**City Manager Report**

May 15, 2017

**Week of May 9th – May 15th**

05/09: Read and Responded to my emails. Investigating a building Permit on S. 5th St. Spoke to the owner of 539 S. 5th St. concerning Zoning issues. Spoke to John Zeiner, Camp Host for the Reservoir concerning documentation issues. Spoke to Amy Green, Secretary for the Commission for the Kansas Corporation Commission concerning the Application to Cease Operation and allow D.S.O. to continue with the resident transmission supply. She said the Application is going through the assessment process. Spoke to Roger Field with Lindburg, Vogel Pierce and Faris, Certified Public Accountants from Hutchinson. Roger will be here on May 19th at 8:00 AM. Spoke to Leo Schlesener concerning the Lake and Reservoir. He is ready to poor the footings for the Walking Bridge, he is putting in a Grant Application to replace the Docks, and he will be setting No-Wave Buoys at the docks and swimming area. I had him go check street damage at 702 N. B St. Spoke with Chief Staatz concerning City Code issues on S. 5th St. I returned the call of Mary Lee Edmondson. Returned the call of Nancy Christner. Spoke to Ben Smith concerning Zoning issues. Spoke with Frank Hawks concerning Zoning and City Code issues. Went to investigate a Zoning issue on N. A St. Spoke with Frank Hawks concerning a privacy fence. Spoke to Darrell Geist concerning city issues. Read and Responded to my afternoon emails. Spoke with Chief Staatz concerning City Code and Zoning issues on N. A St. Spoke with Mary Lee Edmondson concerning city issues. Working on the FY18 Budget Document. Prepared the Commission Board Room for the FY18 Budget Workshop with the Community tonight at 6:00 PM. I spoke to Brad Jantz concerning city Legal issues. We discussed contracts, Ordinances and other confidential information. Started the Budget Workshop. Those attending were Commissioners Stanford and Jones, J.R. Sparke and myself. The Budget Workshop ended at approximately 6:15 PM. I cleaned the Commission Board Room and put all sound equipment and documentation for the Public away and went to my office to finish today’s City Manager Report and shut down. Read and Responded to my evening emails. Spoke to Commissioner Hagar concerning city issues. I secured City Hall at approximately 7:08 PM. I am headed to the Fair Grounds to attend the Regular Meeting of the Tri-County Free Fair Board at 8:00 PM.

05/10: Read and Responded to my emails. Spoke with John Zeiner, Camp Host of the Reservoir concerning issues with out of town visitors to the Lake and Reservoir. Spoke to Brad Jantz concerning city Legal issues. Spoke with Commissioner Jones concerning a possible Zoning issue on W. Walnut. Talked with Mayor Souza concerning an issue on N. B St. Spoke with Brad Jantz concerning city Legal issues. Talked with Commissioner Stanford concerning city issues. Went to 719 N. B St. to talk to the land owner concerning Zoning and City Code issues. Spoke with David Gehrke concerning Public Works Department issues. Spoke with Paul Ryan, owner of Asbestos Contaminated Materials Removal from Wichita concerning bids for the Mall from both ACM and Nelson Stone Company from Great Bend. He will be sending the bids to me tomorrow.

Read and Responded to my afternoon emails. Talked with Commissioner Jones concerning city issues. Spoke with Mayor Souza concerning Licensing of a new business in the city. Spoke with Greg Young owner of Young’s Pest Control concerning spraying city buildings. Talked with Brad Jantz concerning city Legal issues. Went to W. Walnut to investigate Zoning and Code violation complaints. I ask the land owner to bring the permit documentation to my office today so we can get everything done according to policy. Went to the 700 block of N. A St. to investigate street issues. Spoke to the Emmans’ concerning the work schedule for them to be in compliance with a Court Order. I secured City Hall at approximately 6:14 PM. Spoke to Commissioner Jones concerning discrepancy between the Zoning and City Code Books. Spoke to David Gehrke concerning repair needing performed on one of the City Hall doors. Talked to Brad Jantz concerning city personnel issues. Checked on other complaints on N. C, N. B and S. Broadway streets. Arrived at my home at approximately 7:02 PM.

05/11: Read and Responded to my emails. Talked to Commissioner Nistler concerning Zoning and City Code issues on N. B St. Spoke to David Gehrke concerning work crews for N. B St. Spoke to Chelsea Morris with the U.S. Department of Agriculture. I answered her questions and she said the application for the street projects would be forwarded for funding for September. Spoke with Hazel Wendt concerning City Code issues. I went to 719 N. B St. to supervise a deck raise that was in violation of the Zoning Regulations. Returned to City Hall at approximately 12:07 PM. Spoke to Commissioner Jones concerning city issues. Read and Responded to my afternoon emails. I went back to 719 N. B St. to supervise the completion of a deck raise that was in violation of the Zoning Regulations. Spoke to Edna Reyes concerning Zoning Regulation and City Code violations. Spoke to David Gehrke concerning Public Works Department issues. Spoke to Brenda concerning Tree Board issues. Spoke with Brad Jantz concerning city Legal issues. I advised him the N. B St. deck issue was taken care of.

05/12: Read and Responded to my emails. Spoke with Leo Schlesener concerning Public Works Department issues and he set his vacation in June. Spoke with Frank Hawks concerning a privacy fence to be placed in his North Side Yard Property Line to the Front Yard Setback at the Garage. Spoke with David Gehrke concerning Public Works Department issues including the Airport Wells, the Kansas Municipal Energy Agency documentation concerning electrical transmission and testing of the Fiber-Optic Cable already in place. Spoke to Leon Klaus with the Phone Connection and he will be here Tuesday the 16th at 10:00 AM to Train our Electric Crew on how to handle the Fiber-Optic Cable during installation and connection. Spoke with Merlin Oswald concerning work we had Tiffany Cattle Company do on a drainage system at the Airport. I told him the documentation of completion would be here at the office. Spoke with Bill Birnel, Wholesale Account Manager for Westar Energy concerning a transmission change to KMEA. He said he would be looking it over and get back with me in two weeks. Spoke with Neal Daney, Director of Projects and Asset Management for KMEA. I advised him of where Bill Birnel is concerning the transmission change for the City of Herington Electric Utility. Read and Responded to my afternoon emails. Spoke with Chief Staatz concerning Fire Extinguisher bids.

Spoke to Marcia Mathias concerning the use of the Lot North of the Spot on June 10th for a fund-raiser for the Fireworks Committee. I agreed to the fundraiser. Spoke with Jeffrey King concerning Legal documentation. Spoke to Chief Staatz concerning Zoning and City Code Enforcement. Spoke to Neal Daney, Director of Projects and Asset Management for the Kansas Municipal Energy Agency. We discussed needed documentation from the city. Spoke with Kramer with the Central National Bank concerning city property. 5:41 PM.

05/13: Read and Responded to my emails. Prepared and sent documentation to the City Commission. Worked on the FY18 Budget Document. I secured City Hall at approximately 4:21 PM. Checked on several construction projects on N. A St., S. 5th St. and W. Walnut St.

05/14: Checked the Lake and Reservoir for signage and City Code violations. Spoke to John Zeiner, Camp Host of the Reservoir and David Robbins, Camp Host of the Lake. Worked on documentation from my home office.

05/15: Read and Responded to my emails. Spoke to Leo Schlesener, he is on his way to Junction City. I told him to get with me when he returns to the city for work. Spoke with David Gehrke concerning several Public Works Department issues. I also told him Leon Klaus, Service Manager for the Phone Connection would be here tomorrow morning at 10:00 AM to train city crews on how to deal with Fiber-Optic Cable. Talked with Kat Souza concerning city issues. Spoke to Darlene Griffiths from USD 487 concerning Career Day at the High School. Spoke to Cliff Stokes concerning the fill material that went to fill the Illegal Ramp on the West side of the Reservoir. Spoke with John Zeiner, Camp Host concerning Reservoir issues. Spoke with David Robbins, Camp Host concerning Lake issues. Spoke with Bobby Lockwood concerning business incentives in Herington. Spoke with Melissa Timmons, Assistant Police Chief and Brenda Wildman, City Clerk concerning Herington Police Department personnel issues. Spoke to John Zeiner, Camp Host concerning the far West side of the Reservoir. Spoke to David Kahle concerning the Career Day at the High School. Read and Responded to my afternoon emails. Went to the High School for Career Day at the High School to speak at their request. Return to City Hall at approximately 3:52 PM. Spoke to Kit Plumer from Westar Energy concerning electric information to be forwarded to the Kansas Municipal Energy Agency. Produced documentation to be utilized at the City Commissioner Meeting, Tuesday, May 16, 2017 at City Hall in the Commission Board Room. Reviewed multiple documents for accuracy. Spoke to Brad Jantz concerning severable city Legal issues. I forwarded documentation Brad requested. I left City Hall due to a meeting of the USD 487 Board of Education at approximately 6:26 PM.

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