**City Manager Report**

May 29, 2017

**Week of May 23rd – May 29th**

05/23: Read and Responded to my emails. I investigated 401 E. Wyatt Street. I found issues that will be passed on to David Gehrke, Director of the Public Works Department. Talked with Brad Jantz concerning city Legal issues. I am compiling and reviewing FY18 Budget documentation. Spoke to John Zeiner, Camp Host for the Reservoir. We discussed Reservation concerns. Talked with Brad Jantz concerning Payroll issues. Spoke with David Gehrke concerning the Airport Water Wells. The Kansas Department of Health & Environment has approved the wells for Potable usage. David is working on the documentation to be sent to the Kansas Department of Agriculture to change usage from Industrial to Municipal. I am working on changes to the Personnel Manual, Section D; Compensation. Talked with Brad Jantz concerning Ordinances. Spoke with Brenda Wildman to ensure she is ready for changes to the Personnel Manual. Spoke to David Gehrke and told him to advise those employees from the Public Works Department on the changes to be made upon approval of the City Commission on June the 6th. Read and Responded to my afternoon emails. Spoke with Chief Almes and advised him we have an individual camping at the South end of the Lake that has a picket fence up and has a history with the city. I instructed him to trespass the individual from the City Lake and Reservoir. I further advised Chief Almes to escort the individual off of City Property as they have drained their Camper Waste Water Tank on City Property. Spoke with David Gehrke concerning a drainage ditch issue behind 401 E. Wyatt Street. Talked with Brad Jantz concerning city Legal issues. I am currently working on the FY18 Budget Document. Spoke with David Gehrke concerning documentation and a Key for the Pocket Park Hydrant. Spoke with Judge John Barker concerning the State Legislative Bills that concern the City of Herington Operations. Spoke with Denis Yoder, Interim Superintendent of USD 487 concerning mutual issues with the city. The requested documentation has been sent to Sherri Mount at Welch State Bank in Welch Oklahoma. Spoke with Duane Blythe, Vice President and Trust Division Manager for Central National Bank from Junction City. Read and Responded to my late afternoon emails. Talked with Mayor Souza concerning having a Motorhome removed from the Lake area. Talked with Brad Jantz concerning Ordinances ready for City Commissioners to approve at the June 6th meeting. Talked to Mayor Souza concerning the Land Bank Meeting. Went to the Land Bank Meeting at 6:00 PM. The Land Bank Meeting has concluded. Worked on the FY18 Budget Document. I secured City Hall at approximately 6:50 PM.

05/24: Read and Responded to my emails. Spoke to Lori Dornbusch concerning notification of one of the Hilltop Tenants to meet with me at the office. I am working on the FY18 Budget Document. Spoke with John Zeiner, Camp Host at the Reservoir concerning issues with a boater he refused access to the Reservoir for not possessing an ANS Certificate. Spoke to David Gehrke concerning Public Works Department issues and Kansa Municipal Energy Agency concerning insurance state wide. Spoke with David Ebersol concerning vehicle registration. Talked with Mayor Souza concerning Annual Lake Passes. Two individuals ask her about issues at the Lake and Reservoir. Talked to Brad Jantz concerning city Legal issues. Spoke to John Zeiner, Camp Host at the Reservoir concerning City Code issues. Spoke with Chief Staatz concerning the mowing of street easements. Spoke with John (J.B.) Pritchard with USD 487. He wants to meet with me today. Spoke with Chelsea Morris with the U.S. Department of Agriculture concerning The Water Plant Funding, the Herington Municipal Hospital, the Street Project and the Hope Water Contract all moving ahead. Met with John Pritchard concerning mutual issues with USD 487. Read and Responded to my afternoon emails. Spoke with David and Jennifer Leithoff concerning camping at the Lake and Reservoir. We came to an agreement on how to deal with the current situation. Talked with Commissioner Stanford concerning complaints of City Code enforcement issues. Talked with Alan Meisinger, Herington Municipal Hospital Administrator concerning the April Minutes of the Hospital Board of Trustees and other issues as well. The Herington Regional Airport Fence Project and the Fueling System Project are both moving forward as per the Grants that are funding them. Spoke to Denis Yoder, Interim Superintendent for USD 487 concerning the Kansas Department of Transportation’s Safe Pathways to School. He forwarded his letter to KDOT in support of the Program. Anyone wishing to support USD 487 and the City of Herington in this Safety Program should contact City Hall to receive additional information to help procurement of the KDOT Grant. I received three reports from KDOT concerning Low-Cost Bridge Standards through KDOT-KART. They specify structural types and materials used. I secured City Hall at approximately 5:21 PM.

05/25: Read and Responded to my emails. Spoke to Cathy concerning city issues. Talked with Brad Jantz concerning city Legal issues. I confirmed the information he has on the issues. Spoke to Brenda Wildman concerning city issues. Spoke to David Robbins, Camp Host at the Lake concerning campers coming to the Lake in the night, taking a parking pedestal, using electricity and making no effort to contact the Camp Host. Spoke to Cathy Reese to verify camper permits from the information provided by David. I am working on the FY18 Budget Document. Spoke to Chief Staatz concerning elevation of Zoning Regulation and City Code enforcement to bring the city into the best light for people to move to our Great City. Spoke with Jeff Grill from Data Technologies concerning upgrading our accounting program. He said Randy has retired and that he (Jeff) is the person for me to deal with in the future. I am back working on the FY18 Budget Document. Spoke to David Gehrke concerning Public Works Department issues. Issed a key to LeRoy Gents for water in the Pocket Park. Read and Responded to my afternoon emails. Talked to Roger Field with Lindburg, Vogel, Pierce and Faris, Certified Public Accountants from Hutchinson concerning the upcoming FY16 Financial Audit. Roger will get back to me later this afternoon. Spoke to David Robbins, Camp Host at the Lake concerning Vehicle and Watercraft movement at the Lake. Talked with Brad Jantz concerning city Legal issues dealing with property inside the city limits. I am again working on the FY18 Budget Document. I am working on a Herington Police Department personnel sheet. I told Chief Almes to see me first thing in the morning. I secured City Hall at approximately 5:32 PM.

05/26: Read and Responded to my emails. Investigated a City Code violation on S. 1st Street. Reviewed the Herington Police Department payroll sheets. We will be changing the time keeping system to begin the Standards of Pay for the HPD. I am working on the FY18 Budget Document. I am taking home the Personnel Manual to make the necessary changes for the Review and Approval of the City Commission on June 6th at their Regular Meeting. Read and Responded to my afternoon emails. Talked with Roger Field of Lindburg, Vogel, Pierce and Faris, Certified Public Accountants in Hutchinson. He is hoping to be here by mid-June to start our FY16 Audit. I secured City Hall at approximately 7:20 PM. I will be working from my Home Office. Enjoy the Memorial Day Weekend!!

05/27: Read and Responded to my emails. I am working on the Personnel Manual revisions. Read and Responded to my afternoon emails. I am going to continue work at my Home Office. I secured City Hall at approximately 1:00 PM. Spoke with Chief Almes concerning a city issue.

05/28: Nothing to report.

05/29: Spoke with John Zeiner, Camp Host at the Reservoir concerning an ANS Certification violation. Working on the Pay Range Plan for city personnel from my Home Office.

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