**City Manager Report**

January 23, 2017

**Week of January 17th – January 23rd**

01/17: Read and Responded to my emails. Spoke with Brad Jantz concerning Legal issues. Working on evaluation documentation. Started the Department Head Meeting at City Hall. Those present were Leo Schlesener, David Kahle, Ken Staatz, Merlin Oswald, Russ Almes and Lori Dornbusch. Leo is working to setup street projects and the contractors we will use to perform various tasks including; Curb & Guttering, Storm Water Drainage, Paving, Material Removal and Finish Work. David related that our small Bucket Truck is in disrepair, mainly due to servicing the city and age of more than 20 years. He also said the placement of an extractor in the Fire Department is moving forward and that other issues are being addressed by the Electric Department. Ken reported that the City’s Hazmat Team dealt with an Alcohol release at Union Pacific. Merlin reported that one of the Hangers at the Airport has a Leaking Roof due to the winds dislodgement of several roof stabilizers. Russ gave a report concerning the activities of the last two weeks and Lori reported that Bobby was back at work and the Hilltop will soon be to full capacity and that Homestead Village only has one apartment vacant. The meeting ended and I addressed some issues one-on-one with two of the Department Heads. Spoke with Zarra McKenna from The Herington Times concerning city issues. Spoke with David Kahle concerning the Fiber-Optic cable for the city’s communications system. Talked with Commissioner Jones concerning the Annual Report of the Land Bank. Spoke with Andrea Purvis, Dickinson County Attorney. I will be meeting with her in Abilene tomorrow. Read and Responded to my afternoon emails. Spoke with Chief Almes concerning a lost or stolen vehicle tag. Preparing and distributing documentation to the City Commissioners concerning their regular City Commission Meeting tonight. Spoke with David and Brenda concerning the purchase and use of Electric Meters. Spoke with Leo concerning street issues. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning internal issues. Spoke with an outside vendor concerning vehicle sales. Spoke with Brad Jantz concerning needed documentation for tonight’s city meeting. Contacted Commissioner Jones concerning tonight’s meeting. Spoke with Rick Freeman concerning the Mall. Spoke with Commissioner Walter concerning tonight’s meeting. Spoke to staff concerning personnel areas of interest and/or concern. Went to the City Commission Meeting. The City Commission Meeting ended at approximately 7:00 pm. I secured City Hall at approximately 7:16 pm.

01/18: Read and Responded to my emails. Talked with Brad Jantz concerning Legal issues and that I am going to the county seat. Spoke with Chief Staatz concerning documentation on CD’s. Talked with Mike Wendt concerning city issues. Chief Staatz delivered the requested CD’s to be reviewed. Spoke with Ashley Hartung concerning the Chamber of Commerce. Spoke to Dennis Albrecht concerning personnel issues. Spoke with Ed Mueller concerning the Convention and Visitor’s Bureau. Spoke with Commissioner Jones concerning city issues. Leaving to go to the County Seat in Abilene at approximately 12:05 am. Returned from Abilene at approximately 3:57 pm. Read and Responded to my afternoon emails. Spoke with Leo concerning street issues. Spoke with Chief Almes concerning HPD issues. Spoke with Chief Staatz concerning HFD issues including Engine #5. Working on personnel evaluation documentation. Investigated 201 S. 10th St. for electrical usage. I found several lights to that address were in use and active at approximately 6:30 pm. Went to the Tri-County Free Fair Board Meeting starting at approximately 7:00 pm. The meeting concluded at approximately 8:34 pm. Cleaned up the Board Room and went home at approximately 8:53 pm.

01/19: Read and Responded to my emails. Spoke with Brad Jantz concerning Legal issues. Met with Ruani Alcorn concerning the Panda Restaurant. Went to the Herington Economic Development Committee Meeting at 9:15 am. The meeting concluded at approximately 9:40 am. Spoke with Fred Olson concerning city issues. Working on documentation for today’s Convention and Visitor’s Bureau board meeting. Spoke with Mark Homer concerning his properties in Herington. Reviewing violations of the city’s Zoning Code. Letters will be issued to alleviate those violations. Further steps will be taken to bring property owners that have violations into compliance. Read and Responded to my afternoon emails. Spoke with Dicy Albrecht concerning her current and new business ventures. Spoke with Mike Wendt concerning personnel issues. Talked with Mayor Souza concerning many areas of policy, property and general city needs. Spoke with Chelsea Morris with the U.S. Department of Agriculture concerning the funding for Herington Municipal Hospital. After doing what I needed to do for the USDA, I directed Chelsea to Brad Jantz, City Attorney to acquire the rest of the funding information to get the project moving. Went to the CVB Board Meeting being held in the Chamber of Commerce Board Room at approximately 3:20 pm. The CVB Meeting concluded at approximately 4:39 pm. Spoke to Rick Freeman concerning the Mall. Read and Responded to my late afternoon emails. Completed preliminary documentation to start off with tomorrow morning. I secured City Hall at approximately 6:11 pm.

01/20: Read and Responded to my emails. Reviewing the City Code Book. Spoke with Chief Staatz concerning Zoning documentation. Spoke with Mike Wendt concerning city codes. Spoke with Chief Almes concerning Code Enforcement. I told him to meet with the city’s Electrical Inspector and proceed to an address in the city to perform a possible City Code violation. Prepared and sent documentation to the City Commission and Brad Jantz concerning Legal issues. Working on City Code and Zoning violations. Read and Responded to my afternoon emails. Still working on City Code and Zoning violations. Spoke with Zarra McKenna concerning city issues. Spoke with Lee Floyd concerning one of the HPD vehicles. Working on several issues that require extensive documentation. This will cover most of the afternoon to complete. Spoke with Chelsea Morris with the U.S. Department of Agriculture concerning the street loans for different areas in the city. I have forwarded everything to her that I had forwarded to the first loan officer that is no longer in Kansas. She will be working with USDA engineers to get plans made and submitted as quickly as possible. I secured City Hall at approximately 5:07 pm.

01/21: Went to City Hall to retrieve keys for the Community Building and the sound system. The company representative in use of the Community Building Saturday night failed to pick up the keys on Friday. I had to train them on the sound system controls and how to shut the system down.

01/22: Talked with Mayor Souza concerning business Licensure for one of the businesses in the city. There was concern directed at the business operations. After discussing the issues with the business manager I again talked with Mayor Souza about the concerns. I told the Mayor that I was satisfied that there would be no issues and that I would verify the businesses documentation first thing Monday.

01/23: Went to the business discussed with Mayor Souza on Sunday. The owner provided me with the necessary documentation upon request. I asked for additional documentation which they will provide as soon as they acquire a copy from the state. Read and Responded to my emails. Annetta Flax has joined the Team for training as the new Deputy City Clerk/Treasurer for the city. Brenda Wlidman will officially take over as the new City Clerk/Finance Director on February 1st. Please congratulate both employees as they strive to meet your needs from their new positions with the City of Herington! Spoke to Leo Schlesener concerning issues with city streets and areas at the Lake and Reservoir. Spoke with USD 487 personnel concerning city issues.

Read and Responded to my afternoon emails. Working on the city personnel evaluation system concerning job descriptions, job functions and job expectations. Spoke with Matt Strawhacker concerning city issues. Spoke with Beth Wade concerning street and other issues. Spoke with Leo and he is having asphalt picked up now. He plans to start patching potholes this afternoon or first thing in the morning. Writing a letter of violation to one of our local landlords. I secured City Hall at approximately 5:08 pm. Attended the Chamber of Commerce Banquet held at the Community Building. Many attended the event benefitting the Chamber. Several people received awards from the City of Herington. The Banquet concluded at approximately 8:50 pm.