DDA 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 on rentals and any concerns
  - Supplying bathrooms and the village with essentials.
- **Payments of the bills** –
  - Bills have been paid and all mailed out.
  - EFT payments were put into BS&A
- **Filling of all paperwork that comes in the Village Hall.**
  - Water sample reports
  - DPW Receipts
  - Paid bills and invoices we receive
  - Etc...
- **DPW-**
  - Pay checks.
  - Communication with Brad as needed.
  - Communication with customers regarding the cemetery
- **Preparation for DDA meeting**
  - Minutes – Draft and will type current minutes
  - Bills Paid
  - Clerk Report
  - All additional paperwork as needed.
- **Phone calls and Emails**
  - Voice mail –
  - Communication with the public
  - Communication with the township
- **DDA Business**
  - Completed all Village business.
  - Working towards the paperwork for submission for the Small town enhancement grant.
  - Updates to the website
  - **Additional**
    - Weekly check ins with David and Jenifer

- Created a Village Hall rental spread sheet to document expenses and profit.
- Attended an online course of “Clerking 101” and completed.