

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** November 3, 2023  
**Subject:** Weekly Report

1. Staff was in Saturday to support Trick or Treating and The Witches Ride in the Downtown area.
2. The final lift of pavement was installed on Ann and Eastern on Monday. The paving contractor is wrapping up a few small jobs around the Village and will perform some street patching next week.
3. Preparations were made for trick-or-treating in the Downtown and for the Witches ride this weekend.
4. Three trucks were prepped for winter operations.
5. A contractor is in to perform maintenance on water valves throughout the Village and will also be listening to the valves in an effort to detect any water leaks should they occur and not make their way to the surface. This work will continue for another week.
6. Monthly water meter reading took place on Wednesday.
7. Miscellaneous lawn mowing, tree trimming, and other work orders were completed.