

## City Hall May 2019 Monthly Report

### Jennie Duncan

- Daily work orders for the Department of Public Works
- Vendors/ council packets
- Downtown Development Authority vendors
- Monthly utility billing newsletter
- Equipment pool reports
- Payroll
- Monthly ordering
- Labor report to State of Michigan
- Miscellaneous receivables – invoices and statements
- Monthly Grant Invoices – PILOT Grant & SAW Grant
- Electronic filing research – online demo with Laserfiche
- Energy audit research
- Cemetery work orders

### Bridgette Miniear

- Completed bank reconciliation and summary of funds
- Calculated and mailed out monthly utility bills
- Completed Downtown Development Authority bank reconciliation
- Completed payroll for the Downtown Development Authority
- Monthly payroll invoices
- Completed monthly shut-off list
- Took minutes for planning commission meeting
- Assisted in Team Up 2 Clean Up event
- Worked on amending polices and creating new policies
- Update website
- Attended Bank Reconciliation, Payroll and General Ledger training put on by BS&A Software in Lansing.

### Alyssa Rosebrugh

- Updating all official Facebook pages to inform the public
- Creating flyers for community coffees events
- Working on rebranding the city (city style guide)
- Filing and organizing the Water/Wastewater Treatment Plant
- Ordered signs for the splash pad and along the river.
- Ordered parts for Jacobson and Land Pride
- Updated bulletin boards at the depot
- Attended General Ledger training put on by BS&A Software in Lansing.
- Created a “checks and Balances” sheet for campground money handling
- Created checklist for janitorial cleaning
- Finish contract for Hamberg Fence Co.
- Researched and purchased a new campground reservation system: CalendarWiz.