**Village Business**

* **Hall rentals**
	+ Scheduling of the Hall
	+ Invoices for rentals were made and payments were given to Jennifer.
	+ Receipts were mailed out if requested.
	+ Communication with the cleaner for the Village Hall.
	+ I added a link to the website where people can fill out the form and it will send a direct mail to me for a request to use the village. This will be the same link I send to email request and the same form I fill out for phone call request.
* **Crossing Guards**
	+ Communications
	+ Paychecks
* **Cemetery**
	+ Communication with Brad
	+ Communication with funeral homes as well as stone companies for foundations.
	+ Communication with people for VA stones.
* **Payments of the bills** –
	+ Bills have been paid and all mailed out.
	+ All CC & EFT(Consumers) payments have been put into the BS&A and everything is up to date.
* **Filling in all paperwork that comes in the Village Hall.**
	+ Water sample reports
	+ DPW Receipts
	+ Paid bills and invoices we receive.
	+ Etc...
* **DPW**-
	+ Pay checks.
* **Preparation for Village** **meeting**
	+ Minutes – Draft and will type current minutes
	+ Bills Paid
	+ Clerk Report
	+ Trustees pay checks.
	+ All additional paperwork was needed.
* **Phone calls and Emails**
	+ Communication with the public
	+ Communication with the township
* **Payroll**
	+ Was completed.
* Village Of Dansville
	+ The light pole will be covered by insurance this will be completed and forms and communication will be had until the project is completed.
	+ Took in building permits for Mike and communication with him.
	+ Met with Heather, our accountant to verify where payroll is being pulled out for certain roles – this required a correction and that has been made.
	+ Attended two meetings with MDOT for a grant for the road – will have more information on this when it comes to the agenda Item.
	+ Made updates to the website.
		- Village hall rental request form
		- A Village Hall employee request for meeting form.
	+ Weekly check in’s with David & Jennifer
	+ Communication updates
		- Email
		- Voicemails
		- Constant ability to log on to BS&A
	+ Met with Bethany for policy and procedures update.
		- Credit card Reporting.
		- Options for ACH payments
		- Training for Board Members
		- Communication with Jennifer on how we would like procedures to be moving forward.

**DDA**

* **DDA meeting prep**
	+ All meeting prep work.

**Upcoming Work**

* Continuing with the MDOT Grant
* Completing the voicemail to emails
* Adding more additions to the website.
* Collecting contractors for the DDA Project