**City Manager Report**

May 8, 2017

**Week of May 2nd – May 8th**

05/02: Read and Responded to my emails. Held the Department Head Meeting in the Commission Board Room. Those in attendance were Kenny Staatz, David Gehrke, Merlin Oswald, Russ Almes, Lori Dornbusch and Brenda Wildman. Kenny discussed last night’s Fire Drill and Code Book violations. David gave a rundown on Public Works Department activities for today. Merlin spoke concerning the Airport fence, mower and bids for the Fueling System. Russ request the purchase of used desks and file cabinets. Lori discussed the Volunteer Recognition event at the Hilltop. Brenda reminded everyone to get their time in. I gave everyone till Friday to get their budget request sheets turned in. Spoke with Merlin and reviewed the bids for the new Fueling System will make the bid recommendation to the Commission tonight. Spoke with Chief Almes and Chief Staatz concerning the changes that were going to be made in the Personnel Manual and the addition of a Time Clock System to enhance payroll for the City Clerk and to be more efficient, transparent and provide accountability of hours worked and the Fund wages should be charged to. Spoke to John Zeiner concerning issues at the Reservoir. Read and Responded to my afternoon emails. Spoke with Shawn Elliott, City Attorney for Garden Plain, Kansas concerning a contract that we have with a mutual Vendor. I verified his identification and then forwarded a copy of our contract with the mutual Vendor. Spoke with Ron Bolger concerning grass mowing. Spoke to John Zeiner concerning camping on the Reservoir. Sent more documentation to the City Commission for tonight’s meeting. Spoke with Allison McGuire, Loan Officer for the Welch State Bank in Welch, Oklahoma. I forwarded copies of our Audits for 2013, 2014 and 2015 per their request. Prepared the City Commission Board Room for tonight’s meeting. Spoke with Brad Jantz and sent Legal documentation to him for his review and comment. Went to the Homestead Village to check out parking on the south side. Taking the communication equipment to the Commission Board Room. Reviewing two Ordinances before tonight’s meeting. Made documentation packets for tonight’s meeting. Talked with Commissioner Jones concerning tonight’s meeting. Spoke with Alan Meisinger, Administrator for Herington Municipal Hospital. He will be attending tonight’s City Meeting. Spoke to Commissioner Nistler concerning City issues. Printed Ordinances for the Fire and Police Departments use as Equipment Reserve Funds. Attending the City Commission Meeting in the Board Room. The City Commission Meeting concluded at approximately 8:47 PM. Completing documentation for the day as I will not be here the rest of the week. I secured City Hall at approximately 10:04 PM.

05/03: Took the day off for a family funeral.

05/04: Went to the Kansas Municipal Utility’s conference in Wichita.

05/05: Went to the Kansas Municipal Utility’s conference in Wichita. Returned to the office at approximately 1:00 PM. Read and Responded to my afternoon emails. Reviewed emails from Commissioners Jones and Stanford and one from Mayor Souza. I secured City Hall at approximately 4:42 PM.

05/06: Worked on documentation from my home office.

05/07: Worked on documentation from my home office. Received a call from one of the tenants of the Hilltop Community Center. Spoke with Buddy Bayes concerning an issue with Apartment #206 at the Hilltop. Buddy checked everything out and advised me that #206 is up and running fine.

05/08: Read and Responded to my emails. Talked to Brad Jantz concerning city Legal issues. Spoke to Dennis Albrecht concerning Sewer Plant issues. Spoke to Merlin Oswald concerning the Fueling System Grant start time and the effectiveness of the 60” riding mower for the Airport. Spoke with Linda Brunner concerning Code Violation issues. Spoke with David Gehrke concerning Public Works Department issues. Forwarded information to the City Attorney for Garden Plain concerning contracts. Spoke to Mike Walsh of M & K Trash Service concerning properties on S. C St. Spoke with Ed Mueller concerning Chamber of Commerce and the Convention and Visitors Bureau. Spoke to David Gehrke concerning a letter from the Kansas Department of Health & Environment. Reviewing documentation from Commissioners, KDHE, Kansas Rural Water Association and contacting several citizens of the Community. Spoke with Lori Dornbusch concerning the Hilltop Community Center. Spoke with Karon from Karon’s Realty. Spoke with Lance Hockett, Game Warden for the Kansas Department of Wildlife, Parks and Tourism. He advised me of the buoys we have missing at the Lake and Reservoir. Read and Responded to my afternoon emails. Spoke with Chief Almes concerning Herington Police Department issues. Spoke to Lori Dornbusch concerning Hilltop Community Center issues. Spoke with Brenda Wildman concerning the Swimming Pool flower beds. She and Staff did good work to make the area look nice for the Community. Spoke with Carl concerning the city’s brush burn pile. Left to investigate Zoning issues on S. 5th St. Investigating Zoning issues on N. D St. Spoke to Yvoune Miller concerning street issues on N. A St. I told her I would check on it today. Spoke with Renee Rhodes from the IMA Risk Control Division of the Kansas Municipal Insurance Trust concerning a meeting with me next week. She will be here on May 18th at 2:00 PM. Spoke with Commissioner Hager concerning city issues. Spoke to David Gehrke concerning the documentation needed for the Kansas Municipal Energy Agency. Neal Daney with KMEA needs the documents to help us achieve a Transmission Discount on our electrical cost. Talked with Brad Jantz concerning city Legal issues. Spoke with Mayor Souza concerning City Ordinances. Spoke with Donna Linder concerning the Hilltop Community Center. I secured City Hall at approximately 5:42 PM. Talked with Brad Jantz concerning city Legal issues.