



## **GERRISH TOWNSHIP**

***Kathleen Patchin, Clerk***

2997 E. Higgins Lake Drive

Roscommon, MI 48653

(989) 821-9313 (telephone)

(989) 821-8627 (fax)

### **Clerk Patchin Report December 2015**

Attended and prepared for December 3, 2015 work session

Attended and prepared for December 8, 2015 Regular Board Meeting

Minutes and action on minutes

FOIA Coordination and delivery

Attended the Roscommon Township Meeting on November 12<sup>th</sup>

Attended the Roscommon County Election update forms meeting

Attended the retirement celebration for Roscommon Township Clerk Barb Stevenson

Updates on the QVF voter registration in preparation of the March 8, 2015 Presidential Primary Election

Accounts Payable

Payroll

General ledger accounting

Addressing residents' concerns and thoughts on various items

Day to day operations