**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