**City Manager Report**

July 3, 2017

**Week of June 27th – July 3rd**

06/27: Read and Responded to my emails. Tod Hettenbach and I are on our way to Council Grove to meet with the Morris County Commission. We returned to the city at approximately 11:00 AM. Talked with Brad Jantz concerning city Legal issues. Spoke with Leo Schlesener concerning surplus equipment pick up in Topeka. Read and Responded to my afternoon emails. Spoke with David Gehrke, Director of the Public Works Department concerning city issues. Talked with Mayor Souza concerning Fireworks on Saturday and Sunday. Talked with Brad Jantz concerning City Ordinances. We discussed different aspects of the City Code Book. Talked with Ray Perez concerning weekend Fireworks. Spoke with Brad Jantz concerning Fireworks. He is looking deeper into the issue and he will call me back. Spoke with John Day concerning the Mini Train. He will be delivering the Train this afternoon. Spoke with Brenda Wildman concerning financial issues. Spoke to Leo Schlesener, Assistant Director of the Public Works Department concerning city issues. He will be coming to my office with documentation on streets. He also needs me to forward street documentation to Justin Bayes from Shilling Construction Company. I am reviewing the City Code Book concerning Fireworks. Talked with Mayor Souza concerning Fireworks. John Day has delivered the Mini Train and the invoice for the repairs. Spoke with Rusty Beames to let him know the Mini Train is here and needs to be put in the shed. I told him we need to get the Train out this weekend or Monday, load it with extra weight and run it for a while to test it out. I don’t want to get it loaded with kids and have it quit running. Our kids should not be disappointed during the Fair because we had not used due diligence and tested it. Spoke with Denis Yoder, Interim Superintendent for USD 487. He wanted to thank me for working with him and the School System to address mutual issues during his tenure. I assured Denis that Ron Wilson, the new Superintendent of USD 487 starting July the 1st, would continue to receive the City’s cooperation in getting things accomplished. USD 487 is having its IBB Meeting in the Commission Board Room. Talked with Mayor Souza concerning a Special Meeting for tomorrow at City Hall. Spoke with Commissioner Jones. I am attending a Herington Land Bank Meeting in the Basement Board Room at 6:00 PM. Spoke with Brad Jantz concerning Legal issues for the Land Bank. The Land Bank meeting concluded at 7:15 PM. I am trying to work on the FY18 Budget Document. I talked with Mayor Souza concerning the time frame for convening a Special Meeting tomorrow. I advised her to let me know because I have to post the Special Meeting 24 hours before the meeting and it is supposed to held at a “Reasonable Time” for public attendance. She advised she wouldn’t make a decision on the meeting until she heard from the City Attorney. I am continuing to try and work on the FY18 Budget Document. Spoke to a concerned citizen concerning weekend Fireworks and the Mini Train. The USD 487 Teachers are still having the IBB Meeting in the Commission Board Room. I am giving a final review to the City Code Book concerning Fireworks. Talked with Brad Jantz concerning city Legal issues. The IBB Meeting is still ongoing so I left City Hall unsecured at approximately 8:00 PM. 06/28: Read and Responded to my emails. Talked with Buddy Bayes, Building Maintenance Manager and set up a meeting at my office concerning maintenance issues. Talked with Commissioner Nistler concerning city Ordinances. Spoke with David Gehrke, Director of the Public Works Department concerning the Electric Division. We need to move and replace two Transformers at the Elevator. He is placing the Electric Meters for our customers with the new electronic read type of meter. Talked to Brad Jantz concerning city Legal issues. Buddy and I met and discussed an electrical issue at the Homestead Village Apartments. I authorized the purchase of an STRT-OT Duct to fix the problem. Spoke with Commissioner Jones concerning real property tax credit for cleaning up the property and maintaining it under the City Code and keeping it that way. Spoke to John Zeiner, Camp Host at the Reservoir concerning Fireworks use at the Reservoir and in the City. Spoke with Leo concerning Public Works Department, Street Division issues. We are having dust problems on N. 8th St., I authorized the purchase of Washed 1” Rock and other Street issues. Spoke with Tary Morris concerning the Mini Train. Spoke with Mike Sullivan and Gary Childress to advise them on what we are going to do with the gravel road in their area. They had previously talked with me concerning gravel road issues. Spoke to Marilyn Hopke, Custodian concerning issues at the Community Building. Spoke to Leo and he is picking up documentation to be returned to the State and Federal Surplus when he goes to Topeka today. Spoke to Laurie Bruner concerning the Roadhouse Youth Center during the Fair.

Read and Responded to my afternoon emails. Spoke with Tandi Reiff, Agent for EMC Insurance concerning coverage for city equipment. Spoke with Jennifer Rand, Secretary and Fair Manager concerning the ceiling in the Fair Board Building. Progress is being made. Spoke with Kitty Walter concerning city issues. Spoke with Commissioner Stanford concerning the City Code on Fireworks. Spoke with Cliff Stokes concerning street issues on McClaren. Reviewing the Minutes of the December 6, 2016 Regular Meeting of the City Commission. I am working on the Budget Document. Spoke with Sherri with the Welch State Bank in Welch, Oklahoma. I requested a Repayment Schedule for the Asphalt Zipper. She said I would receive it before the end of the day. I am working on support documentation for the FY18 Budget. I secured City Hall at approximately 11:47 PM.

06/29: Read and Responded to my emails. Roger Field with Lindburg, Vogel, Pierce and Faris is meeting with me. We are going over documentation for the FY18 Budget Document. Spoke with David Gehrke, Director of the Public Works Department concerning city issues. Roger Field has left City Hall. Read and Responded to my afternoon emails. Spent the rest of the day working on the FY18 Budget Document. I secured City Hall at approximately 5:45 PM. I went to the Tri-County Free Fair Board Meeting. The meeting has concluded at approximately 9:30 PM.

06/30: Read and Responded to my emails. I am working on the FY18 Budget Document. Read and Responded to my afternoon emails. I am working on the FY18 Budget Document. I secured City Hall at approximately 7:21 PM.

07/01: Nothing to report.

07/02: Read and Responded to my emails. I am working on the FY18 Budget Document. I spoke with Commissioner Hager concerning the FY18 Budget Document. I secured City Hall at approximately 4:21 PM.

07/03: Read and Responded to my emails. I am putting the final touches to the FY18 Budget Document. Spoke with Roger Field. Spoke with David Robbins, Camp Host at the Lake. I submitted a report to KDHE concerning a possible green algae bloom at the Reservoir. I spoke with the FCC concerning our radio license renewal. Read and Responded to my afternoon emails. Finished the FY18 Budget Document. I secured City Hall at approximately 9:40 PM.

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