**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 bathroom and the village with basic essentials.
* **Payments of the bills** –
	+ Bills have been paid and all mailed out.
* **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.
* **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**
	+ Still waiting to see who we can purchase a light pole from so we are able to go ahead and get it quoted and fixed.
	+ **Had a meeting with our insurance company for the renewal that is in December to get it as up to date as possible – a recap on this is she is getting me numbers that will be added as a credit for the back dates and for the adjustments made.**
	+ Attending a PTO meeting – working closely with the PTO could be great for our events and getting into the school – I will communicate more on the Christmas event update.
	+ Completed all Village business as well.
		- Communication on purchasing burial plots, and locations with stone companies.