



City Manager's Report—April 12, 2016

- 1) Pre-Construction conference with Cardinal and Libra Electric Company to discuss the CDBG Emergency Generator Project going forward. The job will commence 4/11 with a completion date of 8/2/2016.
- 2) Cardinal Engineering asked to help assess infrastructure needs for additional sewer lines for the businesses along the east side of Grand. They brought back an estimate of approximately \$400K for the sewer line and the lift station. While they were here for the initial visit, we took a look at areas in the City that are future projects (lagoons, pool).
- 3) Public Works Authority—I am replacing the microphone system in the utility/customer service drive up window. This system has not worked for many years now and since I am not planning to move PWA to another building, it makes sense to me that we get something done about the outdated equipment. Replacing the mic and speakers will allow our customers to be heard and to hear what our administrative staff are trying to communicate to them.
- 4) Crescent Community Center—I would like to get the center ready for the activity that summer time brings to a community and have decided to phase in the improvements. Phase One is resurfacing the road to the center and also the walking track and painting the pipe fencing. Phase Two will be purchasing two signs (one at Grand and another at the entrance of the center) and placing them in appropriate areas. And, asking OG&E to place several lights around the track so that it can be used safely during darker hours. Phase Three will be a facelift to the exterior of the building and to the pipe in the parking area with a fresh coat of paint. Eventually, we will work our way back to new picnic and playground areas around the softball field. I would like to put some really nice playground equipment in the grassy area in the middle of the track so that children can play while their parents' walk and keep in shape.
- 5) Painting for the City Park on the stands and the stage area to help get it ready for the summer. We are planning to bring electricity to the new concessions stand that Lowe's built for us when we were awarded the "Lowe's Heroes" prize. We are getting bids on the fencing necessary to complete the project.
- 6) Certified Healthy Community meeting with the Assistant Wellness Coordinator for Logan County Healthy Living. We discussed how the City could be eligible for grant money to enhance our city through health initiatives and that we could possibly fund the playground equipment at the Crescent Community Center by Council passing policies and Ordinances so that we become a Tobacco Free workplace.



- 7) Working with local business owners and new business owners to help grow our economy here in Crescent (Earnheart's, Empressed, and others).
- 8) Assessment of City property and subsequent recommendations on the sale of said property. Consulted with the City Attorney to determine a path forward. Meetings with potential buyers for the property to advise that the property must be sold at an auction so that purchase is an arm's length transaction and open for all.
- 9) Supplying information to Oklahoma Emergency Management for submittal of our costs during the ice-storms. The first 30 days is at an 85% reimbursement so we are looking to get a check for approximately \$26,690.43. Our second submittal is for days 31-90 with a total of \$120,299.73 at a reimbursement rate of 80%. The approximate reimbursement amount is going to be \$96,239.78. Total of all reimbursements is approx. \$122,930.21.
- 10) Code Enforcement Officer—I am pleased to announce that Shannon Weibelt is now serving our city full-time as the new Code Enforcement Officer. She will be attending training in May to get the basic credentials but is already studying and working to get letters and other documentation out to those residents who need reminding of our municipal codes. She will also serve as Animal Control Director and will continue working as Dispatch Supervisor.
- 11) City Clerk/Treasurer—I am pleased to announce that I have hired Tonya Oliver to take over duties as City Clerk/Treasurer. While she is new to municipal government, she has broad experience in book-keeping and accounting and has an extensive background in QuickBooks. She will also serve as HR Director for the City and will assist me with personnel decisions.
- 12) Court Clerk/CPWA Administrative Assistant—I am pleased to announce that Trina McCracken has agreed to move to the position of Court Clerk, now that Shannon has moved to Code Enforcement, and Trina will be assisting Lori Lindholm in Public Works Administration. I am cross-training in most positions throughout our organization so that we have backup in the event of vacation, sick days, or other reasons that staff would need to be away from work.
- 13) Crescent Police Department—I have worked with our new Chief, Jon Owens to increase our department size to 5 full-time officers, and I am happy that our community is being patrolled and watched over in unprecedented measures from any time in the last 5 years. I am confident that trust and respect will be restored to our police department with the caliber of officers that we now have working with us.

Respectfully Submitted by,
Janet Smith, City Manager