

## City Hall February 2019 Monthly Report

### Jennie Duncan

- Vendors/ Council Packets
- Downtown Development Authority Vendors
- Monthly utility billing newsletter
- Equipment Pool Reports
- Monthly Ordering
- Coordinate monthly training for March – Defensive Driving & Telephone Etiquette
- Labor Report to State of Michigan
- Monthly Grant Drawdowns
- Assessing Fieldwork

### Bridgette Miniear

- Completed Bank Reconciliation
- Calculated and mailed out monthly bills
- Completed Downtown Development Authority Bank Reconciliation
- Weekly Payroll and Monthly Payroll Invoices
- Completed monthly shut-off list
- Planning Commission Meeting
- Arranged training for Planning Commission and Council

### Alyssa Rosebrugh

- Organizing and filing at the Water/Wastewater Treatment Plant office
- Updating bulletin boards at the depot and city hall
- Updating all official Facebook pages to inform the public
- Excel Sheet for 2019 Park Use Passes
- Parks and Recreation Committee work, brochures and meetings
- Creating flyers for Community Coffees Events
- New 2019 Inventory
- Safety Manual for city employees – Due May 1, 2019
- Bump-out Garden Policy – due April 30, 2019
- Department of Public Works Procedural Manual – Due April 30, 2019