

City Hall December 2018 Monthly Report

Jennie Duncan

- Vendors/ Council Packets
- Monthly utility billing newsletter
- Monthly Ordering
- Coordinate monthly training – Slip and Fall Training
- November Salt/Sand Report
- Labor Report to State of Michigan
- Updated all Equipment Rates for 2019

Training:

- Equipment Pool training with Lauren from Baird, Cotter and Bishop @ City Hall
- Planning Training @ Osceola County Fairgrounds

Research:

- Electric charges with Consumers Energy
- Follow up on CPR Training

Deadlines:

- Trunkline Quarterly Report – January 10, 2019
- Monthly grant drawdowns

Bridgette Miniear

- Completed bank reconciliation
- Calculated and mailed out monthly bills
- Completed Planning Training
- Working with Revize to update the website
- Complete DDA account conversion to General Ledger and DDA bank reconciliation by January 8, 2019
- Complete 2018 W-2 by January 16, 2019
- Organize Board of Review binders by January 31, 2019
- Complete council, board and commission starter packets and checklist by January 31, 2019

Alyssa Rosebrugh

- Researching online campground technology
- Updating bulletin boards at the depot and city hall
- Updating all official City of Evert Facebook pages to inform the public
- Researching the implementation dates for city policies – January 31, 2019
- Safety Manual for city employees – February 28, 2019
- Bump-Out Garden Policy – March 31, 2019
- Department of Public Works Procedural Manual – March 31, 2019
- Completed the Frequently Asked Questions for the website
- Signed Mark and Sarah up for Reasonable Suspicion Supervisor Training