

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

April 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Dog Vaccination Clinic Details
- Dog License Forms
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- RV Violation letters
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

- Updating / Amending resolutions and ordinances for Council Meetings
- Burn Permits & new database for fire/Sheriff/Adams County
- Database for projects
- H.O.P.E. Week
- Welcome Spring Event
- Spring event planning / flyers
- Baseball – T-ball planning
- Baseball Sponsorships-complete
- Parks & Rec Committee is full!
- Updating well log records
- Filing of sewer test reports
- Legal issues

CHALLENGES / ISSUES

- One complaint on late charges
- One complaint on noise/trash/chickens, but did not want to file a formal complaint
- 2 large leaks this month

COMMUNITY INPUT & COMMENTS

- Burn permits should be longer than 1 week – several comments!
- Family Dollar comments – both good and bad
- Several ditch cleaning requests
- Water leak issues/requests