**City Manager Report**

June 26, 2017

**Week of June 20th – June 26th**

06/20: Read and Responded to my emails. Spoke to Marilyn Hopke concerning a funeral tomorrow. Talked with Commissioner Jones concerning personnel issues. Spoke to David Robbins, Lake Host concerning ATV’s, speeding and driving under the influence. Went to the Department Head Meeting in the Commission Board Room. Others present were; Lori Dornbusch, Russ Almes, Merlin Oswald, David Gehrke and Kenny Staatz. Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson and his Audit Team are here to work on the FY16 Financial Audit required by State Statute. Spoke to Merlin Oswald, Manager of the Herington Regional Airport concerning Airport issues. Spoke with David Gehrke concerning the new 6” meter that replaced the old meter. We also discussed the Fiber-Optic Cable. The Electric Crew has ran the Fiber-Optic Cable into the Public Safety Department. I am finishing the Agenda for tonight’s City Commission Meeting. Spoke with Brent Chesnut, PE with Benesch Engineering concerning the Safe Routes To School. He sent a sample Resolution. Spoke to Roger concerning documentation he needs. Spoke with Debbie Wendt concerning documentation location for Industrial Revenue Bonds. Spoke with Commissioner Hager concerning tonight’s City Commission Meeting. Spoke with Joni Rikard, City Clerk of Hope. I will be meeting with Larry Ryff and Gerard Morgan in Hope on June 30th at 8:00 AM to discuss their Water Supply Contract with the City of Herington. Read and Responded to my afternoon emails. Preparing for the City Commission Meeting. Spoke with Brad Jantz concerning city Legal issues. Printed the Agendas and June 6th Minutes for the Public. Spoke with David Gehrke concerning Public Works Department issues. Talked with Chelsea Morris from the U.S. Department of Agriculture concerning funding for the Hospital, Water Plant Project and the Street Paving. Spoke with Commissioner Hager concerning tonight’s City Commission Meeting. Spoke with Roger Field. He and his Audit Team will return tomorrow to complete the FY16 Financial Audit. He needs more information to perform the Herington Land Bank Financial Audit. Spoke with Rick Freeman and he will bring the needed information to the office. Rick Freeman provided Roger with the information he requested. I returned Rick’s copy of the documentation after making copies. I went to set up the Commission Board Room for tonight’s meeting. Spoke to Brad Jantz and went over tonight’s documentation with him. I went to attend tonight’s City Commission Meeting. The City Commission Meeting concluded at 8:46 PM. Spoke with Brad Jantz concerning needed documentation. I secured City Hall at approximately 9:37 pm.

06/21: Read and Responded to my emails. I completed the documentation of the Commission meeting and filed it. Spoke with Linda Brunner concerning Zoning Regulations and City Codes. Prepared documents to be signed, copied and gave them to Cathy the Utility Clerk. Spoke with Chief Almes concerning Hot Checks. Talked with Jake Schulte with Networks Plus on an updated Bid on the new Telecommunications Project. I confirmed the Bid and forwarded to Jake. Spoke with Buck Driggs concerning the initial Engineering Report. Doug Thompson, attorney for Woodbine, requested a copy to address the EPA’s letter. I authorized its release to Doug. Dealt with documentation on the Airport Project through the Federal Aviation Administration concerning the paving contractor APAC. Talked with Brad Jantz concerning city Legal issues. Spoke with Merlin Oswald concerning the Airport Project. Linda Brunner came in to pick up documentation concerning Zoning Regulations and City Code enforcement. Spoke to Jake Dallman concerning a leak at 107 S. G Street. I notified David Gehrke concerning the leak. Spoke with Lori Dornbusch concerning the KDOT/Hilltop Bus. Read and Responded to my afternoon emails. I am working on supporting documentation for the FY18 Budget. Spoke with Brad Jantz concerning city Legal issues. I am working on the FY18 Budget Document. I secured City Hall at approximately 5:17 PM.

06/22: Read and Responded to my emails. Spoke with Jennifer Rand concerning repairs of the Fair Office Building. I am working on the supporting documentation for the FY18 Budget. Spoke with Eileen Bryant concerning city issues. Spoke with Lisa Beye to see if there were issues that she needed me to address. Spoke Tod Hettenbach, President of the Fair Board to brief him on issues for the Fair in July. Spoke with Tary Morris concerning the South Park and the Mini Train. The plan is to utilize the Train for the Fair. Leon Klaus, Service Manager for the Phone Connection from Salina and Ryan Turner, with Parsons Communications, Inc. from Manhattan are here to check our Fiber-Optic System. They went down stairs for testing. Our Fiber-Optic Cable was active. They are going to the Public Safety Building to check the connections there. Met with Denis Yoder, Interim Superintendent for USD 487 and Ron MMMM concerning the School System. Denis will leave USD 487 on June 30th and Ron will become the new Superintendent of USD 487 on July 1st. Read and Responded to my afternoon emails. Spoke to David Gehrke, Director of the Public Works Department concerning personnel issues. Ryan Turner reported the Library Fiber-Optic Cable has one broken strand and three of the connections in City Hall are intermittent. He will have Evan Parsons contact me concerning the repairs. Spoke to David Gehrke concerning the condition of the city’s Fiber-Optic Cable. Spoke with Roger Field concerning Budget Law. Read and Responded to my late afternoon emails. I secured City Hall at approximately 5:22 PM. A side note: Hanna Kemble saved the life of a young boy yesterday at the Swimming Pool and was off duty at the time. As a Community we need to tell her ***Thanks!*** for being alert and taking care of our swimmers.

06/23: Read and Responded to my emails. Spoke with Dennis Albrecht concerning upgrades at the Sewer Plant. I have ask him to get the cost figures put together and we would make a plan for implementation for next year. Spoke with David Robbins, Camp Host at the Lake concerning customers not abiding by state and local laws, and creating damages to city property. Spoke with John Zeiner, Camp Host at the Reservoir concerning customers not abiding by state and local laws, and creating damages to city property. Talked with Chief Almes concerning Herington Police Department personnel issues, Fireworks use and enforcement of applicable

laws and regulations at the Lake and Reservoir. Read and Responded to my afternoon emails. We are experiencing a higher-than-normal loss from damages and vandalism at the Lake and Reservoir this year. Spoke with Mike Vogt from Employers Mutual Casualty Insurance Company (EMC) the city’s insurance provider. We discussed several issues concerning the city’s coverage. Mike was complimentary at the effort the city has made in keeping our Casualty claims at a minimum. Spoke with Ben Smith concerning Zoning Regulations and how they affect his property. Spoke with Chief Staatz concerning building permits and farm ground, and the history of their interaction as to the Zoning Regulations. Talked with Brad Jantz concerning city Legal issues. Spoke to Jennifer Rand Secretary and Fair Manager for the Tri-County Free Fair Board. We discussed the damages to the ceiling tiles at the Fair Board/City of Herington Office Building. She received bids for the replacement of the tiles. I am working on the FY18 Budget Document. Spoke with Alan Meisinger, Administrator for the Herington Municipal Hospital concerning sales tax and the financing of the Hospital. Alan forwarded financial documents to me. I secured City Hall at approximately 5:29 PM.

06/24: Checked on the progress at the Mini Train tracks. Spoke with Rusty Beames concerning disposal of the old Rail support sills. The Train Club is doing a great job readying the tracks for the Fair in July. Two members of a different Club from Tyrone, Oklahoma came from the Panhandle to Herington to help with the effort.

06/25: Nothing to report.

06/26: Read and Responded to my emails. I am working on the FY18 Budget Document. Met with Tod Hettenbach, President of the Tri-County Free Fair Board. We went to Marion County for a meeting with the County Commissioners. We discussed mutual issues between the County, Fair Board and the City of Herington. We came to an agreement to work with each other for our mutual best interest of the Public. We returned to Herington at approximately 10:15 AM. Spoke with Natasha Barnett concerning Herington Land Bank issues. We discussed the Financial Audit and the Animal Ordinance. I am working on the FY18 Budget Document. Read and Responded to my afternoon emails. Spoke with Janelle Dockendorf, Dickinson County Budget Director concerning the FY18 Budget. Spoke with Tandi Reiff with EMC Insurance concerning city insurance. Spoke to Leo Schlesener concerning the Street Project. Fireworks will be allowed to be shot off from 12:00 PM and 10:00 PM on Saturday and Sunday. The Code Book will be enforced on the 3rd, 4th and 5th as written. Be Safe of the 4th of July Independence Day Celebration. I am working on the FY18 Budget Document. Talked with Brad Jantz concerning city Legal issues. I secured City Hall at approximately 6:55 PM.

*(The rest of this page is intentionally left blank)*