**City Manager Report**

July 25, 2016

**Week of July 19th – July 25th**

07/19: Read and responded to emails. City Manager’s Department Head meeting at City Hall. Members present; Debbie, Ken, Leo, Lori, Merlin, Mike and Russ. General meeting with all employees scheduled for August 1, 2016. Spoke with Ann Waddell from Waddell & Reed concerning financing. Spoke with Chief Staatz concerning Fire Department issues. Spoke with Chief Almes concerning Police Department issues. Spoke with David Robbins concerning Lake issues. Contacted Stroda Plumbing Service to resolve issues at 202 S. A St. Spoke with Rose Kubistol concerning issues at her property on S. A St. Preparing for City Commission meeting. Lori brought the bid, roofing certificate and insurance copies from Eaton Roofing for me to read and sign to begin the Homestead Village Roofing Project. Spoke with Tandi Reiff concerning coverage of the city’s property insurance. Spoke with Leo concerning placement of curfew signs at the entrances of the south park. The signs will be placed tomorrow. Spoke with Chief Almes concerning the curfew at South Park. Attended the meeting of the Herington Land Bank and assisted the Board in any manner that was necessary to accomplish their goals. Conferred with a Herington citizen who related several concerns involving the betterment of the city. Attended the City Commission meeting. Many subjects were discussed including the FY17 Budget. The Commission approved Resolution #882 granting budget authority to exceed the mill levy set by Dickinson County and they established the Public Budget Hearing to be held on August 8th at 6:00 pm. There was also a large contingency attending to discuss the future of the Roadhouse Youth Center. After the meeting concluded, I passed on needed documents to Brad Jantz concerning legal issues.

07/20: Cleaning up the FY17 Budget Document in preparation for its publication in The Herington Times, the city’s official newspaper, concerning the date and time of the Public Budget Hearing. Spoke with Buck Driggs concerning city maps. He will be here Friday at 9:00 am. Spoke with Leo concerning several issues that needed to be addressed. Delivered the FY17 Budget Document, a copy of the Roadhouse Lease Agreement and a property legal description of 700 S. Broadway to all City Commissioners. Inspected several areas of the city. Checked on a Zoning issue at 5 N. F St. Took information and a complaint concerning a grass cutting issue and property damage. Instructed Theresa to come to City Hall at 8:00 am tomorrow to choose where she wants the filing cabinets for the Municipal Court placed. Instructed Leo to bring a member of his crew to City Hall at 8:00 am tomorrow to place the filing cabinets where Theresa wants them.

07/21: Out of the office, went to Lenexa, KS. Back at City Hall, 3:15 pm. Spoke with Cathy concerning citizen issues that occurred during my absence today. Read and responded to my emails. Spoke with Mark concerning a city service issue. Spoke with Mike about an electrical issue. The North Circuit went down due to weather temperatures and demand. Currently power has been restored. Spoke with Brad Kness concerning an issue with the city’s meter readers that occurred today. Talked to Brad Jantz concerning several legal issues. Spoke with Mike concerning a procedural issue. Spoke with Ken Staatz concerning a fence permit issue. The North Circuit went down a second time due to weather temperatures and community demand. Mike and his crew are tying the North and West Circuits together to temporarily handle the demand and restore power.

07/22: Read and responded to emails. Working on an MBFER Report. Conferred with Buck Driggs on maps that outline the city’s boundaries. We also discussed street options. Spoke with Chief Staatz concerning Zoning issues. Spoke with Debbie concerning commission issues. Spoke with Harve Newlin from Hall Brothers, Inc. concerning the sealing of city streets. Spoke with Merlin concerning issues at the Airport. Spoke with Bret concerning the crew servicing the Water Tower at the Airport. Spoke with Darlene Griffiths about access to her property. Completed the MBFER Report. Conferred with Dave Jones concerning the MBFER Report. Spoke with Jason Simmons, the Reservoir Camp Host, concerning issues at the Reservoir. Lee Floyd is On Call this weekend.

07/23: Read and responded to emails. Working on paperwork to present to the Commissioners and the Public at the FY17 Budget Hearing to illustrate Accountability and Transparency in the Budget Document. Went home to work on the paperwork details.

07/24: Read and responded to emails. Working on paperwork to present to the Commissioners and the Public at the FY17 Budget Hearing to illustrate Accountability and Transparency in the Budget Document. Spoke with Lee Floyd concerning city issues.

07/25: Read and responded to emails. Spoke with Nancy Griffiths concerning a utility issue. Spoke with Jason Simmons concerning the Reservoir Camp Host position. Spoke with John Zeiner about the Camp Host position at the Reservoir. Spoke with David Staatz concerning the Lake and Reservoir. Spoke with Bonnie Bowman concerning the Mall building. Spoke with Ken Staatz concerning Zoning issues and issues at the Mall building. Talked with Brad Jantz concerning legal issues. Talked with J. R. Sparke concerning the CM weekly report. Ordered Laptop Cases for the City Commissioner’s city issued Laptops. Researched several city Codes and Ordinances. Took the Notice of Public Hearing for the FY17 Proposed Budget Document to The Herington Times to meet the requirement to publish as outlined in K.S.A. 79-2929. The Notice of Public Hearing is scheduled to be published in the newspaper on Thursday July 28th and the Budget Hearing will be held Monday, August 8th at 6:00 pm at City Hall. Spoke with James Conant concerning information that Elaine Conant had gathered concerning the history on the Herington Municipal Hospital. Spoke with Allison Kohls concerning curfew at the city’s Parks.