**City Manager Report**

March 20, 2017

**Week of March 14th – March 20th**

03/14: Read and Responded to my emails. Sent a report to the League of Kansas Municipalities concerning Senate Bill 167 and its need to be passed for the good of the City and the Community. Spoke with David Gehrke concerning the hiring of an Equipment Operator and a Mechanic. Received a water report from the Kansas Department of Health and Environment concerning the Airport Water Wells. Spoke to Denis Yoder, Interim Superintendent of USD 487 concerning the meeting of the School Board on Monday, March 20, 2017 to discuss mutual issues with the City. Spoke with Merlin Oswald concerning issues at the Herington Regional Airport. Reviewing Chapter II of the City Code Book in preparation to update the information. Printed both Chapter II and Chapter III of the City Code Book to make updates on and forward to the City Commission. Spoke with Leo Schlesener concerning the need for new mowers to address mowing issues at the Cemetery and the City Lake & Reservoir. Updated the Work Order Service Log by removing completed Service and Digging Orders and entering new Service and Digging Orders. Reviewing the Revenue and Expenditure sections of the February General Ledger Entries. Preparing documentation for the City Commission Meeting for Tuesday, March 21st. Filing completed paperwork in my office. Spoke with David Gehrke concerning Training Schedules for the next two weeks. Spoke with Dennis Albrecht concerning needs for the Waste Water Plant and the age of a good used Belt Press for the future needs of the Plant. Read and Responded to my afternoon emails. Spoke with Leo concerning the hiring board for employees. 5:34 pm.

03/15: Internet is down again. Read and Responded to my emails. Talked with Commissioner Jones concerning Land Bank Issues to include land owner current addresses and Covenant Certificates. Gathered address information for the land owners be requested by Commissioner Jones. I also am laying out the required procedure for Covenant Certificates to be registered with the Dickinson County Registrar’s Office. I am leaving to go to Wichita. I have returned from Wichita. Read and Responded to my afternoon emails. Talked with Commissioner Jones concerning Land Bank issues. Spoke with David Gehrke concerning Public Works issues. Spoke with Brad Jantz concerning city Legal issues. Talked with Steve from Dude Solutions concerning Public Works issues. The School District is having a meeting in the Commission Room. I notified Robyn I was locking City Hall and asked her check for a secure building before she left after the School District’s meeting. I left City Hall at approximately 4:59 pm. Went by Kurt Kemble’s home to address the Mall, no contact made.

03/16: Read and Responded to my emails. The Dickinson County Attorney notified us that the Court Hearing for Bruce Stier was postponed to a future date. Spoke with Steve Meis concerning city issues. Spoke to Steve from Dude Solutions concerning city issues. Constructing an Ordinance concerning Lake and Reservoir operations. Sent the documentation to the Kansas Department of Administration for the annual training of Kansas Budgeting issues and the impact and functionality of House Bill 2088 (Tax Lid) concerning the city’s Fiscal Budgets for 2018. HB 2088 is likely to do more harm than good but we are going to give it our best effort to keep the City FY18 Budgets in the light most positive for the taxpayers of Herington. Spoke with Shirley Meyer concerning the Agenda for the City Commission Meeting on March 21st. I’m back on the Ordinance having an effect on Lake and Reservoir operations. Spoke with Ashley at the Chamber of Commerce to let her know that I will be attending today’s HEDC Meeting at 12:00 pm. Spoke to Leo concerning equipment for the Public Works Department. Went to the HEDC Meeting at the Hilltop. Returned from the Hilltop meeting. Read and Responded to my afternoon emails. Constructing a new ordinance to deal with camping at the Lake and Reservoir. Spoke to Merlin Oswald concerning an Airport Hanger and other issues. Spoke to Leo concerning new hire personnel issues. Working on the camping ordinance. Spoke with Brenda Sweeney from the Herington Inn and Suites concerning Convention and Visitor Bureau issues. Completed the Ordinance Draft concerning camping and forwarded it on to Brad Jantz for review and comments. Spoke with Commissioner Hager concerning city issues. I secured City Hall at approximately 6:38 pm.

03/17: Read and Responded to my emails. Spoke to David Gehrke concerning the hiring board for the new equipment operator. Spoke to Leo Schlesener concerning the new hire mechanic and personnel issues. Spoke with Brad Jantz concerning his camping review and comments. He said it is good and I forwarded it on to the City Commissioners for their review and information for the Tuesday City Commission Meeting. Spoke with Chief Almes concerning the Tri-County Veterinarian Clinic with respect to operations and cost. We also discussed Cemetery security issues. Read and Responded to my afternoon emails. Spoke with Linda Ralston concerning Hilltop Community Center issues. Working on documentation for the City Commission Meeting. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning the USD 487 School Board Meeting scheduled for Monday, March 20th. He told me I was set to attend. Spoke to Leo Schlesener concerning the purchase of two mowers and the addition of a mini excavator. Spoke to Brad Jantz concerning city Legal issues. Talked with Commissioner Stanford concerning the new Camping Ordinance. She had no issues with it. I secured City Hall at approximately 4:19 pm. Went by Kurt Kemble’s home to address the Mall, no contact made. Went home to work on an Animal Care Contract between the City and Tri-County Veterinarian Clinic.

03/18: Read and Responded to my emails. Talked with Commissioner Jones concerning the Land Bank. Prepared documentation for the City Commission Meeting on March 21st. I reviewed the Code Book to prepare other documentation for the Commission to review and comment on. I took documentation concerning the Tri-County Veterinarian Clinic Contract to work on at my home office. I left and secured City Hall at approximately 6:07 pm.

03/19: I reviewed past Contracts with Tri-County Veterinarian Clinic and started constructing a new contract to replace the current contract. Went by Kurt Kemble’s home to address the Mall, no contact made.

03/20: Read and Responded to my emails. Spoke with David Gehrke concerning the purchase of a Mini Excavator and personnel issues. Spoke with Mike and Debra Wendt concerning KPERS issues. Talked with Commissioner Stanford concerning tents at the Lake and Reservoir. Spoke with Ashley Hartung from the Chamber of Commerce concerning the Grant Writing Classes being held at City Hall. Talked with Commission Stanford concerning Lake and Reservoir issues. Spoke to Brad Jantz concerning city, state, Legal and other issues. Talked with Mayor Souza concerning Lake and Reservoir issues. Spoke to Kira Bullis and Darrell Geist concerning the Grant Writing Classes being held at City Hall on March 23 & 24. Spoke with Linda Ralston concerning Hilltop Community Center issues. Spoke with Lori Dornbusch concerning Hilltop issues. Spoke to David Gehrke concerning Public Works Department issues. Read and Responded to my afternoon emails. Talked with Commissioner Jones concerning a meeting in respect to the Land Bank. Spoke to Commissioner Hager concerning city issues including the purchase of equipment. Spoke with Lori Bruner concerning city issues. Talked with Brad Jantz concerning city Legal issues. Talked with Commissioner Jones to set a meeting for tomorrow at 4:45 pm. Working on a Grant through Blue Cross and Blue Shield. Spoke with Lori concerning insurance. Spoke with Tandi Reiff from Herington Mutual Insurance concerning city liability coverage.

I notified Chief Almes to advise his officers that the inmate in custody at Dickinson County Jail has been released and allowed to go home with a GPS ankle monitor. USD 487 School Board Members are coming in to have a board meeting. Spoke with Denis Yoder, Interim Superintendent for USD 487. We discussed school and city issues. Spoke with Brenda concerning the city’s Equipment Reserve Fund. We also discussed training for personnel and structuring a schedule. I went to the Board of Education Meeting at 6:30 pm. After discussion, the Board of Education unanimously voted to transfer the abandoned Fiber-Optic Cable to the city for its use in an as-is status. I thanked the Board of Education on behalf of the City. I left the BOE Meeting to close out the day. I left City Hall with the Board of Education still in session at approximately 8:00 pm.