**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.