**City Manager Report**

June 19, 2017

**Week of June 13th – June 19th**

06/13: Read and Responded to my emails. Spoke to Linda Brunner concerning City Code issues. Talked with Representative Dave Baker from Council Grove. He wants to meet with me in my office this morning concerning several issues that will have an effect on our city. Talked to Tandi Reiff concerning floodplain issues. Talked with Yvette Ebright concerning placement for the Roadhouse Youth Center funding on the June 20th Agenda. Talked with Robert Conger, City Administrator of Kechi, Kansas. He wanted to know how I was dealing with employee Sick Leave and the abuse thereof. Spoke to Representative Dave Baker. He will not be at my office until 1:00 PM. Spoke with David Gehrke, Director of the Public Works Department concerning Water Quality Testing. Spoke with Robert Collins concerning the Kansas Department of Health and Environment. We discussed Water Plant repairs and funding. Spoke with Rita Clary with the Kansas Rural Water Association. She will be here tomorrow at 10:00 AM to finish up with what we need to do through KRWA to receive funding and begin the Water Plant Project. Spoke with Gary Whitaker from Severy, Kansas concerning Water Quality issues. Read and Responded to my afternoon emails. Spoke to Jason Alt, Foreman of the Water Division concerning equipment in need of repair and replacement at the Swimming Pool. He has scheduled the work to be performed. Met with Representative Dave Baker from Council Grove. We discussed Herington Regional Airport and several city issues. He gave me contact names and numbers for more information. Talked with Yvette Ebright concerning Roadhouse Youth Center issues. Spoke with Tandi Reiff concerning insurance for extracurricular activities at the Swimming Pool. We have insurance for this weekend’s swim meet. Spoke with Rita Clary with the Kansas Rural Water Association concerning needed documentation. I am working on supporting documentation for the FY18 Budget. Spoke with Commissioner Stanford concerning the Budget Workshop scheduled for 6:00 PM in the Commission Board Room at City Hall tonight. No members of the Public showed up for the workshop. I am working on supporting documentation for the FY18 Budget from my Home Office. I stopped working at 12:03 AM.

06/14: Read and Responded to my emails. Reviewing all messages from yesterday that were not responded to. Spoke to David Robbins concerning damage done at the Lake and illegal use of All Terrain Vehicles. Talked with Merlin Oswald, Manager of the Herington Regional Airport concerning a Vendor meeting at City Hall on June 19th at 10:00 AM. Talked with Chief Almes concerning Herington Police Department issues and Lake damages. Spoke to David Gehrke, Director of the Public Works Department. The Fiber-Optic Cable and Hardware needed to complete the Telecommunications Upgrade has been ordered from Border States Electric Supply in Manhattan, Kansas. Talked with Bernie Hayen, Finance Director of Manhattan. As soon as he gets to his office he wants to discuss issues of interest to the city. Rita Clary with the KRWA has arrived at City Hall. Spoke with Jessica Unruh with APAC, Inc. in Salina. She needs a State Project Exempt Certificate for material purchases for the Airport Project. I acquired a PEC from the Kansas Department of Revenue and forwarded it to Jessica. I have Annetta Flax, Deputy City Clerk, assisting Rita find the information she needs to prepare the documentation to finalize the Water Plant Project funding. Spoke to Leo Schlesener concerning Public Works Department issues and Alleyway Easements. Read and Responded to my afternoon emails. Met with Ben Castleberry concerning city issues and Zoning. Talked with Roger Brock concerning an Alleyway Easement. He will call me later today. Spoke with Virginia Brunner concerning property issues. Spoke to Lori Dornbusch concerning the Kansas Department of Transportation. They need documentation concerning Bus Revenues and Expenditures. Spoke with Rita Clary concerning the Water Plant Project. We have constructed all documentation to submit the Application to the U.S. Department of Agriculture. I have signed the documentation and submitted it to the USDA. At this point we are waiting for the USDA to come to the city, get the final approval of the City Commission and have it signed by the Mayor. Spoke to Roger Brock concerning the Alleyway and trash being disposed of in the Alley. Spoke to Jason Hartung concerning City Code violations at 101 S. 9th Street. He will go investigate. Rita Clary with the KRWA has left City Hall. Spoke to Bernie Hayen, Finance Director for Manhattan, Kansas. He sent me a new Tax Lid Evaluation Form. Spoke with Jessica Unruh with APAC Inc. from Salina. Spoke with the Kansas Department of Revenue concerning an update to the Project Exempt Certificate. They will have their Specialist call me tomorrow. Received the SRTS Application for a Phase I Study from Brent Chestnut, PE with Benesch Engineering in Manhattan. He also sent a sample Ordinance. I am working on the FY18 Budget Document. I secured City Hall at approximately 7:43 PM.

06/15: Read and Responded to my emails. Talked with Jessica Unruh with APAC, Inc. concerning the Airport Apron Project. Spoke with Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. The Audit Team will be here on June 19th and 20th at 8:00 AM to perform our FY16 Financial Audit. Spoke to Natasha Barnett, Treasurer of the Herington Land Bank concerning documentation needed to perform the FY16 Financial Audit of the Land Bank. Met with Buck Driggs, Owner of Driggs Design Group from Manhattan. We went over the finished Water Plant Project Application. He says everything is good and ready to be funded. Spoke with Roger Field concerning the Land Bank. He will perform the Land Bank Audit next week when he does the City Audit. I am working on gathering the financial information for the Audit next week. Read and Responded to my afternoon emails. Spoke to Ed Mueller, President of the Convention and Visitors Bureau. He will be here for the meeting of the CVB Board at 3:00 PM in the Commission Board Room in City Hall. Linda Herbel requested to be put on the Agenda for the June 20th City Commission Meeting. Spoke with Brent Chesnut, PE and Project Engineer with Benesch Engineering in Manhattan, after receiving documentation for the Safe Routes To School Application. Spoke with Barbara Jones concerning the County Clerks Budget Information for FY18. She emailed the information to me. Received a Sales and Use Tax Refund Application from the Kansas Department of Revenue for the Airport Project. I went to the CVB Board Meeting. The CVB Board finalized their FY18 Project Agenda and Budget. The meeting concluded at 4:53 PM. Processed documentation received for the day. I secured City Hall at approximately 5:30 PM. I will be working from my Home Office. I went to the Tri-County Free Fair Board Meeting at 8:00 PM. We worked on the Agenda for the Fair in July. The meeting concluded at approximately 9:20. All members picked up materials for distribution throughout the Tri-County Area. Spoke with Merlin Oswald, Manager of the Herington Regional Airport concerning storm damage. He said all damage suffered was minor.

06/16: Read and Responded to my emails. I am working on the Agenda for the June 20th City Commission Meeting. Spoke with David Gehrke, Director of the Public Works Department concerning storm damage, clean up and disposal of trees and limbs. I sent the Agenda for June 20th and Minutes for June 6th to the City Commissioners for their review and comment. Spoke with Jessica Unruh with APAC, Inc. concerning asphalt materials sales tax. Spoke with Gordon Schroder concerning Zoning issues. Talked with Nelda Darwin. She will call me back concerning the Fireworks Committee. Spoke with Cliff Stokes, Foreman of the Streets Division of Public Works. He reported the streets are clear of trees and limbs. He said the yard brush will be picked up next Wednesday. Read and Responded to my afternoon emails. Nelda Darwin called and said she would get me the numbers of the Fireworks Committee. I spoke with Rusty Beames concerning the Mini Train and its Track. I expressed to Rusty that I wanted the track sills replaced so the Train could be used during the Fair in July. He said it could used now but the Club would be replacing as many sills as they could in time for the Fair. I am investigating where the city’s Mini Train is located. It’s not in the city and no one seems to know where it is. Spoke with John Daze of Daze Motorsports in Junction City. He said the Train is ready and he would have it delivered in time for the Fair. Spoke with Lori Dornbusch, Manager of the Hilltop Community Center and Homestead Village Apartments concerning Resident issues. Talked with Brad Jantz concerning city Legal issues. Spoke with David Robbins concerning more damage to City Property at the Lake. Spoke with Jason Alt, Foreman of the Water Division of Public Works. We discussed equipment repairs at the Swimming Pool. I forwarded documentation to the City Commissioners for the Tuesday, June 20th meeting of the City Commission. Talked with Mayor Souza who had questions concerning the documentation I sent the City Commission. Spoke with Brad Jantz concerning information forwarded to the City Commissioners. I secured City Hall at approximately 5:07 PM.

06/17: Nothing to report.

06/18: Nothing to report.

06/19: Read and Responded to my emails. Spoke with Davis Gehrke, Director concerning the Public Works Department. We discussed mailing and picking up the city’s mail issues. Spoke with Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. Roger and his staff are here to perform the statutory City FY16 Financial Audit. I also gave him the financial documentation to perform the statutory Herington Land Bank FY16 Financial Audit. Spoke with Virginia Brunner concerning a complaint involving issues that occur in the 700 block of N. B Street. Spoke with Chief Almes concerning the complaint made by Virginia Brunner. Spoke with Commissioner Hager concerning city issues. Talked with Brad Jantz concerning city Legal issues. Spoke with Rusty Beames concerning the Club’s intention to make repairs to the tracks of the Mini Train. He requested three picnic tables to be placed at the Train track area. Talked with Sarah Nistler concerning the Agenda. Our Internet Service just went offline. Spoke to David Gehrke concerning the need for three picnic tables to be taken to the Train track area and placed inside the tracks for the Club to use while working on the tracks. Met with Blair Benedict and Zack Lowrey from U.S. Congressman Marshall’s Office. We discussed the city’s need to receive funding from the U.S. Department of Agriculture for our needed projects in an expedient manner. Met with Merlin Oswald, Manager of the Herington Regional Airport, Ashley Hartung from the Chamber of Commerce and Robbie Golder of Schurle Signs, Inc. We discussed the logistics and expenses of placing an LED Sign in Herington. I am working on the FY18 Budget Document. The USD 487 Board of Education will be meeting in the Commission Board Room. Spoke with David Robbins, Camp Host of the Lake concerning vandalism issues at the Lake. I am answering questions by one of the auditors and producing documentation in support of our actions. Spoke with Dan Denning concerning issues on speed limits on 77 Highway, sidewalk policy, property line surveying and people living in houses that do not have the Utilities turned on. He also discussed Zoning Regulations as they pertain to placement of new buildings, specifically garages and storage structures. The USD 487 Board of Education is still meeting in the Commission Board Room. I am leaving for the day at 8:00 PM.

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