**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.
* **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**
  + The insurance renewal amount will be presented 45 days after the payment is made.
  + W2 prep work has begun.
  + Attended a strategic planning meeting.
  + Preparation for the 2025 Fiscal year.
  + Completed all Village business as well.
  + I didn’t get to attend the Christmas event but I heard it went well!