**City Manager Report**

October 16, 2017

**Week of September 10th – October 16th**

10/10: Read and Responded to my emails. Spoke with Brad Jantz concerning city legal issues. Went to the Blue Cross & Blue Shield work and information meeting held in the Commission Board Room in City Hall. Spoke with Gary Floyd concerning Zoning Regulations and Code Enforcement. Working on documentation for the City Commission. Read and Responded to my afternoon emails. Prepared and completed a Quit Claim Deed for the Herington Land Bank. The Land Bank Regular Meeting started in the Commission Board Room in City Hall at 5:00 PM. The Land Bank Meeting concluded at 6:10 PM. I secured City Hall at 6:32 PM.

10/11: Read and Responded to my emails. Spoke to Brad Jantz concerning city legal issues. Spoke with Kay Hutchinson concerning mutual issues at the Herington Regional Airport. I am in receipt of an Employee Grievance. Read and Responded to my afternoon emails. Spoke with Dave Baker from Council Grove concerning economic development. Spoke with Allen Dinkel, City Manager of Abilene concerning employment. Preparing disciplinary documentation for a scheduled meetings with city employees. Dealing with issues of concern with several city residents. Investigating an employee’s grievance. Secured City Hall at 9:58PM.

10/12: Went to training in West Wichita. Returned to the city at 2:30 PM. Read and Responded to my emails. Working on documentation for disciplinary action and investigating a grievance from an employee. Read and Responded to my late afternoon emails. Talked with Brad Jantz concerning city legal issues. I secured City Hall at 5:31 PM.

10/13: Left to go to Wichita State. Returned to the city at 12:58 PM. Read and Responded to my emails. Spoke with Chuck Jarnot concerning the FAA. Having issues with my email. Brenda is working on it. Spoke to several residents concerning city issues. Read and Responded to my afternoon emails. I secured City Hall at 5:56 PM.

10/14: Spoke to David Robbins concerning a vehicle in the Lake. Spoke to David Robbins concerning a Lake customer and Lake Board member failing to follow the Lake Codes. 2:00.

10/15: Tried to read and responded to my emails. My email is not functioning. Working on disciplinary and grievance issues. Spoke to Brad Jantz concerning city legal issues. The internet is still not functioning. Spoke to Commissioner Hager concerning city issues. Working on documentation and letters. Secured City Hall at 6:51 PM. Spoke to Dave Baker from Council Grove concerning economic development. Talked to Jennifer Rand, Secretary of the Tri-County Fair Board. The Board meets Wednesday at 8:00 PM.

10/16: Tried to read and responded to my emails. The internet is still down. ISG in Salina has been notified. Spoke to Leo Schlesener concerning the Streets and Truck tires and wheels. Spoke to Chief Almes concerning payroll. Spoke to Dave Gehrke concerning Water Division issues. The transducer has gone bad at the Water Plant. It is being replaced. Read and Responded to my afternoon emails. Spoke with Chuck Jarnot concerning the FAA and Singular Aircraft Company. Talked with Commissioner Jones concerning email documentation. Working on Grievances and disciplinary documentation. Talked with Mayor Souza concerning email documentation. Talked to Commissioner Nistler concerning email documentation. Talked with Mayor Souza concerning email documentation. Secured City Hall at 5:03 PM.

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