**City Manager Report**

May 1, 2017

**Week of April 25th – May 1st**

04/25: Went to Wichita for training from the Kansas Department of Administration concerning the FY18 Budget Document. Spoke to Beth Wade concerning electrical power and lighting at her residence. Returned to City Hall at approximately 5:30 PM. Read and Responded to my emails. Attended the Regular Meeting of the Land Bank at 6:00 PM. I secured City Hall at approximately 8:07 PM.

04/26: Read and Responded to my emails. Spoke to David Robbins concerning posted signs at the Lake and Reservoir. We also discussed personnel issues, removing the pedestal locks by Friday the 28th and working on the drainage around the Shelter House. Spoke to David Gehrke concerning the Public Works Department. Issues addressed were personnel training, changing to the time clock system, graffiti at the Skate Park, the moving of personnel to more efficiently and effectively make use of time on the job and the upcoming Kansas Municipal Utility Conference being held at the end of May. Spoke to Brad Jantz concerning tonight’s City Commission Meeting and other Legal issues. Spoke to Marilyn Hopke concerning the issues at the Community Building that have been being repaired. I had Marilyn go to Clark Lumber and purchase paint to complete the repairs. Working on documentation to provide the Commissioners for tonight’s meeting. Read and Responded to my afternoon emails. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning mutual school and city issues. Spoke to Leo Schlesener concerning Public Works Department issues. Discussed was the Asphalt Zipper, the inappropriate language needing covered at Padilla Park, lighting at the Skate Park, equipment on Purple Wave and personnel issues. Spoke with Brad Homman, Dickinson County Administrator concerning property in the Herington area. He gave me his stance on the property and offered county assistance to the city. Spoke with Mitchell Gehrke concerning city issues. Spoke with Gordon Schrader concerning city property issues. Spoke with Brad Jantz concerning city Legal issues. Spoke with Francis Alt concerning city utility issues. Spoke with David Gehrke concerning utility coverage on the East side of the city. Finished the documentation, made copies for distribution to City Commissioners and prepared the Commission Board Room for tonight’s Special Meeting concerning Litigation. Writing reports and investigating city complaints. Writing a report to forward to Brad Jantz concerning city issues. Working on the 2018 FY18 Budget Document information. Spoke to Brad Jantz concerning Legal issues. We discussed the Journal Entry of Brunner vs Emmans. The Dickinson County District Court removed the City of Herington from the case. We also discussed an internal city issue. Went to the Special Meeting at 9:00 PM. After several Executive Sessions, the Commission adjourned the Special Meeting without taking any action at approximately 10:26 PM. Brenda and I cleaned up the Commission Board Room and secured City Hall at approximately 10:32 PM.

04/27: Read and Responded to my emails. Spoke with Roger Field of Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. He will be at City Hall this morning. Spoke with Dennis Albrecht concerning Sewer Plant operations. He had some issues with one of the sludge distributors failing to keep the system charged. Leo Schlesener went to the Plant and assisted in getting the issue resolved. Roger Field has arrived at City Hall to assist in the first-quarter audit. Working on city personnel issues. Working with the new Tax Lid Law for the FY18 Budget Document. Roger Field has completed the first-quarter audit. The city’s financial position is accurate and transparent. He left City Hall at approximately 10:35 AM. I went to the Herington Economic Development Committee Meeting at the Hilltop Community Center at 12:00 PM. Read and Responded to my afternoon emails. The HEDC Meeting has concluded. Spoke with Nick Gonzales concerning city issues. Spoke with Sherri Mount with Welch State Bank. She gave her email address for me to send our financial documentation to produce a contract to pay for the Asphalt Zipper. Spoke to Donna Linder and Robin Nicole concerning Hilltop Community Center resident issues. I told them I would look into the issues. Spoke to Neal Baney from the Kansas Municipal Energy Agency. We discussed the city’s provision of electricity to the public. He wants to talk to me next week on savings through the SPA and WAPA Programs. Spoke to Nancy Christner concerning 104 S. G St. I told her I would investigate the issue. Spoke to Leo Schlesener concerning several Public Works Department issues. Issues include the Skate Park, the City Cemetery, Fiber-Optics and the Shelter House at the Lake. Spoke to Tandi Reiff concerning the insurance company’s email contact for assistance. Talked to and sent documentation to Brad Jantz concerning Legal and Contractual issues. Spoke to Brenda Wildman concerning issues we need to address during tomorrow’s work schedule. I secured City Hall at approximately 5:00 PM.

04/28: Read and Responded to my emails. Tim Wildman is here with this year’s batch of trees for citizens to purchase and plant in celebration for Arbor Day! We all need to thank Tim and Brenda for picking up, taking care of and delivering this year’s batch of trees so we all can buy and plant one of our world’s most precious and necessary commodities. Trees take in dangerous gases (CO, CO2) and produce life giving oxygen! Talked to Brad Jantz concerning city Legal issues. I made copies of documentation and forwarded to Brad for his review and comment. Spoke with Linda Brunner concerning city Zoning issues. Spoke with Bryan Davis concerning trash removal. I told him that Mike Walsh would be contacting him today and getting them scheduled for pick-up. Spoke with Brad Jantz concerning city Legal issues. I told him that I was sending him two property surveys for his records. I also told him the the letter I sent to him earlier needed to be be reviewed, commented on and sent back to via email as soon as possible so I could forward it to the city’s insurance carrier. Spoke with Marilyn concerning the Community Building. Spoke with Chief Staatz concerning two properties within the city that I would be investigating for City Code violations or Zoning issues. Read and Responded to my afternoon emails. Spoke with Donald Cole concerning property issues. Spoke with David Gehrke concerning documentation necessary for completion of the FY18 Budget Document. I also told him to let all Department Supervisors to turn in their FY18 Budget Documents. Alan Meisinger, Administrator for HMH had brought me the next step documentation for financing the HMH. Spoke with Brad Jantz concerning city Legal issues. I told him I was forwarding the Herington Municipal Hospital’s documentation that Alan brought to me earlier and that I needed it returned by Monday morning for distribution to the City Commissioners. I have completed the FY17 Amended Budget Document and prepared all necessary information to forward to The Herington Times for publication after the City Commission reviews and approves it for a Budget Hearing at the Regular City Commission Meeting scheduled for Tuesday, May 2nd. Spoke with Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. I advised him I was sending the FY17 Amended Budget Document to him for his review and comment. Spoke with Donnie Warren concerning the lack of ease of handicap access and the lack of goal nets for the Basketball Court at Padilla Park. Spoke with Elaine Payton from Greshham, Oregon concerning her receiving a “Quit Claim Deed” from the City of Herington. Spoke with Robyn Hietfield concerning her Arbor Day items. She will be back later this evening to pick them up. I told her to sign the deed in front of a Notary and return it to me at City Hall. Spoke with Roger Field and he said the FY17 Amended Budget Document I forwarded would meet the Kansas Department of Administration’s requirements for State Municipal Budget Law. Spoke with Linda Brunner concerning surveyor documentation. Responded to my late afternoon emails. Spoke to John Zeiner, Camp Host at the Reservoir and he said he had made some visitors from Salina upset because he let them know the next time they come to the Lake or Reservoir they needed to have their Aquatic Nuisance documentation with them or they would not be allowed to partake in the activities at the Lake or Reservoir. Spoke with Commissioner Hager concerning the International Property Maintenance Code Manual. Spoke with Commissioner Jones concerning the International Property Maintenance Code Manual. Talked with Tandi Reiff of Herington Mutual Insurance concerning coverage issues for the City. Talked with Brad Jantz concerning city Legal issues. I forwarded documentation to him for his review and comment. I secured City Hall at approximately 8:24 PM.

04/29: Read and Responded to my emails. Talked to Brad Jantz concerning city Legal issues. I advised him I was half way through collecting the information he requested and I would try to complete the task today. I am responding to a request from J.R. Sparke concerning my first year as City Manager for the City of Herington. Read and Responded to my afternoon emails. Spoke with John Zeiner, Camp Host at the Reservoir. He said that the illegal boat ramp at the Reservoir has been filled in by the Public Works Department. Spoke with David Gehrke concerning the death of long time city employee Red Atkinson. His funeral is scheduled for Wednesday and several employees will likely attend. Working on the FY18 Budget Document. I secured City Hall at approximately 5:02 PM.

04/30: Talked with Brad Jantz concerning city Legal documentation that he needs me to send to him at his office. Read and Responded to my emails. Talked with Brad Jantz concerning Legal issues. I told him that I have sent five documents via his office email. He requested additional

Information to include a summary of their title and intended government uses. Spoke with Commissioner Hager concerning criminal actions taking place within our Community. I told him I would make the Herington Police Department aware of the situations. He also had comments on the officer’s actions being professional. Talked with Brad Jantz concerning Ordinances. I have constructed several pieces of documentation and forwarded them to Brad. I secured City Hall at approximately 6:32 PM.

05/01: Read and Responded to my emails. Talked to Brad Jantz concerning city Legal issues to include ordinances. Held an all Staff meeting concerning the Time Clock System we will be moving to so we comply with State and Federal Law on employee benefits and payroll. Spoke to David Robbins concerning weekend issues at the Lake and Reservoir. Talked to Chief Almes concerning Herington Police Department issues. Spoke with David Gehrke concerning Public Works Department issues. Spoke with James Meis concerning surveying issues at the Lake. He will come by the office once he has completed the job he is working on in the city. Read and Responded to my afternoon emails. Working on information to be distributed to the City Commission including documentation for tomorrow night’s Regular Meeting at 6:00 PM. Spoke to James Meis, PS, Survey Manager and Vice President of Driggs Design Group concerning a survey that had been made at the Lake. He brought his survey to my office and showed it to me. The survey reaffirmed my opinion of the property line in question. Spoke with Rick Haug with NAPA from Council Grove concerning a mower delivery to the Herington Regional Airport. Spoke to Merlin Oswald the Airport Manager concerning a delivery time to receive the mower for the Airport. Spoke to Rick Haug and told him Merlin would be at the Airport at 3:00 PM for the mower delivery. Spoke to the Kansas Department of Labor concerning current wage and hour law in Kansas. Per the KDOL, I contacted the U.S. Department of Labor to complete my research concerning wage and hour Law. Talked with Brad Jantz concerning city Legal issues. I secured City Hall at approximately 5:23 PM. Spoke with Russell Emmans at 719 N. B St. concerning the Deck and Yard Fence on his property. He said he would contact me Tuesday in the morning or afternoon. Went home for the day at 7:12PM.