues. I secured City Hall at approximately 7:12 pm.

02/04: Read and Responded to my emails. Talked with Chief Almes concerning Herington Police Department activity. Working on a new contract with a local business. Also, answering questions posed by Mayor Sousa concerning city activities. Read and Responded to my afternoon emails. Completed Mayor Souza’s request for documentation and sent it to her. Working on the Vet Contract for dogs. The internet is down. I secured City Hall at approximately 7:29 pm. Spoke with Brad Jantz concerning Legal and Contract issues.

02/05: Read and Responded to my emails. Spoke with Chief Almes concerning Dickinson County, Herington Municipal Court, Herington Police Department and Community complaint issues. Also talked about people that are appearing on the World Wide Web.

02/06: Read and Responded to my emails. Spoke with Brenda concerning Utility penalty issues for this month. Spoke with Mike Walsh, Owner of M&K Trash Service concerning customers placing their solid waste at another location trying to avoid paying for trash service. Spoke with Dicy Albrecht concerning Gendreaux and the W. Walnut Market. Spoke with David Robbins concerning Lake and Reservoir issues. Spoke with Beth Wade concerning Zoning issues. Spoke with Scott Wildman concerning Zoning and Permit issues. Left City Hall to evaluate Zoning violations. Read and Responded to my afternoon emails. Spoke with Dianne Walters concerning Cable Television and the Minutes from the CVB Board Meeting Zoning issues. Working on Building Permits and Zoning violations. Spoke with Neal Daney concerning the Kansas Municipal Energy Agency and Southern Power Association issues. He will be sending me documentation via email. I will meet with KMEA in Overland Park, Kansas on the 21st at 10:30 am. concerning our revolving loan accounts. Spoke with Brad Jantz concerning Legal issues. Spoke with Duane Bauer concerning Zoning and City Code issues. Spoke with Beth Wade concerning 508 E. Kirkland. Issued a Building Permit to Beth and Lyle Wade. Spoke with David Robins concerning Lake and Reservoir issues. I secured City Hall at approximately 6:23 pm. Talked with Brad Jantz concerning Legal issues.