**City Manager Report**

March 27, 2017

**Week of March 21st – March 27th**

03/21: Read and Responded to my emails. Talked with Brad Jantz concerning city Legal issues. Went to the Department Head Meeting. Those attending were Kenny Staatz, David Gehrke, Merlin Oswald, Russ Almes and Brenda Wildman. Issues were; Kenny – Code Enforcement, David – Commodity purchases, Material Safety Data Sheets and Lock-out/Tag-out, Merlin – Power Line repair and the old mower needs the clutch replaced, Russ – Dumping of trash and the Cemetery Fence security and Brenda – Time sheets in on the 23rd, check with Lisa for the Pool Manager position this summer and the need for three 8’ tables in the Commission for Thursday and Friday. Spoke to Kenny concerning Code Enforcement on 5 W. Walnut St. Spoke with Fred Olsen concerning city issues. I have Cathy going through files to coordinate our documentation. Spoke with Roger Field from Lindburg, Vogel, Pierce & Faris Public Accountants in Hutchinson concerning GAAP & BASB Rules. I have started working on the FY18 Budget document. Read and Responded to my afternoon emails. Went to Abilene to attend a WRAPS meeting concerning our water supply resources. I returned from Abilene at approximately 3:11 pm. Spoke with Linda Ralston concerning the Hilltop Community Center. Talked with Brad Jantz concerning city Legal issues. Talked with Commissioner Hager concerning tonight’s City Commission Meeting. Spoke with Jantz concerning his arrival time in Herington. Talked with Commissioner Jones concerning the Logan Pointe Addition. Made copies of documentation to be disseminated at tonight’s City Commission Meeting. Commissioner Jones, Brad Jantz and I met in my office to discuss Land Back issues. Made copies of documentation for Brad Jantz concerning Zoning issues on E. Kirkland St. I went to the City Commission Meeting. The Commission meeting concluded at approximately 8:47 pm. Cleaned up the Commission Meeting Room. I secured City Hall at approximately 9:04 pm.

03/22: Read and Responded to my emails. Talked with Commissioner Jones concerning property issues. Spoke with Cliff Stokes concerning street issues and mowers for the Lake and Reservoir and issues to be taken care of in the Basement of City Hall. Spoke with David Gehrke concerning Public Works issues. David brought the Excavator Purchase Contract to review and sign. Spoke to Ron Biehler concerning city electrical issues. I am working on the FY18 Budget Document. Read and Responded to my afternoon emails. Spoke with Leo Schlesener concerning the purchase of equipment. I am working on the FY18 Budget Document again. Rearranging the Commission Meeting Room in preparation of the Grant Writing Classes given by Grant Central USA tomorrow and Friday. I am working on the FY18 Budget Document again. Spoke with David Gehrke concerning Public Works issues. Spoke with Commissioner Souza concerning trash at the Lake. Talked with Brad Jantz concerning Legal issues. I have gathered documentation to take to my my home office for the purposes of being proof read and make mathematical computations on for insertion into the FY18 Budget Document. I secured City Hall at approximately 5:47 pm.

03/23: David Gehrke and I left for KMU training in McPherson. We returned from KMU training in McPherson at approximately 4:16 pm. Spoke with Rodney Walker, CEO & President of Grant Central USA. I gave him directions to the Herington Inn and Suites for lodging. Prepared documentation to start on the FY18 Budget Document tomorrow. I secured City Hall at approximately 5:01 pm.

03/24: Read and Responded to my emails. Spoke with David Gehrke concerning Public Works issues. Talked with Brad Jantz concerning city Legal issues. I was in and out of the Grant Writing Classes today upon request of the instructor. Spoke with few customers and employees today. Read and Responded to my afternoon emails. I am working on the FY18 Budget Document. I helped break down the Commission Board Room after Grant Central USA completed the grant writing classes. Worked on more FY18 Budget documentation. Set the FY18 Budget Template to my home office so I could work from home on the FY18 Budget Document. I secured City Hall at approximately 5:07 pm.

03/25: Read and Responded to my emails. I gathered more documentation from the past four budget years to work on the FY18 Budget Document at home. I secured City Hall at approximately 4:01 pm.

03/26: I worked on the FY18 Budget Document from my home office. I sent the FY18 Budget Document by email to my city office for work tomorrow at approximately 8:10 pm.

03/27: Read and Responded to my emails. Spoke to Dennis Albrecht concerning sewer plant issues. Spoke with David Gehrke concerning Public Works Personnel issues. We have had an employee quit effective today. I told David to put in a request for a street employee position. Spoke with Leo Schlesener concerning Public Works issues. Spoke to Mike Morgan concerning a change in job responsibilities. Talked with Mayor Souza concerning Zoning issues. Spoke to Ashley Hartung concerning governing body questions. Talked with Vice-Mayor Stanford concerning our City Code on animals. Spoke to Leo concerning street repair issues. Read and Responded to my afternoon emails. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning mutual issues between the School and the City. Spoke with Tandi Reiff from Herington Mutual Insurance concerning policy information between the City and HMI. Spoke with Linda Brunner concerning Zoning violation issues. Spoke with Chief Staatz concerning Zoning issues. Spoke with Chief Almes concerning Zoning Citations. I left City Hall at approximately 5:06 pm.