

Clerk's Report
January 18, 2010

This month's time has been spent with the following:

- Telephone Administration
- Daily Mail Distribution
- Daily Bank Deposits
- Sewer Water Billings
- Sewer Water Receipting
- Sewer Water Shut-off Notices
- Preparing Meeting Packets
- Waiting List Billings/Receipting
- Marina Slip Holder Billing/Receipting
- Waste Hauler Billing/Receipting
- Prepared Spreadsheets for Account Payable-Insurances & Utilities
- Work Order(s) for Utility/Public Works
- Website Administration
- Filing-End of the Year
- Assisting the Village Manager and Bookkeeper as needed
- Monthly Police Stats to Michigan State Police

Very busy month! Happy to report no shut-offs were scheduled.

Dorothy Petroskey
Village Clerk