**City Manager Report**

November 27, 2017

**Week of November 21st – November 27th**

11/21: Read and Responded to my emails. The new 2015 International Building Codes have been distributed. Spoke to Leo Schlesener concerning the South Bridge. KDOT is supposed to be here in early December to install the Posts. Spoke to Brad Jantz concerning tonight’s City Commission Meeting. Spoke to several citizens concerning a variety of issues. Read and Responded to my afternoon emails. Met with the Colonial Insurance Company Representative today in City Hall. Prepared documentation for tonight’s CC meeting and forwarded it to the Commissioners. Prepared the Commission Board Room for tonight’s CC meeting. Met with Brad Jantz at City Hall. Issues were discussed that he needs me to prepare for him. 9:00 PM.

11/22: Read and Responded to my emails. Talked to Chuck Jarnot concerning the FAA. Spoke with David Gehrke, Director of the Public Works Department concerning the On-Call for the Holiday Weekend. Spoke to Brad Jantz concerning city legal issues. The Sound System wiring has been installed in the Commission Board Room. Read and Responded to my afternoon emails. Spoke with several residents concerning several issues. Spoke with Chief Almes concerning new staff for the Herington Police Department. Gathered sound equipment necessary for Tuesday’s meeting of the City Commission and the Herington Municipal Hospital Board of Trustees at the Community Building at 5:58 PM.

11/23: Spent 2 hours on the phone concerning city business.

11/24: Spent 2 hours on the phone discussing city business.

11/25: Nothing to report.

11/26: Nothing to report.

11/27: Read and Responded to my emails. Spoke with Natasha Barnett, Treasurer of the Herington Land Bank. Talked to Brad Jantz concerning city legal issues. The Sound System wiring has been completed and tested in the Commission Board Room. Went to Wichita to pick up parts. Returned to Herington. Read and Responded to my afternoon emails. We hired Melissa Timmons to be the Deputy Clerk/Treasurer. Spoke with several residents concerning several issues. Spoke with Chief Almes concerning staffing of the Herington Police Department. Gathered sound equipment necessary for Tuesday’s meeting of the City Commission and the Herington Municipal Hospital Board of Trustees at the Community Building at 6:00 PM. Secured City Hall at 6:48 PM. Spoke to Brad Jantz concerning city legal issues and Municipal Court cases. 1 Hour.

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