**City Manager Report**

January 16, 2017

**Week of January 10th – January 16th**

01/10: Read and Responded to my emails. Working on evaluation documentation. Talked to Shirley Meyer concerning the Mall issue. Spoke to David Gehrke concerning public works issues. Spoke with Mike Wendt concerning city issues. Spoke with Spoke with Brad Jantz concerning Legal issues. Working on personnel files. Spoke to Bret Beye concerning personnel issues. Spoke to Buck Driggs concerning the Water & Light Plant Project. Spoke to Sugar Juneau concerning city safety issues. Spoke to David Robbins concerning Lake and Reservoir issues. Spoke with Rita Clary from the Kansas Rural Water Association. She is running late but will be here by 10:30 am. Spoke with Cathy concerning time sheet calculations. We reviewed the personnel handbook concerning time and calculations. Given the handbook didn’t draw a direct correlation to the issue I made a management decision to address the issue. Read and Responded to my afternoon emails. Working on the new personnel evaluation system. Spoke with David Gehrke concerning his upcoming vacation. Spoke to Bonnie Bowman concerning business issues. Spoke to Shawn Tiffany concerning lease and business issues. Spoke with Assistant Chief Timmons concerning Herington Police Department issues. Spoke with Rita concerning the submission of the application for the Water & Light Plant Project. Spoke with Buck Driggs concerning additional issues with the Water & Light Plant Project. He will be here to meet with me tomorrow. Received to bids on salvage of a steel tank owned by the city. Spoke to Leo concerning the city’s bidding process for used property. Spoke to David Shaw concerning utilities. I secured City Hall at approximately 6:09 pm. Left to attend a Veteran’s of Foreign Wars meeting at the Tri-County Chamber of Commerce. Left the VFW Meeting at approximately 7:44 pm and went home.

01/11: Unable to Read and Responded to my emails. Internet access is unavailable. Spoke with Brad Jantz concerning Legal issues. Working on legal issue documentation. The internet is back up, Read and Responded to my emails. Spoke with David Robbins concerning Lake issues. Spoke with Dennis Albrecht concerning public works issues. Spoke with Cathy concerning Cemetery issues. Spoke with Leo Schlesener concerning personnel issues. Spoke with Brenda concerning personnel evaluation issues. Working with State Statutes. Spoke with Trampus Monnington concerning city issues. Read and Responded to my afternoon emails. Met with David Gehrke and Buck Driggs concerning the documentation requested by the Kansas Department of Health & Environment concerning the Water & Light Plant Project. By the end of the meeting Buck had all the information he needed at this time to once again address the issue with the KDHE. Spoke to Mark Maybee concerning personnel issues. He said he would get me the information that I requested. Spoke with Trampus Monnington concerning city personnel issues. Working on several different city documents on personnel evaluations, contracts, legal, grants and Zoning issues. Reviewing personnel files. Preparing documentation for the Herington Land Bank and the Board of Zoning Appeals meetings to be held tomorrow night and both in City Hall at 6:00 pm. Talked with Mayor Souza concerning city legal issues. Talked to Chief Almes concerning Herington Police Department issues. Spoke to Dicy Albrecht concerning Zoning and the commercial Permit process involving Gendreaus. Talked to Chief Almes concerning HPD performance issues. Spoke to Cathy Reese concerning personnel issues. I secured City Hall at approximately 6:00 pm. Talked with Brad Jantz at approximately 10:06 pm concerning Legal issues.

01/12: Read and Responded to my emails. Talked with Rita Clary from the Kansas Rural Water Association concerning the need to send additional Engineering Reports and/or Contracts to the Kansas Public Water Supply Loan Fund. Brenda Wildman will be acting as Zoning Administrator for the Board of Zoning Appeals tonight at 6:00 pm in the City Hall Commission Room. I will be meeting with the Herington Land Bank as process adviser during their meeting tonight at 6:00 pm in the City Hall basement Meeting Room. Read and Responded to my afternoon emails. Spoke with Dicy Albrecht concerning needed documentation for her request. Reviewed several hundred documents, filed some, destroyed others and forwarded some to other departments. Prepared documents for the Board of Zoning Appeals Meeting and for the Land Bank Meeting, both at 6:00 pm. Reviewing personnel files. Went to the Land Bank Meeting at approximately 5:45 pm. The Meeting of the Board of Zoning Appeals concluded at approximately 6:45 pm. The Meeting of the Land Bank concluded at approximately 7:35 pm. Read and Responded to my emails.

01/13: The internet is down. I went down stairs and reset the system. Read and Responded to my emails. Talked with Brad Jantz concerning legal issues. He requested a copy of one of the city’s ordinances. I researched and found Ordinance 1695 and forwarded it to Brad. Spoke with Jason Alt concerning personnel issues. Responded to additional emails. Spoke with Dennis Albrecht concerning city personnel issues. Spoke with Leo concerning the required inspection of the Reservoir Dam by an engineer. Leo said he would check on an engineer to see if a contract with the engineer is possible. The inspections of the Reservoir and the Lake rotates as one is performed every three years and the other is performed every five years. The inspections are required by the Kansas Department of Agriculture, Water Structures Division. Read and Responded to my afternoon emails. Spoke with Roger Boeling concerning the Herington Land Bank. Spoke with Lee Floyd concerning automotive equipment that we need. I had him bring documentation as to what type of equipment he needs so I can research for the best price. Spoke with Commissioner Jones concerning the Land Bank’s available property. Spoke with Brad Jantz concerning Legal issues. Working on personnel evaluation documentation. Working on City Ordinances. Spoke with Commissioner Jones concerning the Land Bank Annual Report to be completed by Tuesday the 17th. Working with K.S.A. 12-5901 et seq., which governs the Land Bank. Writing budget templates and annual report templates for the Land Bank. Forwarded the budget templates to Brad Jantz for review and comment. I secured City Hall at 10:43 pm.

01/14: In my office at approximately 11:20 am. Read and Responded to my emails. Talked with Brad Jantz concerning Legal issues. Talked with Mayor Souza on issues concerning internet security. Talked with Commissioner Jones concerning Land Bank issues. Working on statutes concerning the Land Bank. Working on documentation to be presented to the City Commission on Tuesday the 17th at the second regular meeting for the month of January. Sent documentation to Brad Jantz for his review and comment. The national Weather Service has reported rain falling in Wichita at approximately 2:36 pm. Spoke with Commissioner Jones concerning Land Bank issues. Continuing to work on documentation for the City Commission on Tuesday the 17th. I secured City Hall at approximately 6:44 pm.

01/15: No immediate issues to deal with today.

01/16: Read and Responded to my emails. Spoke with Matt Strawhacker concerning legal issues. Spoke with Cliff Stokes concerning city issues. Spoke with Leo Schlesener concerning surplus government equipment. Spoke with Darrell Geist concerning city issues. Spoke with Dennis Albrecht concerning city issues. Spoke with Leo concerning street contractors. We will be meeting with a contractor concerning the bid of laying asphalt. Working on personnel evaluations and documentation. Spoke with Andrew Reese concerning city issues. Spoke with Evette Ebright concerning the Roadhouse roof. I have Leo checking it out to find a solution to the problem. Read and Responded to my afternoon emails. Spoke to Dennis concerning personnel evaluation issues. Spoke to David Staatz concerning personnel issues. Asked David if would like to be the Cemetery Sexton for the city. Spoke to Evette concerning the utilities at the Roadhouse. Leo feels the solution would likely be replacing windows at the Roadhouse. The ceiling tile issue is ongoing from the summer inspection. Spoke to Evette concerning foundation grants. Spoke to Chief Almes concerning Herington Police Department evaluations and other issues. Spoke with Commissioner Hager concerning city issues. The USD 487 Board of Education started their meeting in City Hall at approximately 6:30 pm. Spoke with Zarra concerning city issues. She wants to meet with me at 9:00 am tomorrow at City Hall. The Board of Education Meeting is still in session. I am leaving City Hall at approximately 8:17 pm.