

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 4/8/2024 **Time:** 6pm'ish

In Attendance: Craig Warner, Stephanie Monts, Jessica Susor, Rob Myerholtz, Dean Babcock, Jeremy Schroeder

- Approved meeting minutes
- Cemetery Sexton position update: There was not an official meeting regarding sexton position as a quorum was not present at the last meeting. Still want an opt out clause if Harold was to leave current position.
- Cemetery Sexton: Currently they do not have a cemetery sexton. Tom Patton was to become a mower. One mower application has been submitted. Plan is to pay Tom Patton an hourly rate until a sexton is named,
- The opt out clause was discussed and a possible timeline to reevaluate it at a later date along with who manages the administrator and sexton positions.
- Proposed to look at grant opportunities and decide on a project and committee for each grant opportunity.
- Suggested to put a policy together for grant applications and to advertise for a grant writer.
- Discussed planning for sidewalk repairs for 2025.

Actionable Items

Please provide a list of actionable items for the council agenda.

- Advertise for Grant Writer