**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
* **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**
	+ **Set up and attended the Halloween event.**
	+ **Filed a claim for the light pole – working on gaining all information for that claim.**
	+ **Had a meeting with out insurance for the renewal that is in December to get it as up to date as possible.**
	+ Spent a good amount of time in the office this month organizing files I have my hands in often as well as documents in order for a new system to move forward.
	+ The old fire house and the old fire wagon has been turned over to the Fire fighter association – I signed that deed, and they will be taking care of it as of now.
	+ What are Ideas for Christmas?
	+ The second check for Performance concrete is ready to go for when he is finished.
	+ What should be the process for someone who wants to pay for the hall rental – but is currently signed up for someone who gets to use it free of charge?
* Completed all Village business as well.