

Staff Report

Angie Mettie

November 2021

At the front desk:

- There were many move-in / move-outs this month as well as new homeowners in New Meadows.
- 1 complete and one partial alcoholic beverage application was received.
- There are many people inquiring about housing.
- There were many calls regarding water/sewer rates.

Monthly Tasks completed:

- Minutes for all meetings
- Billing
- Newsletter
- Leak Letters sent
- Filing
- Scanning & filing invoices

Other Items of Interest:

- P&R / CAC was not able to meet in November due to lack of members available.
- 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.
- The water billing policy and the "We Love New Meadows" brochure went out with the water bills to all new customers in November.
- Staff worked with a property owner to find the right of way for snow plowing. The property owner asked for the ordinance that refers to the exact number of feet that the snowplow requires. A specific number could not be found in any ordinance that determines how far off the roadway a car must be located in order to not be in the right of way.
- A new spreadsheet is being developed to ensure that all expenses are included in the budget.
- Worked on Christmas activities for the community tree lighting.
- Worked on updating annual calendars, tasks, and meeting dates for next year.
- Worked with the county to find out the processes for possible upcoming planning and zoning requests.
- Prepared and delivered the upcoming alcoholic beverage license applications to businesses.