

CLERK MONTHLY REPORT

1/5/2026	PROCESSED HSA CHECKS
1/6/2026	PROCESSED BI-WEEKLY ACCTS PAYABLE/PAYROLL
1/5/2026	ATTENDED COGITATE WEBINAR
1/6/2026	ATTENDED SHORT TERM RENTAL PUBLIC HEARING
1/7/2026	PHONE CONFERENCE LINCOLN FINANCIAL/PAYROLL
1/8/2026	ATTENDED TOWNSHIP WORK SESSION
1/13/2026	ATTENDED MONTHLY BOARD MEETING
1/21/2026	PROCESSED BI-WEEKLY ACCTS PAYABLE/PAYROLL
1/21/2026	MET WITH PAR PLAN REP FOR AUDIT
1/21/2026	PHONE CONFERENCE LINCOLN FINANCIAL/PAYROLL
1/22/2026	ATTENDED RTA MEETING
1/23/2026	ATTENDED BUDGET SPECIAL MEETING
1/23/2026	PROCESSED 941, UNEMPLOYMENT FOR QUARTER
1/26/2026	SUBMITTED W-2/W-3 INFORMATION