



GERRISH TOWNSHIP

Kathleen Patchin, Clerk

2997 E. Higgins Lake Drive
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Clerk Patchin Report February 11, 2020

Attended and prepared for the following meetings:

- January 14, 2020 Regular Meeting
- January 15, 2020 Special Meeting Budget Work Session
- January 17, 2020 Special Meeting Budget work session
- January 24, 2020 Special Meeting Parks and Recreation 5-year plan
- February 6, 2020 Election Commission
- February 6, 2020 Work Session

Completion of minutes and actions on meetings.

Continuing to work with Both Chiefs on HR Policies for the Township.

Attending the HR Policy meeting in Mt Pleasant put on by our insurance carrier on January 23, 2020.

Finalized and posted the 2020-21 Budget for public review.

March 10, 2020 Absentee Voter ballots were sent on January 31, 2020.

Completed all 2019 Tax fillings for the Township.

Website maintenance.

All Human Resources, Payroll, Accounts Payable, General Ledger processing.

FOIA Coordination.

Thank you.....Kathleen ☺