

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE **Michael Lee**DEPARTMENT **Public Works**MONTH **October**

## TASKS COMPLETED

Getting to know facilities and town with Hunter 10/9  
Dig up valve to see what parts are needed, John ordered parts. Clean shop 10/10  
Fixed valve with Hunter and John, most of day. Completed. Clean around shop 10/11  
Holiday 10/13  
Meeting and clean up shop area 10/14  
With John for a couple hours, forms, clean shop area 10/15  
Couple hours with John, office needing meter read, shop cleaning 10/15  
Paper work, shop "garage door" needs fixing, got it closed for the weekend, took down old water tank system, and will make new one using old material, cleaning shop still - reading sewer stuff 10/16  
Cleaning shop 10/17  
Meeting at city hall, routine checks, sort and relocate sewer and water pipe, start making sawhorses for water tank. 10/20  
Went with company to clean out sewer, went with those taking samples in field, worked on sawhorses and cleaning 10/21  
Cleaning shop area, beginning to reinforce wall of pole barn 10/22  
½ day today, and off all day tomorrow. Continue to reinforce 10/23

## PROJECTS IN PROGRESS

Cont. tasks completed  
Meeting, winterization ad meter reads 10/27  
Move water tank, dug up end of drainage system, mov machinery around, continue cleaning up shop. One more meter read. 10/28  
Meeting, routine stuff, cleaned up at bathrooms, fixed fence #1, cleaned shop (still a lot to clean up 10/29  
Welding and going around town with the front end loader. 10/30  
Welding and bathrooms, cleaning around shop 10/31

Winterization / Learning streets, system

## CHALLENGES / ISSUES

Both trucks need fixing,  
Can we purchase a welding Apron  
please,  
Shop door needs fixing

## COMMUNITY INPUT & COMMENTS

