

# EMPLOYEE MONTHLY STATUS REPORT

<b>EMPLOYEE</b>	Michael Lee	<b>DEPARTMENT</b>	All of them	<b>MONTH</b>	November
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## TASKS COMPLETED

11/3 meeting, voting set up, routine chores, welding 11/4 B-rooms, voting sign, welding, city hall chores, change lights and sensors in pole barn, cont. organize shop 11/5 cont. to reinforce pole barn, get road gravel, sewer routine 11/6: B-rooms, pole barn, worse than thought, still securing it, meter reads for office. 11/7 meter install, routine, move shelving, misc. 11/8-11/9 weekend, 11/10 B-rooms (now including park bathrooms and on certain days city hall bathrooms checking TP), meeting, welding, sewer locate, sewer garbage, 11/11 holiday, 11/12 routine B-rooms, oversee industrial plumbing, welding 11/13 a meter read, main truck to alpine automotive, drive loader around town with snow bucket. Misc. 11/14 walking and talking with Kirk about sewer, cleaning up sewer building, 11/17 curb stops, clean shop area 11/18 – streets, check in with John, Kirk, fire guy, and continue clean up 11/19 routine and water and sewer line on commercial for John. 11/20 – routine and finished finding and fixing sewer wit John 11/21 – clean up from yesterdays job, b-rooms couples time to get it ready for weekend 11/24 both b-rooms. Meeting,

## PROJECTS IN PROGRESS

11/25 b-rooms, cottonweed, part of meter reads, cleanup...

Winterizing shop, getting equipment ready for winter, drainage for park, ...

## CHALLENGES / ISSUES

- Proper keys will not open said locks, too many keys, too many “not industrial” locks that are not working proper
- exhaust fumes fill S10 truck from damaged exhaust pipe, need to get fixed, as well as tailgate and a once over to make sure it is safe
- following up with the welding apron and cap?
- following up with garage door?

## COMMUNITY INPUT & COMMENTS