



Emily Kay Votruba

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July 14, 2023

To: Elberta Village Council
Village of Elberta
151 Pearson Street
Elberta, MI 49628

Clerk Duties Performed in June and July 2023

In June and July I prepared draft and final minutes for meetings, posted minutes in physical locations and online, completed Short Term Rental inspections, made website updates about Village matters, and did some proofreading, editing, and formatting of forms and meeting materials, among other tasks that would normally be performed by the Deputy Clerk if we had one.

- Correspondence with Chad Hollenbeck of FEYSB regarding use of restrooms and meeting to address issues
- June 15 Regular Meeting Draft and Final Minutes
- Website updates regarding meeting changes, open positions, CCR Report
- Correspondence re DPW phone cancelation and DPW computer
- emails to ELHC regarding house (address) demolition
- Ad for Clerk-Treasurer/Deputy Clerk (composing, sending, proofing)
- Upgraded calendar and other plugins on website (cost \$33.15), added rental calendars for other Village properties besides LSS
- Became a Notary Public, including an online training, paid 21.67 in fees
- Attended 2 hr water project meeting to get information for residents
- 1 STR inspection and follow up on previous inspections to finalize
- Phone calls, texts, emails regarding LSS/Bayou rental July 28/29
- Prepared drafts of updated contracts for rental properties other than LSS

I would like to be compensated for 4 hours of this activity at \$17 per hour and reimbursed for notary and website expenses (total \$54.82)

Grand total: \$122.82