**City Manager Report**

June 12, 2017

**Week of June 6th – June 12th**

06/06: Read and Responded to my emails. Talked with Commissioner Jones concerning the new Personnel Manual. Went to the Department Head Meeting in the Commission Board Room at City Hall. The Department Head Meeting concluded at approximately 8:00 AM. Others in attendance were Brenda Wildman, Lori Dornbusch, Russ Almes, Merlin Oswald and David Gehrke. Kenny Staatz is serving his two-week commitment to the U.S. Navy. Brenda called for invoices to be in by Monday. Lori had no more to add. Russ stated the Herington Police Department had made several drug arrests. Merlin said that APAC had started the Airport Project of resurfacing the Apron. David said there were several projects going at this time. There was also comments given on the looks of the Cemetery. Spoke with Rachel Stevenson concerning a block party at her residence on June 16th. Spoke to Mike Mowat and DeVerne Longhoffer concerning trash collection at the Lake. Mike said he had talked to Mike Walsh of M&K Trash Service. He said they had agreed for the American Legion to directly pay M&K for trash. Brenda was read in on the payment arrangement. Spoke with Denis Yoder, Interim Superintendent of USD 487 concerning mutual issues. I sent a response to Commissioner Jones concerning the research he needed. Spoke to Leo Schlesener concerning the location of several city limits areas in the city. Read and Responded to my afternoon emails. Talked with Commissioner Nistler concerning information from the Personnel Manual. Spoke with Heidi Lockwood concerning city issues. Spoke with Brad Jantz concerning his attendance at tonight’s City Commission meeting. He will be sending me as much documentation that he has completed for tonight’s meeting. Spoke with Marcia Mathias concerning the Fireworks Committee. They are having issues with getting clearance from BMI in Topeka to have a D.J. play on Saturday, the 10th. Spoke with Rita Clary from the Kansas Rural Water Association. Rita is coming to meet with Brenda and I so we can wind up the remaining documentation on the Water & Power Plant Project. She will be here at 10:00 AM on June 14, 2017. Talked with Dennis from Discs Unlimited concerning Zoning Regulations and the City Code Book dealing with Shipping Containers. Spoke with Commissioner Nistler concerning tonight’s meeting. I have completed the new table of contents and made corrections to the new Personnel Manual. Working on the Index to said manual. Spoke with Natasha Hartman concerning a City Code complaint about roosters inside the City Limits. Spoke to Merlin Oswald concerning Lease issues at the Herington Regional Airport. Issues surround acreage land coverage by buildings, both existing and new construction. Merlin received the millings from APAC and had them distributed on the gravel roads surrounding the immediate area. Talked with Commissioner Nistler concerning the pay difference between certain beginning employees on the Pay Range Plan. Talked to Brad Jantz, he will be unable to attend tonight’s meeting due to illness. Checked the function of all Mics in the Commission Board Room. Replaced batteries as needed. Made Agenda packets as needed. Attending the City Commission Meeting, it will begin at 6:00 PM.

Awarded a Scholarship to Caylynn Hartman in the amount of $500 for her continuing education at the College of her choice. Mayor Souza started the City Commission Meeting. The City Commission Meeting concluded at approximately 7:30 PM. Spoke to the Leitoffs concerning the Lake and Reservoir camping codes. Spoke to Donnie Miller concerning Zoning Regulations, City Codes and Personnel issues concerning the rules. Read and Responded to my evening emails. Talked to Rita Clary with the Kansas Rural Water Association concerning our scheduled meeting at 10:00 AM at City Hall. I secured City Hall at approximately 8: 56 PM.

06/07: Read and Responded to my emails. Spoke with Dennis Albrecht concerning Sewer Plant issues. We discussed the next step in making required upgrades to the Wastewater System. Spoke with David Robbins concerning Lake issues. We are having a lot of furniture, trash and other items being left in or near the Lake and Reservoir. We are also having people speeding in and around the area. Spoke with Lori Dornbusch concerning issues at Homestead Village. Talked with Brad Jantz concerning issues from the City Commission Meeting from Tuesday night. I will be sending him documentation concerning litigation. I spoke with Alan Meisinger, Administrator of Herington Municipal Hospital. He is sending me documentation that I will be forwarding to Brad Jantz. I sent documentation to Alam Meisinger, Administrator of HMH per his request. Spoke with Jean Darrah with the Kansas Department of Agriculture concerning the Padilla Bridge. She is sending me documentation to close out the file on the bridge prior to the end of June. Spoke with Brad Jantz concerning city Legal issues. We also discussed transferred documentation concerning litigation and issues tabled from last night’s City Commission Meeting. Spoke with Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. He will contact Brenda Wildman concerning an accounting procedure. Read and Responded to my afternoon emails. Spoke to Commissioner Hager concerning city issues. We also discussed the High School Senior Internship Program. I am working on the Monthly Budget Expenditure Report for April. Talked to Merlin Oswald concerning the Herington Economic Development Committee. There will be an HEDC members meeting tonight at 6:00 PM in the Commission Board Room inside City Hall. I have completed the April 30, 2017 MBER. I have forwarded a copy of the report to the City Commissioners and Brad Jantz. I am working on the FY18 Budget Document. Spoke with Natasha Barnett, Treasurer of the Herington Land Bank concerning a Tax Exempt Certificate for the Land Bank. Spoke with Roger Field to see if his company would be interested in performing the Audit of the Land Bank. He told me what documentation to have Natasha send to him and he would return a quote. Spoke to Leo Schlesener concerning the purchase of culverts. Signed off on the monthly Warrants. I am back working on the FY18 Budget Document. Spoke to Denis Yoder, Interim Superintendent for USD 487 concerning city issues. I am working on FY18 Budget supporting documentation. Talked with Commissioner Jones concerning the Land Bank. I forwarded the Land Bank’s financial documentation to Roger Field. I contacted Neal Daney with the Kansas Municipal Energy Agency to inquire as to where the city is concerning the change in Electric Transmission Companies. Went to an HEDC member meeting in the Commission Board Room. We discussed revenue generation possibilities that would assist businesses and the community

in sustained growth. Other members present were Merlin Oswald, Fred Olson, Ashley Hartung and Greg Wolff. The meeting concluded at approximately 7:30 PM. Talked with Dave Jones concerning Herington Land Bank Certified Accountant hiring issues. I secured City Hall at approximately 7:41 PM.

06/08: Read and Responded to my emails. I forwarded documentation to the city’s Commissioners for their review and comment. Talked with Brad Jantz concerning upcoming city issues to be discussed at the City Commission Meeting scheduled for 6:00 PM in the City Commission Board Room at City Hall on June 20, 2017. Contacted the Kansas Department of Revenue concerning a Sales Tax Exemption Certificate for the Herington Land Bank. Talked with Mayor Souza concerning city issues. She also gave me her review and comment on the forwarded documentation. Talked with Commissioner Nistler concerning city issues. She too, gave me her review and comment on the forwarded documentation. Spoke to Denis Yoder, Interim Superintendent for USD 487 and wants to meet with me to discuss mutual issues. Spoke with Sarah from the Kansas Municipal Energy Agency concerning Public Works Training in McPherson. Spoke to Dannie Idleman concerning contact names and numbers for the Tri-County Free Fair Board. Spoke to the Kansas Department of Revenue concerning the Sales and Use Tax Entity Division. Talked with the Internal Revenue Service concerning an EIN number for the Herington Land Bank. Spoke to Mark Cardula with the KDOR concerning statutory considerations for the Land Bank. Spoke with Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson concerning the Kansas Sales Tax Exemption for the Land Bank. He will get with KDOR and let me know what will be done. Talked to Ben Castleberry concerning the trailer on N. 12th Street and his Salvage Yard on W. 5th Street. Talked with Dave Jones concerning the status of the Land Bank issues. Prepared documentation for the Welch State Bank in Welch, Oklahoma. Read and Responded to my afternoon emails. Talked with Brad Jantz concerning city Legal issues. Spoke with Jason Hartung concerning City Code issues. He was sending Certified Mail for those whose lawns are needing mowed. I also received several contact numbers from him. Talked with Commissioner Stanford concerning city issues. She also gave me her review and comment on the forwarded documentation. Talked with Commissioner Jones concerning city issues. He also gave me his review and comment on the forwarded documentation. Spoke with Buck Driggs, owner of Driggs Design Group from Manhattan. He will be here on Thursday the 15th to discuss the Water Plant Project at 10:00 AM. Talked to Dave Jones concerning the Herington Land Bank. He was advising property owners in Logan Pointe concerning the issues and actions being done for the documentation of property there. Diane Walters notified me that there will be a Convention and Visitors Bureau Meeting on June 15th in the Commission Board Room at City Hall at 3:00 PM. Spoke to Lori Dornbusch concerning issues with Homestead Village Apartments. I am back working on the FY 18 Budget supporting documentation. Spoke with Tiffany Jeffery, City Clerk of Marion to set a date to meet with the Governing Body and Mayor Heitschmidt. Spoke with Marla Goeckel, City Treasurer of Council Grove to set a date to meet with the Governing Body, Mayor Shepard and City Danny Mathews. Spoke with Tina Spencer, County Clerk/Administrator to meet with her and the County Commissioners. Spoke with Michelle Garrett, County Clerk/Administrator to meet with her and the County Commissioners. Spoke to Denis Yoder, Interim Superintendent for USD 487 to discuss mutual issues. We discussed the Safe Pathways to School Project through the Kansas Department of Transportation. We also discussed a new Project that would increase city communications and information distribution. Read and Responded to my evening emails. Spoke with Commissioner Hager concerning city issues. He also gave me his review and comment on the forwarded documentation. I am back working on the FY 18 Budget supporting documentation. I secured City Hall at approximately 5:15 PM.

06/09: Read and Responded to my emails. Talked to Commissioner Stanford concerning city issues. I am working on the FY 18 Budget supporting documentation. Talked to Brad Jantz concerning communication distribution policies and guidelines. Spoke with Merlin Oswald concerning Herington Regional Airport issues. He will be meeting with me to receive start-up documentation for an Airport Project. Talked with Brad Jantz concerning city Legal issues and I received information on policy construction dealing with communications requirements. Spoke with Linda Brunner concerning City Code issues. Spoke to Marysue Roller, Mayor of Woodbine. She wants to meet with me to discuss several mutual issues, specifically the EPA Letter she received. She will be at my office at 1:30 PM. Talked with Brad Jantz concerning city Legal issues and I forwarded the requested documentation. Spoke with David Gehrke, Director of the Public Works Department. He will be meeting with me in the afternoon to go over some documentation. I am working on the documentation to construct the Monthly Budget Expenditure Report for May. Spoke with Lisa Beye concerning the Swimming Pool. She advised me on equipment conditions at the pool that need to be addressed from a replacement or repair point of view in the fiscal budget. Read and Responded to my afternoon emails. Met with Merlin Oswald at my office. We were discussing design and engineering of structures for use in the Airport Project. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning mutual issues. We discussed the communication upgrade project, asking for the Schools input. We also discussed Fleet issues and infrastructure costs. Spoke to Brad Jantz concerning city Legal issues and city equipment. Spoke with Neal Daney with Kansas Municipal Energy Agency concerning Electric Transmission. He said we are waiting to hear from the Southwest Power Association (SPA) and the Western Area Power Association (WAPA). He also said we should be getting the green light in September or October from both. Talked to Brad Jantz concerning city Legal issues. Spoke with Merlin Oswald, Herington Regional Airport Manager. He has advised me that another automobile just went speeding through 56/77 Intersection North bound without stopping. He was unable to get a License Tag number. I am working to resolve this re-occurring issue. Please, to everyone in the Community, use extra caution when you have to utilize that intersection. Marysue Roller, Mayor of Woodbine, and Brian Shippy, over Public Works and Water Operator, are here to discuss with me a letter they received from the EPA and other information. I assured Mayor Roller that I would appear at the City Council Meeting on June 12, 2017, to address this issue in a little detail so the Governing Body has a thorough understanding of what we are doing to alleviate water issues for their Community. Spoke with Floyd Albrecht concerning issues at his property located at 15 S. 11th Street. I told him I would investigate his concerns and contact him with my suggestions. Talked with Joe Palic, Engineer for the Kansas Department of Transportation. He is wanting to discuss upcoming work on our State Highway interfaces. Spoke with Linda Brunner concerning City Code violations. Talked with Brad Jantz concerning city Legal issues. I am working on the documentation to construct the Monthly Budget Expenditure Report for May. I secured City Hall at approximately 5:17 PM.

06/10: Read and Responded to my emails. I am working on the documentation to construct the Monthly Budget Expenditure Report for May. Spoke to Representative Dave Baker concerning city issues of concern. Spoke to Cathy Stover concerning Municipal Court issues. I told her I would investigate the issue and call her with the results. Spoke with Chief Almes concerning Herington Police Department and other policing issues. Talked with Brad Jantz concerning city Legal issues. Sent documentation to the City Commissioners for their review and comment. I am back working on the documentation to construct the Monthly Budget Expenditure Report for May. Completed the May MBER and forwarded it to the City Commission for their review and comment. Going to the Swimming Pool to ascertain the need for equipment replacement and to 15 S. 11th Street to investigate an issue. I secured City Hall at approximately 3:51 PM. I am going to the Swimming Pool to ascertain the need for equipment replacement. We need to replace the Platform for the Lifeguards due to deterioration of the material on which the Lifeguard stands. The North Platform is unusable and unsafe. The South Platform is usable and safe but will need repair just as soon as the North one has been refurbished. Went to 15 S. 11th Street to investigate a City Code violation issue. I discussed my findings with Leo Schlesener, Assistant Director of the Public Works Department. He is aware of the issue and will meet with me on Monday. Spoke with Chief Almes concerning Vandalism at the Lake and Reservoir. For those that use the Lake and Reservoir for Recreation, Please notify David Robbins, Camp Host at the Lake or John Zeiner, Camp Host at the Reservoir anytime you see illegal activity in these areas. These Recreation Areas are paid for and maintained through your tax dollars and are the source of your drinking water. Thank You for your help!

06/11: Read and Responded to my emails. I am working on documentation for the FY18 Budget Document. Talked with Brad Jantz concerning city Legal issues. I secured City Hall at approximately 4:45 PM. Worked on support documentation for the FY18 Budget at my Home Office.

06/12: Read and Responded to my emails. I am working on support documentation for the FY18 Budget Document. Spoke with Angel and Milagros Roman concerning City Code inforcement issues. I told them I would look into the issue and get back with them. Spoke with Joe Palic, Area Engineer for the Kansas Department of Transportation concerning the highways that run through the city. Spoke to David Gehrke, Director of the Public Works Department concerning several issues. He is aware of equipment repairs needed at the Swimming Pool. He is scheduling the work to be done. Spoke with Robert Collins, Mayor of Elk City, Kansas concerning Public Water Suppliers. His city is experiencing issues with state authorities. We discussed alternative resources for wholesale water distribution systems. Read and Responded to my afternoon emails. Spoke to Spoke with Leo Schesener, Assistant Director of the Public Works Department concerning drainage and City Code issues. Spoke to Milagros Roman concerning the answers to her City Code questions. Spoke with David Gehrke concerning water distribution issues. Spoke to Buddy Bayes, Building Maintenance Chief concerning city issues. Spoke with Natasha Barnett concerning the Herington Land Bank and Herington Police Department issues. I am again working on support documentation for the FY18 Budget Document. Spoke to Brad Jantz concerning several city Legal issues. Natasha Barnett delivered documentation concerning the Land Bank. She gave me copies of the FY16 Revenues and Expenditures of the Land Bank to be scanned and forwarded to Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. Roger will be doing the FY16 Audit of the Land Bank as required by State Statute. I am preparing documentation to take to Woodbine, Kansas. I am meeting with the Mayor and City Council of Woodbine concerning Water Quality Reports and to advise them on where we are on the Water Plant Project starting at 7:00 PM. I am working on the FY18 Budget Document. I secured City Hall at approximately 6:30 PM. I am heading toward Woodbine. The City Council Meeting started at 7:00 PM. We went through two Executive Sessions at the end of the meeting to discuss Water Quality issues. The meeting concluded at approximately 9:08 PM. Mayor Roller and the City Council thanked the city for the information the received. I returned the city at approximately 9:32 PM.

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