

City Hall April 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
- Monthly Grant Invoices – PILOT Grant & SAW Grant
- Quarterly Trunkline Report
- Electronic filing research
- Energy audit research
- Final dog license disbursement
- Worked with Jim White on contracts/agreements

Bridgette Miniear

- Completed bank reconciliation and summary of funds
- Calculated and mailed out monthly utility bills
- Completed Downtown Development Authority bank reconciliation
- Monthly payroll invoices
- Completed monthly shut-off list
- Took minutes for planning commission meeting
- Attended housing committee meeting
- Took minutes for water and sewer committee meeting
- Led the redevelopment ready community meeting
- Worked with Jim White on ordinance amendments
- Worked on amending policies and creating new policies
- Assisted in planning Team Up 2 Clean Up Event
- Prepared planning commission packets
- Update website

Alyssa Rosebrugh

- Updating all official Facebook pages to inform the public
- Creating flyers for community coffees events
- Adding new purchases to the 2019 inventory list
- Worked on Department of Public Works procedural manual
- Worked on safety manual for city employees
- Bid opening and bid tabulation for 5th Street and Recreational Avenue Improvement Project
- Scanned files to the server
- Attended the 2019 Trash Bash meeting at Ferris State University
- Researched city hall hours of operation
- Updating the policy handbook