

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Michael Lee

DEPARTMENT

Water / Sewer

MONTH

Dec 2025

TASKS COMPLETED

12/1 - meeting, b-rooms, 12/2 drainage for parking lot at community center 12/3 continue drainage, cont clean up, r-rooms, Scada with Kirk, 12/4 finish drainage, clean equipment 12/5 clen up area, shovel, equipment ready for snow. 12/8 restrooms, meeting, ... 12/9 B-rooms, City Hall (CH), Child Center (CC) shovel snow from emergency doors and general. Clean up truck, 12/10 - 12/16 -meeting, b-rooms, cont. winter prep, sprinkler system at city hall, looking for places to put snow, start training, 12/17 pics of fire piping system in city hall, meter stuff, organize storage shed, sewer, ... 12/20 meter reads, 12/24 oil spill clean up and needed Torch Towing to help unstuck front end loaded. 12/26 bathrooms, clean sewer chlorine room and dechlor room. Admin work and clean shop

PROJECTS IN PROGRESS

Organize shop
Winter prep
Old city hall winterize and empty out due to selling building
Set up and organize storage shed
Snow plow

CHALLENGES / ISSUES

Needing to continue to follow up on items, such as garage door, welding apron, truck not fixed,... as I think they are essential parts of operations. . S-10 truck also has no head lights (low and high beams) and no 4-way lights. Running low on garbage bags for sewer plant, will need some **very** soon, prefer ones that is ordered as they work and will not break

COMMUNITY INPUT & COMMENTS

At park bathrooms – a couple commented on how nice that these restrooms are open and clean.