**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.