

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

February 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Address Change Resolutions
- Billing
- MV Mondays
- E-payment transaction logs
- Leak Letters
- Dog Vaccination Clinic Details
- Dog License Forms
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- Citation Follow-up
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

- Amending ordinances
- Letters to businesses
- Researching drones
- Records Destruction 2023 Resolution
- Audit Reports (Billing)
- Creating digital copies of paper files
- Creating digital copies of resolutions
- Easter planning / flyers
- Week of Young Child planning
- Baseball – T-ball planning
- Updating well log records
- Filing of sewer test reports
- Grant letters for w.o.y.c / Easter Hunt

CHALLENGES / ISSUES

- Issue with bad ink cartridges for postage meter. Finally the 3rd set we received worked!
- Snow is rusting our bike station. Next year, we should remove the tools for the winter!
- E-mail issues – now fixed.

COMMUNITY INPUT & COMMENTS

- Please fix drainage at Post Office!
- Please fix potholes on Heigho!