**City Manager Report**

September 4, 2017

**Week of August 29th – September 4th**

08/29: Read and Responded to my emails. Researching information for current projects and the update to other projects. Received the Final Draft of the Water Plant Project and the 2nd Draft of the Scope of Engineering Services from Buck Driggs. Read and Responded to my afternoon emails. Spoke with several citizens and people from outside of the city with complaints about several issues within the city. Received information on two Bond Issues for community improvements. Met with Leon Klaus, Service Manager for The Phone Connection to set final plans for installation of the new Telecommunications System for the city. Secured City Hall at 6:11 PM.

08/30: Read and Responded to my emails. Spoke with Leo Schlesener, Assistant Director of Public Works concerning grants issued for the Lakes and Reservoir. He provided documentation for the past and current grants received by the city. Copied several documents from Vendors to forward to the City Commissioners. Dealt with several complaint issues. Read and Responded to my afternoon emails. Met with Buck Driggs to review the changes to the Scope of Engineering for the Water Plant Project. Spoke with Joni, City Clerk of Hope concerning the new Municipal Water Contract. Researching State Statutes. Forwarded documents to Vendors to comply with mutual agreements. Secured City Hall at 6:09 PM.

08/31: Read and Responded to my emails. Spoke with Brad Jantz concerning documentation. Spoke to David Gehrke, Director of the Public Works Department concerning several issues for all Divisions of the Department. Spoke to Bret Shogren with G.K. Baum concerning the Streets Bond Issue. Read and Responded to my afternoon emails. Talked with several people with complaints. Gathered documents on several issues and forwarded them via email. Spoke with the Camp Hosts concerning complaints and violations of Lake and Reservoir regulations and state laws. Secured City Hall at 5:24 PM.

09/01: Read and Responded to my emails. Spoke with Brad Jantz concerning city Legal issues. Spoke with David Gehrke concerning Public Works Department issues. Left to go to Wichita. Returned to the city. Read and Responded to my afternoon emails. Worked on a Bulk Water Sales Contract. Spoke with John Zeiner, Camp Host concerning Reservoir issues. Worked on a report concerning the Telecommunications System for the City Commission. Secured City Hall at 8:11 PM.

09/02: Read and Responded to my emails. Spoke with John Zeiner, Camp Host concerning four-wheel vehicles at the Reservoir. I responded to the Reservoir to help contain the illegal vehicles.

Read and Responded to my afternoon emails. Went to my home office to work on files of documentation to be disseminated to various people and vendors. Spoke with Chuck Jarnot concerning a COA for UAV use at the Airport. Secured City Hall at 5:13 PM.

09/03: Read and Responded to my emails. Spoke with John Zeiner and David Robbins concerning several issues throughout the day.

09/04: Read and Responded to my emails. Worked on the Agenda for Tuesday’s City Commission Meeting. Spoke with Derek Mendonca, CEO of Singular Aircraft. Worked on contracts and reviewed leases with our customers. Read and Responded to my afternoon emails. Spoke with Merlin Oswald, Manager of the Herington Regional Airport concerning hangers and other buildings. Spoke to Brad Jantz concerning Tuesday’s City Commission Meeting. Sent out the Agenda and other documentation to the City Commission. Secured City Hall at 6:00 PM.

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