**City Manager Report**

November 20, 2017

**Week of November 14th – November 20th**

11/14: Read and Responded to my emails. Went to the County Seat in Abilene. Returned from Abilene. Shilling will be paving today. Spoke to David Gehrke, Public Works Director concerning the Electric Inspector for the city. Spoke with Brenda Wildman concerning Zoning information. Read and Responded to my afternoon emails. Working on documentation for several areas. Attending the Herington Land Bank Meeting. The HLB Meeting concluded at 6:47 PM. Updating files and working on documentation in my office. City Hall secured at 7:04 PM.

11/15: Read and Responded to my emails. Spoke with several citizens concerning Codes, Zoning and Streets. I am leaving to investigate Zoning and Code violations. I will also be inspecting street repairs. Read and Responded to my afternoon emails. Spoke with Scott Melcher, the city’s part-time Code enforcement officer. He will meet with me tomorrow afternoon by 4:00 PM. Left at 7:30 PM to attend the Tri-County Free Fair Board Meeting. The Fair Board Meeting concluded at 9:47 PM. My day ended at 10:17 PM.

11/16: Read and Responded to my emails. Spoke with Natasha Barnett, Treasurer of the HLB concerning tax filing status for the Land Bank. Spoke to Leo Schlesener concerning street issues. Spoke to Dickinson County concerning Tax Statements received for the HLB. The DK CO Representative said those statement taxes have been abated as of today at 10:00 AM. Spoke with Doug Kinsinger concerning the DK CO EDC investment with the City of Herington. Spoke to Nick Uhlik of Uhlik Music in Wichita concerning our sound system. Read and Responded to my afternoon emails. Working on the second draft of the Personnel Manual.

11/17: 5:30 AM, went to Wichita for Training at WSU. Returned from Wichita at 1:00 PM. Read and Responded to my afternoon emails. Working on documentation. Spoke with Pat & Rari Thomas concerning City Code issues. Spoke with Mark at the Kansas Department of Revenue concerning the state’s tax exempt entities classification of the Herington Land Bank. He said he is waiting on the General Counsel to determine the classification since Land Banks are a fairly new entity to Kansas. Spoke to Scott Melcher, Part-time Code Enforcement Officer. City Hall secured at 4:53 PM.

11/18: 8:30 AM, I went to Clark Lumber to pick up hardware for the sound system. I went to Salina to pick up hardware for the sound system. Reworking the city’s Personnel Manual. Finished working on the Personnel Manual for the day at 6:10 PM.

11/19: Nothing to report.

11/20: Read and Responded to my emails. Spoke with Marilyn Hopke concerning city issues. I am working on the Personnel Manual. Talked with Scott Melcher concerning City Code violations. Read and Responded to my afternoon emails. Divided out the new 2015 Code Manuals into three groups. Spoke to Bonnie Bowman concerning property in the 300 Block of E. Main St. Spoke to Wendy Jones concerning more issues in Liggett Park. Spoke to Commissioner Jones concerning Zoning issues on Main Street. Spoke to the International Code Council concerning their Products. Left for Family sickness at 3:56 PM.

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