

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

February

**TASKS COMPLETED****Water**

Meter reading  
Replace meter registers as needed  
Routine water logs  
Continued to have a few frozen meters to thaw  
Customers experienced broken pipes, we located meters and shut water off for them to fix.  
Plowed well houses  
Plowed fire hydrants

**Sewer**

Ensuring screen room is running efficiently  
Sewer logs  
Discharge is going well and we are staying compliant  
Weekly sewer samples

**Park**

Routine cleaning and garbage removal  
Some vandalism occurred and has since been cleaned up and reopened.

**Streets**

Lots of snow plowing, everything went well and the weather allowed for things not to be such a mess.  
Getting water to flow where we can. Some drains are just to frozen. (Im looking into a smaller portable jetter, that would be beneficial!)

**Equipment**

The backhoe quit starting, once the issue was diagnosed, we replaced

**PROJECTS IN PROGRESS**

Sewer Discharging  
Shop and parts organizing  
Generator maintenance  
Pothole repair as weather permits  
Keep drains functioning  
Take christmas lights down at the park  
Locate I&I

**CHALLENGES / ISSUES**

Keeping water off the roads.  
The smaller culvert type drains are frozen solid, we are doing what we can to get them to function properly  
Vandalism at the park restrooms (especially the mens room).  
There is quite a bit of I&I coming into the plant. We will start opening manhole lids and seeing if we can identify the main causes

**COMMUNITY INPUT & COMMENTS**