

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

May 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Well Log Records
- Dog Licenses
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- Flyers
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

- Updating / Amending resolutions and ordinances for Council Meetings
- Sack Lunch Program flyers
- Water Meter Account updates
- Volleyball survey
- Skate Park Name Survey
- Baseball – T-ball planning
- Baseball equipment/shirts
- Parks & Rec Committee
- Updating well log records
- Filing of sewer test reports
- Building Permits

CHALLENGES / ISSUES

- One barking dog complaint
- One complaint on dog at large
- 1 large leak, several complaints on smaller leaks and water issues
- Two water pressure issues
- 1 grass/weed complaint

COMMUNITY INPUT & COMMENTS

- Many comments for and against a volleyball court in the park