**City Manager Report**

May 22, 2017

**Week of May 16th – May 22nd**

05/16: Read and Responded to my emails. Went to the Department Head Meeting at 7:40 AM. Those in attendance were Brenda Wildman: Payroll, Lori Dornbusch: the Senior Choir will be at the Hilltop Community Center tomorrow to perform, Merlin Oswald: the company installing the new Fueling System at the Herington Regional Airport is preparing to start the contract, David Gehrke: the West Wall at the Cemetery needs major repair and the Guard Rail at the City Limits on South 5th Street will begin installation next week, Melissa Timmons: working on a schedule to lower the amount of Department Overtime is being constructed and Kenny Staatz: spoke with Hazel Wendt concerning City Code violations concerning mowing and he discussed Code Permits. Leon Klaus, Service Manager from the Phone Connection is here to train staff concerning the Fiber-Optic Cable for the new Telecommunications System for the City. I went to the training. Leon ask for the total footage of Fiber-Optic Cable that would be needed. He also said the company we will get our cable from is the same company the Phone Connection uses. He said we should order the cable from the company direct as it would lower project costs. Read and Responded to my afternoon emails. Spoke to Denis Yoder, Interim Superintendent for USD 487 concerning mutual issues. Preparing documentation for tonight’s City Commission Meeting at 6:00 PM. Spoke with Brent Chesnut, PE Project Engineer with Benesch Engineering Company. He will initiate a Conference Call tomorrow at 1:00 PM. Talked with Mayor Souza concerning a Code Violation on E. Vine St. Spoke Natasha Barnett concerning trash pick-up by M & K Trash Service. I told her I would get in touch with Mike Walsh and get back to her. I went to the City Commission Meeting. The City Commission Meeting concluded at approximately 9:16 PM. After the equipment was put away and I discussed city Legal issues with Brad Jantz, I secured City Hall at approximately 9:50 PM.

05:17: Read and Responded to my emails. Spoke to Chief Staatz concerning the old motel building in the 200 block of East Trapp St. I told him to contact Tom Morey with the Kansas Department of Agriculture concerning the Flood Plain requirements in that area. I also told him about the Code violation on E. Vine St. He said he would take care of the issue. Spoke with David Gehrke, Public Works Director on several issues the City Commission has requested to have addressed. Spoke to Linda Brunner concerning City Code issues. Talked with Brad Jantz concerning Legal issues. Read and Responded to my afternoon emails. Spoke with Chief Almes concerning personnel wage and hour issues. Spoke with David Gehrke concerning Public Works Department issues. TCT will be testing the Fiber-Optic Cable for condition. Spoke to Assistant Chief Timmons concerning Herington Police Department personnel issues. Talked with Brad Jantz concerning city Legal issues. Spoke with Linda Brunner concerning City Zoning and Code violation issues. Spoke with Chief Staatz concerning the issuing of Building Permits on W. Trapp and S. 5th Streets. Reviewing City Codes and Regulations. Working on the FY18 Budget Document. I secured City Hall at approximately 5:11 PM.

05/18: Read and Responded to my emails. Talked with Brad Jantz concerning city Legal issues. Spoke with Chief Almes concerning a management meeting in my office at 9:00 AM. Spoke to Neal Daney, Director of Projects and Assets for the Kansas Municipal Energy Agency. He has been in contact with Justin Campbell, Manager of Wholesale Customer Service for Westar Energy. Justin will be sending me the remainder of the information that I need to complete our SPA and WAPA applications through the SPP and forward the completed documentation to KMEA. Reviewing the City Zoning Regulations and Code Books to make recommendations to the City Commission for changes. Working on the City Work and Digging Order Service Logs. I have removed the completed Work Orders and entered new Work and Digging Service Orders. Read and Responded to my afternoon emails. Spoke to Debbie Goembel from the Herington Housing Authority. We have had issues concerning the moving of residents. Debbie and Brenda have worked out what we should do to foster and support getting the process refined. Met with Renee’ Rhodes, Risk Control Adviser with IMA Corporation doing business through the Kansas Municipal Insurance Trust. KMIT takes care of the Workman’s Comp Program for the City. She is in the process of sending information to us that will help us lessen our cost for Workman’s Comp Insurance. Spoke with David Gehrke concerning Public Works Department issues. Spoke with Leo Schlesener concerning the Lake and Reservoir. The ramp on the West side of the Reservoir has been reworked and finished. Once the rain has settled the dirt we will add dirt and rip-rap to complete the filling of the area. Talked to Brad Jantz concerning city Legal issues. Gathered more financial information for the FY18 Budget Document. I secured City Hall at approximately 5:04 PM.

05/19: Read and Responded to my emails. Spoke with David Gehrke concerning Public Works Department issues. He has been having the employees working on Padilla Park. The Fountain is back up and running. They will be installing the new Foot Bridge at the Lake soon. We are waiting for the concrete to cure. I am working on additional documentation to construct the FY18 Budget Document. Met Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. We went through the City’s Financial Statements. The City’s Financial Status is very good. Roger and his Team will be back in June to perform the statutory required 2016 Financial Report. Spoke to Heidi bbbbbb concerning city issues. Read and Responded to my afternoon emails. Talked with Mayor Souza concerning the Lake and Reservoir. Spoke to David Gehrke concerning Public Works Department personnel issues. Working on documentation for both the FY18 Budget Document and the 2016 Financial Report. I emailed all City Commissioners to ascertain what date in June they will be able to attend the next Budget Workshop. Spoke to Leo Schesener concerning a claim that the city dumped asbestos contaminated brick in the Lake in 2001. He brought me a letter stating where those bricks were disposed of locally and signed for. Rumors can destroy the Community’s confidence in their local government. So before you jump to conclusions, please contact your local Commissioner of choice or the City Manager’s Office for clarification. We are all here to serve the Community. I secured City Hall at approximately 7:59 PM. I was contacted by Vice Mayor Hager at approximately 8:40 PM concerning a School Bus from Central of Burden. Central was one of the participants in the Regional Track Meet at USD 487. The Central Bus became stuck in the mud by the excess rain that fell today. Vice Mayor Hager requested the City’s big Loader come and pull the bus out because the USD 487 tractor was unable to move the bus. I contacted Leo Schlesener, Assistant Public Works Director to bring the Loader to the Bus Barn. We had the Central Bus moving and returned to our normal operations at approximately 9:30 PM. As a courtesy to our Herington Railers and the Central Raiders there will be no charge for the City’s assistance.

05/20: Read and Responded to my emails. Talked with Commissioner Jones concerning city issues. Talked with Mayor Souza concerning city issues. Continued working on the FY18 Budget Document. Spoke with Bryan Knight, Area Sales Manager for Asphalt Zipper concerning training of staff for safe operation of the equipment. Back to the FY18 Budget Document. Sent an email to the City Commissioners setting the next FY18 Budget Workshop for Tuesday, June 13 at 6:00 PM in the City Hall Board Room. I secured City Hall at approximately 11:30 AM.

05/21: Spoke with Commissioner Hager concerning city issues. Spoke with Commissioner Jones concerning city issues. Working and reviewing files from my home office.

05/22: Read and Responded to my emails. Talked with Mayor Souza. Spoke with LeRoy Gents concerning the Pocket Park. Spoke with Rita Gehrke concerning Fireworks. Spoke with David Gehrke concerning water quality 208 S. 1st Street. Spoke to Michelle Mansker concerning a City Code violation on mowing. Spoke with Butch Knight concerning electrical power North behind The Spot. I have started working on the FY18 Budget Document. Spoke to Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson. I ask him to send me electronic copies of the city’s 2013, 2014 and 2015 Auditor’s Report. Spoke with B.J. Davis concerning the Herington Housing Authority. She thanked the city for getting the issue taken care of Friday. Spoke with Allison McGuire with Welch State Bank, Welch Oklahoma concerning the financing of the Asphalt Zipper. Read and Responded to my afternoon emails. Spoke to Larry Ebright concerning an issue at 401 E. Wyatt Street. Talked with Chelsea Morris with the U.U. Department of Agriculture concerning USDA funding. Received a call from Donna Linder concerning the Hilltop Community Center. Spoke with Allison McGuire from Welch State Bank concerning the email with the needed files was not opening. I sent her another copy after removing the security lockout. Spoke with Steve from Asphalt Zipper concerning equipment issues. Spoke with Larry Ebright concerning property at 401 E. Wyatt Street. He said he was wrong and I told him I would be over to investigate the issue to see if I could help. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning mutual issues. Talked with Sherri Mount from Welch State Bank, she needs more documentation. I secured City Hall at approximately 5:40 PM.