**City Manager Report**

June 5, 2017

**Week of May 30th – June 5th**

05/30: Read and Responded to my emails. Spoke with Brenda concerning a personnel issue. Spoke to Commissioner Hager concerning city issue. Spoke to David Gehrke concerning a Public Works Department issues. Spoke with David Robbins, Camp Host at the Lake. Campers complained about noise due to All Terrain Vehicles operating at the Reservoir. Spoke to David Gehrke concerning the Herington Community Building. Spoke with Assistant Chief Timmons concerning Herington Police Department issues. Lake and Reservoir issues were discussed. Spoke to John Zeiner, Camp Host at the Reservoir concerning “NO SWIMMING” signs needed for the dock areas of the Lake and Reservoir. Read and Responded to my afternoon emails. Back working on the Personnel Manual. Talked with Mayor Souza concerning community service. Spoke to Ronald Cole concerning the Mall. Talked to Brad Jantz concerning the International Property Maintenance Code. Spoke with Lori Dornbusch concerning Homestead Village issues. Sent requested documentation to Brad Jantz. Spoke with Holly, secretary for City Manager Jason Gage of Salina concerning Ordinance issues. She is sending a copy of one of the City Code Ordinances. I sent documentation requests from Brad Jantz to be prepared for the City Commission Meeting scheduled for June 6, 2017 in the City Hall Commission Board Room at 6:00 PM. I am working on the City Code Book and the City Zoning Regulations Book to have two Codes and Regulations amended by the City Commission. I authorized closure of City Hall at 10:00 AM through the rest of the day so all employees can attend a funeral. City Hall will reopen at 7:00 AM on June 1st for regular business. I am once again working on the Personnel Manual. Talked with Mayor Souza concerning volunteers that want to help get the city cleaned up and make it safer and look better. Talked with Brad Jantz concerning documentation. I told him part of the information will not be here until tomorrow. I am once again working on the Personnel Manual. I secured City Hall at approximately 9:10 PM.

05/31: Read and Responded to my emails. Spoke to David Gehrke concerning Public Works Department issues. Spoke with Bonnie Bowman concerning City Code issues on E. Main Street. Spoke with Alan Meisinger concerning Herington Municipal Hospital issues. I received a copy of a vendor’s contract and a court case. Spoke with Glen Catlin concerning the Herington Inn and Suites Motel. He would like to be on the Agenda for Tuesday, June 6th. The information he left will be forwarded to the Commission. Spoke with Sally Martin, Secretary for the Superintendent of USD 487. Denis Yoder, Interim Superintendent of USD 487 will return to his office on June 5, 2017. Spoke to John Zeiner, Camp Host for the Reservoir concerning dumping issues at the Reservoir. Spoke to Leo Schlesener concerning preparation of the Community Building for a Funeral today. Talked with Brad Jantz concerning city Legal issues. I sent him a list of documentation needed for the City Commission Meeting on June 6th. I left to go to a Funeral at the Community Building. I have returned to City Hall. Read and Responded to my afternoon emails. I gathered documentation to be distributed to the City Commission, City Attorney and other entities. I am working on the city’s Personnel Manual. I went to 302 E. Walnut Street to investigate a damaged water meter pit. I spoke with Jason Alt, Foreman of the Water Division of the Public Works Department concerning the damaged water meter pit. I went to the Public Works Department part storage area and picked up a manhole cover. I used the manhole cover to secure the water meter pit until repairs can be made tomorrow. I am once again working on the city’s Personnel Manual. I secured City Hall at approximately 6:11 PM.

06/01: Read and Responded to my emails. Spoke with David Robbins, Camp Host at the Lake concerning Lake issues. I have forwarded several documents to Brad Jantz the City Attorney. Spoke to David Gehrke, Director of the Public Works Department. We are on stanby mode to start replacing the city’s Telecommunications System. Spoke with Leon Klaus, Service Manager for The Phone Connection. I have sent signed proposals to Leon for Parsons Communications, Inc. from Manhattan, Kansas and Networks Plus, also from Manhattan, Kansas to get the Telecommunication System Project for the City started. Spoke with Ben Meyer concerning use of the Community Building. Spoke with Brad Jantz concerning city Legal issues. We are looking at a change in the City Code Book. If the City Commission approves Tuesday, we will be placing, through Codification, the International Property Maintenance Code into our current city regulations. The IPMC will be revising our current personal property section as well as others needing updated. Talked with Commissioner Jones concerning City Pool issues. Spoke with Glen Catlin concerning written documentation from the Motel Investment Bank holding the Bonds on the Motel. Read and Responded to my afternoon emails. Spoke to John Zeiner concerning fishing at the Reservoir this weekend. Talked with Chelsea Morris with the U.S. Department of Agriculture concerning the progress made on the three City Projects that we are waiting for funding to occur. Spoke with Judge John Barker concerning the Kansas Department of Transportation. He provided the information I needed to resolve a state highway issue. Spoke with Shad Lohman, Construction Engineer for the State of Kansas in Dickinson County. Spoke to Linda Brunner concerning the wellness of a city resident. I am again working on the city’s Personnel Manual. I received a call from the Secretary of Transportation’s Office concerning state highway issues in Herington. Sent several documents to the City Commissioners for review and information for the City Commission Meeting Tuesday, June 6th at 6:00 PM in the Commission Board Room at City Hall. I secured City Hall and leaving to go to the Tri-County Free Fair Board Meeting. The Fair Board meeting concluded at approximately 9:36 PM.

06/02: Read and Responded to my emails. Spoke with John Zeiner, Camp Host at the Reservoir. He reported having issues with people using a dock to swim from. Spoke with Richard Carlson, Secretary of Transportation for the State of Kansas. After our conversation he stated that he would get something done with the intersection of 56 & 77 Highways. We discussed the placement of rumble strips going on both highways as the next step. Spoke with Lori Dornbusch concerning city issues. Spoke with Commissioner Jones concerning city issues. Talked with Brad Jantz concerning city Legal issues. Read and Responded to my afternoon emails. Talked with Commissioner Nistler concerning election issues. I received a letter concerning the future of our Wastewater (Sewer) Plant. I prepared and sent the documentation to the City Commission for the Tuesday night meeting. I am working on the city’s Personnel Manual. Spoke to Leo Schlesener concerning Public Works Department issues. Talked with Brad Jantz concerning city Legal issues. Spoke with Robyn Heitfield, Accountant for USD 487 concerning mutual issues with the school system. I am working on the city’s Personnel Manual. I secured City Hall at approximately 6:53 PM.

06/03: Read and Responded to my emails. I sent documentation to Brad Jantz, City Attorney for review and comment to be used at the City Commission Meeting on Tuesday, June 6th. Forwarded documentation to the City Commission for the same purpose. I completed the updates to the City’s Personnel Manual. Sent a copy to my home office so I could review the document and make changes. Read and Responded to my afternoon emails. Talked with Brad Jantz concerning city Legal issues. I sent more documentation to Brad for his review and comment. I secured City Hall at approximately 4:47 PM.

06/04: Read and Responded to my emails. Met with David Robbins, Camp Host at the Lake concerning Lake issues. Everything seem to be fine and he gave me his list of calls for the weekend. Inspected the area restrooms, the swimming area and the Shelter House. The second boat landing pier at the Reservoir is showing erosion, the restroom at number one landing is in need of sanitation and I have instructed David Gehrke to block the last pier from vehicle traffic.

Read and Responded to my afternoon emails. I sent documentation concerning the Mall to Brad Jantz, City Attorney. I secured City Hall at approximately 5:10 PM. Spoke to Ronald Cole concerning the Mall.

06/05: Read and Responded to my emails. Spoke to Marilyn Hopke concerning city issues. Spoke with Lori Dornbusch concerning city issues. Talked to Jason Hartung concerning City Code violations. Talked with Michelle Mansker concerning City Code violations. I am working on the Work Order Service Log. I removed the completed Work and Digging Orders and inserted the new Work and Digging Orders. Spoke with Blair Benedict from U.S. Congressman Roger Marshall’s Office. Blair wants to meet with me the week of the 19th. I am working to adjust errors in the new Personnel Manual. I am working on the FY18 Budget Document. Read and Responded to my afternoon emails. I am again working on the FY18 Budget Document. Talked to Mayor Souza concerning city issues. I am again working on the FY18 Budget Document. Talked to Mayor Souza again concerning city personnel issues. I am again working on the FY18 Budget Document. I secured City Hall at approximately 4:34 PM.

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