

Staff Report

Angie Mettie

November 2020

At the front desk:

- One RV Permit was purchased – a new homeowner is going to stay in RV on occasion as they fix up their new home. They currently live out of town.
- 1 complete alcoholic beverage application was received.
- Several dog at large complaints were forwarded on to Jessie.
- There were several questions about “bulk” water rates and what it was.

Monthly Tasks completed:

- Minutes for all meetings
- Billing
- Newsletter (print & e-mail)
- Filing
- Scanning invoices & creating “e-claims” - saved much time with the auditor.
- Ran utility billing reports for auditor.
- Have uploaded minutes from all committees to a folder for the new website for the last 5 years. (Municode)
- Have created spreadsheet for cookie donations for our Christmas tree – contact me for days when you would like to donate!
- Working on Christmas activities for the community – ornaments for the public to decorate and a mailbox for letters to Santa.

Other Items of Interest:

- P&R / CAC Committee has completed another section of the Park Master Plan. They will meet again January 19th.
- Meadows Valley Roundup statements and thank you cards will be going out to all community members who have donated this past year. Mayor Good is going to write a thank you note to include with each.
- A new computer program, Doodly, was purchased. It will be another way that the city can get information out to the public through cartoon videos.
- Leak letters were not sent in November, as the website was unreachable. After reviewing readings, it did not appear there were any leaks.
- The water billing policy and the “We Love New Meadows” brochure went out with the water bills to all new customers in November.