**City Manager Report**

January 2, 2017

**Week of December 27th – January 2nd**

12/27: Read and Responded to my emails. Constructing Policy of the Herington City Commission concerning Special Assessment Tax Forgiveness. CM Report is ready to be placed on the city’s website, Cathy was notified. Policy completed and forwarded to Brad Jantz for review and comment. Reviewed the Work Order Service Log. I removed the completed Service Orders and entered the new Work Service Orders and One-Call digging requests. Spoke with David Gehrke concerning water issues. Advised Debbie that Ed Mueller is looking to leave the Convention and Visitors Bureau Board and we need to take an application to fill his place on that board. Talked with Brad Jantz concerning Legal issues. Spoke with Marilyn Hopke concerning supply issues for the Hilltop, City Hall and the Community Building. Spoke with Gene Wilson concerning the city’s telecommunications system. I received bids he has put together from COP Consultants and The Phone Connection. He will be here for the January 3rd City Commission Meeting, Debbie was notified. Read and Responded to my afternoon emails. I forwarded a copy of a letter from FEMA to Mayor Souza for her information. It is directly related to the city’s Flood Plain Maps. Spoke with Debbie and Mike Wendt concerning early retirement plans. Spoke with Tracy Jones concerning available city property. Constructed and forwarded Evaluation forms for Lake Caretaker, Laborer and Equipment operator. I secured City Hall at approximately 6:31 pm.

12/28: Read and Responded to my emails. Spoke with Leo Schlesener concerning city employee evaluation issues and documentation. Working on employee evaluation forms. Spoke with Mike Wendt concerning city employee evaluation issues and documentation. Inserted documentation into some employee’s Personnel File. Prepared documentation for Department Heads to account for the employee’s evaluation process. Constructed public notices for posting at City Hall. Spoke with David Robbins concerning Lake & Reservoir issues. Spoke with Mike concerning Electric and Water Department employee evaluation issues. Spoke with David Robbins concerning Pedestal Locks at the Reservoir. Spoke with Merlin Oswald concerning city employee evaluation issues and documentation. Spoke with David Gehrke concerning city employee evaluation issues and documentation. Spoke with Chief Almes concerning city employee evaluation issues and documentation. I also spoke with our newest Police Officer Walter Moeller. Read and Responded to my afternoon emails. Spoke with Jeanie at Security First Title concerning Land Bank issues. Spoke with Tandi from Herington Mutual Insurance Company concerning municipal insurance concerns and suits. Talked with Ed Young from the Kansas Bridge Load Rating Program concerning bridges #3 and #6. Spoke to Mitchell Gehrke concerning water Service Orders. Spoke with Chief Staatz concerning city employee evaluation issues and documentation. Spoke with Lori Dornbusch concerning city employee evaluation issues and documentation. Talked with Commissioner Jones concerning a list of condemned properties. I secured City Hall at approximately 6:08 pm.

12/29: Read and Responded to my emails. Reviewed the Work Order Service Log. Inserted new Service Orders and One-Call Dig Requests and removed completed Service and Dig Orders. Sent documentation to Chief Almes concerning Police Department supplies. Spoke with Ron Biehler concerning electrical issues at City Hall. Read and Responded to my afternoon emails. Spoke with Bonnie Bowman concerning street signs on Broadway. Received a letter Laurie Bruner concerning a holiday party for the kids that attend the Roadhouse. She would like to have the party for the kids New Year’s Eve. I secured City Hall at approximately 6:06 pm.

12/30: Read and Responded to my emails. Working on employee evaluation documentation starting in 2017. Spoke with Brian Gartland from the Kansas Department of Transportation concerning Lake and Reservoir issues. Spoke with Gloria Boomer concerning city issues. Talked with the City Commission concerning Ordinance issues. Read and Responded to my afternoon emails. Spoke with David Robbins concerning Lake and Reservoir issues. Spoke with Leo Schlesener concerning street issues. Working on employee evaluation documentation. Talked with Theresa Drube concerning today’s office closing time. Spoke to Chief Almes concerning delivering a door knocker to 201 S. 10th St. Talked to Brad Jantz concerning a Legal issue. Spoke to Laurie Bruner concerning the Roadhouse New Year’s Eve party for the kids. I denied the use of fireworks but approved the party as long as it was held inside the Roadhouse. If anyone is found to be outside of the building without proper adult supervision then the party would be shut down by the Herington Police Department. Laurie agreed to the terms for the party. The On-Call employee for the weekend is Cliff Stokes. Thank you and have a “HAPPY NEW YEAR!!” ☺ I secured City Hall at approximately 5:02 pm.

12/31: Nothing was reported to me, no issues.

01/01: Nothing was reported to me, no issues.

01/02: Kay’s Pharmacy was broken into at approximately 2:30 am. Power was shut off to the lighting systems in the area and the building sustained damage. We need to support our businesses and report any suspicious activity that we observe. Don’t forget the City Commission Meeting at 6:00 pm tomorrow night.