Date added to task list	Description	Past Updates	Last Meeting Remarks	Responsible Party	Update:
9/22/2022	**Procedural Manual**	9/20 Ms. Gibson will reach out to Mr. Palmer to check status 10/18 Dept Heads to look at writing job descriptions after employee manual done 12/6/22 in house after employee manual done 1/17/23 employee handbook not adopted yet 2/7 Department heads will have draft to council by next meeting - will set workshop 2/21 Drafts to council for at next meeting 3/7 meeting set for April 3, 2023 4/3 Ms Galbreath to assist	Ms. Galbreath 3/4 done with accounting portion and will have draft to council by June 20th meeting.	Council	
1/3/2023	**Zoning changes**	1/3 Ms. Galbreath will speak with ECRC about grant/assistance1/17/23 Mayor will speak with Mr.Rega about planning committee handling Comp Plan 2/7 MS. Galbreath has TPO meeting and will report back to council 3/7 no update	Council tabled until vision of city determined before hiring anyone for zoning changes.	Council	
1/17/2023	**Grant Writer**	1/17/23 mayor will speak with beach about how their grant writer is funded 2/7 Will discuss at workshop on Feb 23.2/21 will discuss at Thursday's workshop on 2/23 3/7 meeting set for April 3, 2023 Met on 4/3/2023 with Ovid Solutions	RFP forward to Mr. Sloan to write from draft of other city	Council	
5/16/2023	**Records Request Ordinance**	Mr. Sloan to begin writing	SMr. Sloan sent draft to mayor of manual	Sloan	
5/16/2023	**Deposit Increase and application change for debt collection**	Mr. Sloan to look into a fee based on credit score	Social should not be required-counci	Sloan	