



GERRISH TOWNSHIP

Kathleen Patchin, Clerk

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Clerk Patchin Report June 2017

Attended and prepared for the following meetings:

- ~June 13th Regular Meeting
- ~June 21st Special Meeting 2018-19 Polie, Fire/EMS Budget meeting
- ~July 6, 2017 Work Session

Prepared Minutes and completed action on minutes

Payroll and Accounts Payable processing along with monthly financial reports.

Completion of the 2nd quarterly reports and filing

FOIA requests

Attended the FOIA class held at the County featuring the Michigan State Police FOIA Coordinator

Attended the June 24, 2017 Life on the Lake Seminar sponsored by Higgins Lake Foundation and the Michigan State University Extension.

- Flyers provided for *Michigan Aquatic Invasive Plant Watch List
- *Michigan Fertilizer Law

Continue to train new Deputy Clerk Annette Kirkpatrick