**City Manager Report**

December 4, 2017

**Week of November 28th – December 4th**

11/28: Read and Responded to my emails. Went to the Community Building and hooked up the Sound System for tonight’s meeting. Spoke to several citizens concerning City Code violations. Spoke with Leon Klaus of The Phone Connection. He has accomplished a lot of work today. He is waiting on AT&T to finish their part. Read and Responded to my afternoon emails. Spoke with Brad Jantz concerning city legal issues. Spoke with Brad Jantz concerning tonight’s meeting. Spoke with Buddy Bayes concerning general maintenance in City Hall. Received the Surveyor’s drawings concerning the lease with Midway Farms & Forage. Went to the meeting between the City Commission and Herington Municipal Hospital Board of Trustees in the Community Building at 6:00 PM. The meeting concluded at 9:06 PM.

11/29: Out of the office today. Talked to Natasha Barnett concerning Herington Land Bank issues. Spoke with Brad Jantz concerning city legal issues. Spoke with Buck Driggs concerning the New Water Plant Project. Spoke to Chief Almes concerning Herington Police Department issues.

11/30: Read and Responded to my emails. Working on personnel issues. Spoke with Melissa Timmons concerning her leaving the HPD and working in the Administration Department. I advised her she would be assigned to the Administration Department December 3rd but would not report to work until Monday the 4th. Spoke with Chief Almes and advised him of the same.

Read and Responded to my afternoon emails. Spoke to Doug Kinsinger concerning the DKCO EDC. Spoke with Buck Driggs concerning the Water Plant Project. The Secretary of State should sign off on the contract and send it to the city in the next two weeks. 4:32 PM.

12/01: Read and Responded to my emails. Talked with Brad Jantz concerning city legal issues. Spoke to Leo Schlesener concerning street issues. Spoke with Merlin Oswald, Manager of the Herington Regional Airport concerning a land lease. Read and Responded to my afternoon emails. Prepared documentation and forwarded it to our venders. Spoke with Jim Fletcher concerning insurance. Spoke with Leon Klaus concerning the new Telecommunications System for the city. 5:44 PM.

12/02: Nothing to report.

12/03: Nothing to report.

12/04: Out of the office.

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