

ADMINISTRATIVE PROCESS COMMITTEE

Meeting Date: 1/29/24 **Time:**

In Attendance: Dean Babcock, Craig Warner, Jeremy Schroeder, Stephanie Monts, Jessica Susie, Brittany Klockowski

Committee Summary

Please provide a summary of the meeting.

- Amending Appropriations of ARPA money because it is not currently appropriated. Stephanie is going to ask the county for an increase of \$750.00 of interest. Other appropriation amendments will be for the Sheriff department contract increase.
- Discussed new ideas regarding advertising for the 235 sign and newsletter. Discussed the possibility of giving ads in the newsletter free to businesses or at least at a reduced cost for businesses in Weston and Weston TWP. Considered removing advertising on the sign and use the spots for self promotion (baseball sign ups, Parks & Rec events, etc...) Will attempt to reduce the cost of advertising on the sign.
- Purchase of salt spreader (\$6,500.00) Stephanie proposed to 75% from street, 10% from highway, 15% from Permissive.
- Cemetery: No progress since December on adding Harold as sexton. Also discussed upcoming cemetery levy, expectations and deadlines.
- Mayor provided feedback on his conversations with the Health Department and how we can follow up on properties that we have reported.
- Main St. paving and future projects. Possible financing to defer the costs for some of the major road Stephanie will investigate further.
-

Actionable Items

Please provide a list of actionable items for the agenda.

-
-
-
-
-

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 2/12/2024

Time: 6pm

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

Approved minutes for 1/29/24 meeting.

Committee meeting summaries were discussed. Committees and boards should be writing minutes so the public knows the details of the meeting. Will be removing the bullet point template and use a more traditional minute setup similar to that of council meeting minutes. Once minutes are approved by the committee they will be made accessible on the website for the public to read. Committee will be working on updating the committee section in the council rules in regards to committee minutes. Stephanie has been instructed to put together a sample change.

Harold has requested Tom Patton to cover for him while on vacation in the case of a snow storm. Tom is already on payroll but the pay rate is outdated, and Stephanie asked how this should be handled in case he has to cover. Stephanie recommended having the pay schedule updated to include pay for Regular Part Time Maintenance, Seasonal Part Time Maintenance, and Per Diem (as needed). Committee is recommending Maintenance get on the same pay rate as the cemetery employees, an updated pay schedule will be provided at the next council meeting. Stephanie will provide an outline/recommendation of the different levels of Maintenance employees for the next meeting and how it would fit into the current salary budget and work for future budgets.

EMS contracts are up on 12/31/24 and inquiring if the Safety committee is making progress on this and when will this be completed. Recommendation by AP committee is for the Fiscal Officer to put together an informational packet of current contracts with the entities and possible increases/changes, and recommendations from the billing company. Stephanie shared that the Village of Milton Center has over \$4,000 of outstanding checks for unpaid run refunds, multiple letters have been sent and attempts of contact with no responses. Stephanie has proposed to void the checks and apply it as a credit to their contract amounts, and if there are any credits due these will be applied toward future contract amounts until contact has been made.

Stephanie did extensive research on financing (through State Infrastructure Bank - SIB) for possible Main St paving project. Asking the Public Works committee to define scope of work. Stephanie also recommended that if SIB is going to be used for future road projects it would be best to come up with an out of pocket road project budget and an ideal loan payment budget that falls into appropriations.

Discussed the history of the past sidewalk program, and comments from citizens regarding sidewalks. A sidewalk income tax discount was proposed, this would be an income tax discount until the amount of the sidewalk the citizen had to put in is paid for or an agreed upon amount by council was reached. Stephanie spoke to RITA about this proposal and they did not recommend this, instead they said that if the Village would like to offer a discount the individual would have to file with the Village and the Village would pay out the discount. RITA indicated they can help make sure those individuals are current on their taxes. The sidewalk repair program will have continued discussion, Stephanie shared she has reached out to other clerks to see what type of sidewalk programs they have - awaiting

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

responses.

2024 should be a CBDG grant year, no information has been provided from the county. Stephanie will put together information for the Community Development & Public Affairs committee from past CDBG requirements as they will be working on putting the details for this together. AP Committee is recommending Safety Corridor for CDBG grant.

Will post on the village Facebook page and in the newsletter for a basic call out for a grant writer.

Stephanie provided fact sheets and links for grant opportunities, including: State Infrastructure Bank (SIB), various ODNR Grants, NatureWorks, Wood County Park District, Rural Business Development Grants, Community Facilities Direct Loan & Grant, TMobile Grant, Community Heart & Soul Seed Grant, RAISE Grants. Briefly discussed some potential projects. Stephanie also shared that applications for a majority of these grants are very extensive and require some preparation to meet the requirements. Stephanie also shared it's beneficial for everyone to read through the requirements so committees and departments can work together to gather things needed for certain grants.

Maintenance and Vehicle logs are not kept. It was recommended to use a maintenance log for vehicles and buildings, Jeremy shared he would work on putting something together with Harold.

It was proposed to hire a building inspector or contractor to inspect both Village Hall and Post Office buildings and get a detailed list of repairs and maintenance needed.

Actionable Items

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

- Update Pay Schedule for Maintenance Employees to a Base Rate of \$16.

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 3/11/2024

Time: 6pm

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

- Previous committee meeting minutes approved.
- Ms. Susor reviewed information on Sunshine Laws and information regarding council members attending committee meetings (as a member of the public) and discussions after meetings. She plans to review further and put an email of information together to send to everybody. Mr. Myerholtz requested the Mayor's certification of Sunshine Law Training.
- Reviewed Budget vs Actuals for 2024 and Cash Flow Summaries for 2024 and 2023.
- Cemetery Sexton: Cemetery board is in favor of approving Harold as Sexton but are requesting an option to opt out if sexton/administrator does not work or Harold would leave the position. Stephanie broke down salary between general fund, streets and the allotted amount from the cemetery sexton position (45%, 45%, 10%) . Sexton and Administrator would still have separated job descriptions. Proposed to set Administrator/Sexton salary at \$63,000.
- Reviewed Northwood Door Quote for Half door: ***"Remove and set aside the existing wood door. Furnish and install 1 – 3'-0" x 6'-9" Masonite solid core birch wood dutch door with factory prefinish, 12" wood shelf, 11" mail slot with interior drop box, SL11 aluminum continuous gear hinge, Yale NexTouch code lock and dutch door latch bolt. Reuse the existing wood frame. Labor and material...\$2,365.00 Deduct \$315.00 from the price above for prefinish by others."*** Harold is ready to move forward with getting this completed for office safety. Recommendation to pay from Lands & Buildings, the quote will be available for review at the next council meeting. It was discussed that the door project falls within the Administrator's authority to move forward and fits into the Lands & Buildings budget. Mr. Myerholtz added that the quote should have been shared with the Safety Committee, Ms. Susor added that there will be some requests to add items to the Safety agenda for discussion, as well as other topics for other committees.
- Mayor made a suggestion to provide name plates for all board members (Cemetery Board, WSIB, Planning Commission, Parks & Rec), these are \$10/ea through Copy Shop.

Actionable Items

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

- Transitioning administrator position from hourly to salary
- Administrator's salary combined with sexton position salary.
- Clerk Office Dutch Door \$2,365

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

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 5/13/2024 **Time:** 6pm

In Attendance: Craig Warner, Jessica Susor, Stephanie Monts, Dean Babcock, Brittany Klockowski, Rob Myerholtz

- Approved prior meeting minutes.
- Credit card processing fees: Proposal to implement a standard fee for all credit card payments to account for credit card processing fees.
- Main St/Silver st. Road progress. Reviewed road budget and projects. We are w/ in budget to proceed with both projects.
- DOL salary threshold: New threshold being implemented by the state in July and another in January. Suggested to increase pay for fiscal officer/clerk on the first threshold and review in a year. Track overtime to determine how much is being paid vs. threshold. More research to be done by the committee.
- Cemetery Sexton/Administrator: Board has approved to move forward with sexton position combined with village administrator pending approval of the ordinance. Once approved pay would be retro'd back to May 6th.
- Fireworks: Reviewed updated agreement. Plan to require private property to set off fireworks,\$1M in insurance, licensed pyrotechnics operator.
- Social Media Policy: Reviewed policy as written.
- Background check policy: Reviewed village handbook along with policy drafted by Paul Skaff. Proposed changes that need to be made.
- Storm Water: There have been numerous calls to the mayor and members of council concerning stormwater and flooding Discussed ways to expedite the process of having the county clean ditches. Reviewed JPX quote.

Actionable Items

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

- Move Sycamore St stormwater quote from JPX to Public Works to review and discuss opportunities to lower the overall cost.
- Put together a personnel committee to review Grant Writer Applications and set up interviews.
- Pay Ordinance for Fiscal Officer/Clerk Salary increase to meet July threshold

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 6/10/24 Time: 6pm

In Attendance: Craig Warner, Dean Babcock, Jessica Susor, Rob Myerholtz, Brittany Klockowski, Howard Lashuay

- Stephanie has finished 2025 estimated budget and reviewed with committee.
- Discussion on pay schedule along with DOL salary threshold. Ms. Susor expressed concern over calculating fiscal office/clerk hours and would it be accurate knowing where the threshold is. Hours will begin to be tracked for the summer months so we can begin discussing this in the fall before appropriations are due,
- Conducted grant writer interview with Kristi Galarza from GEM Consulting. Committee recommending to proceed with drafting a contract along with a background check to proceed on working Paul Skaff will review the proposal submitted.
- Reviewed ADT quote for village hall security. Proposing safety committee to look at both quotes to make a determination. We would have to reappropriate money from the general fund and add an additional line item for "security to use the PEP Grant to offset the cost. Safety committee will decide which of the two quotes is best and present to council.
-
-
-
-
-

Actionable Items

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

- Approve Estimates revenue budget certificate
- Proposing to allow Mr. Zack Schmidt to pursue a grant opportunity that would meet his Graduate School class requirements.

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 7/8/24 **Time:** 6pm

In Attendance: Craig Warner, Stephanie Monts, Jeremy Schroeder, Dean Babcock, Brittany Klockowski

- 2024: Part-time maintenance position: Stephanie will figure out budget for part-time maintenance position for the remainder of the year. Would prefer to use the seasonal cemetery workers to do some maintenance work in the village. Fiscal officer will have a budget for this by the August 12th Admin Policy meeting.
- 2025: Proposal to create seasonal maintenance position that would include work at the cemetery. Fiscal Officer will have proposed budget for this by the August 12th Admin Policy meeting.
- Reviewed ordinance to realign money for Silver St and Main St road projects. Realignment gives the road paving budget a balance of \$130,300.00.
- Resolution for Silver St paving.
- Reviewed ordinance to amend appropriations for fiscal officer salary. The salary ordinance still states fiscal officer salary is \$43,889.00. \$45,000 to cover any variance and year-end carryover.
- Updating background check guidelines policies. Combining old documents with new.
- Waiting on Kleinfelder for a scope of the project for SIB.
- Proposed to use "Rural Business Development Grant" to repair Van Tassel near the grain elevator.
- Discussed some requests by the village administrator: Kubota needs new tires & box blade for grading alleys. Will have to be budgeted for next year.

Actionable Items

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

- Part-time Maintenance Position-
Option 1: Re-appropriate now, taking money from capital outlay (\$2,500), to hire seasonal maintenance employees. Harold would hire for seasonal maintenance until the end of the year.
Option 2: Wait and Budget for PT maintenance position in 2025. *Job description will be included.
- Resolution for Silver St - Morlock Quote
- Ordinance to realign appropriations for road paving
- Ordinance to amend appropriations for salary updates

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 8/12/24

Time: 6pm

In Attendance: Gary Betz, Kristi Galarza (virtually), Jeremy Schroeder, Dean Babcock, Craig Warner, Stephanie Monts, Sue Clanton

- Gary Betz was in attendance to discuss the current mower and provided a list of problems with it. Gary is requesting a new mower. Would like us to consider a lease program. Harold was to get a quote on current repairs and compare that to a new mower vs a lease program.
- Stephanie shared that Cemetery Board approved to increase the pool of hours for the cemetery mowers, an appropriation amendment is needed.
- Met with grant writer, Kristi Galarza, virtually. Discussed infrastructure, economic and community development. Scheduled office hours for Kristi on August 20th from noon-3:30PM & 5:30-Council Meeting.

•

•

•

•

•

•

Actionable Items

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

- Amend Appropriations for Cemetery Mowing Hours
-
-

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 9/9/24 **Time:** 6pm

In Attendance: Craig Warner, Dean Babcock, Jessica Susor, Brittany Klockowski, Jeremy Schroeder, Stephanie Monts

- DOL salary January threshold was addressed: The hours worked indicate that the fiscal officer/clerk wouldn't need to meet the January threshold set by the DOL. However, since that threshold won't be met, it would be necessary to change the status from Exempt Salary to Non-Exempt Salary in the job description section of the handbook.
- Purchasing Policy threshold reviewed: \$10,000 for all departments. Recommended to review with insurance to update bonds, and better reporting to council on project purchasing.
- Reviewed the background check policy draft that has been updated, which was combining a previous acknowledgement document provided by Paul Skaff with an old version of Background Check guidelines.
- 2025 budget: Discussed draft appropriations, focusing on General fund, including possible increase in sheriff protection, PT seasonal help for the Administrator, Public Works request for \$75k for streets. Admin Policy will do a final review at the October meeting before beginning 3 readings, all departments need to submit their wish lists/budget requests by this meeting.
- Harold is following up on some questions regarding the insurance and bus garage repairs.
- Street Lighting Fund: Public Works requested to look into the amount available for street light projects. Fiscal Officer will research this and provide information to the Public Works chairperson.

Actionable Items

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

- Approve changes to Employee Handbook in relation to updating Fiscal Officer Exempt Salary to Non-Exempt
- Recommendation for Council to not raise Fiscal Officer salary to the next threshold set by the Dept of Labor
- Approve updated Background Check Policy

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 10/14/24 Time: 6:02pm

In Attendance: Jessica Susor, Brittney Klockowski, Jeremy Schroeder, Stephanie Monts, Dean Babcock, Craig Warner

- Looked at grants that do not require matches and made recommendations for projects and committees.
- Reviewed the 2025 budget and discussed employee pool for part time/seasonal work, cemetery budget to include computer purchase, requests from Safety & Roads.
- Reviewed the PEP “Faithful Performance Application” and discussed how this can be used in replace of bonds. Stephanie will get pricing for the committee to review at the November meeting.
- WSIB: Discussed who should pay for utilities. Proposal to have WSIB to cover costs of utilities for 3 years and village would deduct that from the money they currently have, which the village holds. This would allow the village to build this back into our budget.
- Discussed the donation policy and verbal feedback from Paul Skaff on the difference between Donation and Sponsorship/Advertisement.
- Part-Time Maintenance Job Description needs updated.

Actionable Items

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

- Approve to send proposed non-match grants to appropriate committees.
- 1st reading on 2025 Appropriations Ordinance
-

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 11/11/24 Time: 6:00pm

In Attendance: Jeremy Schroeder, Stephanie Monts, Craig Warner, Brittney Klockowski, Howard Lashuay, Rob Myerholtz

- Mayor presented the updated quote from JPX for the Sycamore Storm Sewer Project JPX \$28,265, Material (to be purchased by Village): \$4,760.95 + \$160.06
Would like to see if there is grant funding for this project, even with a match. Stephanie pointed out no matter what appropriations will need to be amended for this project once the year end balance is certified.
- SNG grant: Stephanie explained how this grant is entered into revenue and past uses for this grant. Will recommend the broad proposal of downtown beautification.
- Work Order Software: Stephanie has been looking at different options. A quote from iWorQ was shared, which is pricey. Suggested looking into grant opportunities and revisit again next year.
- Bond coverage vs PEP Faithful Performance: Discussed the differences between the two types of coverage. The application for the PEP Faithful Performance requires amounts responsible for, causing Stephanie to question if coverage amounts are too low. Stephanie will continue research on this, and Administrative Process will keep this on the agenda to discuss who should be covered in comparison with the credit card policy. Current position bond is due in December, and already approved, but not yet paid. Stephanie will also work on getting this updated with new quotes to compare with the PEP Faithful Performance.
- Kristi needs estimates for the USDA Search Grant: Stephanie has a list of consultants from TMACOG. It was suggested to task Stephanie with calling consultants and have them submit estimates for Public Works to review.
- Explored additional grant possibilities regarding lifts and equipment training and owning vs renting lifts.

Actionable Items

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

- Downtown Beautification for SNG Grant
- Get quotes for Stormwater Analysis from various consultants
-

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 12/9/2024 Time: 6:00pm

In Attendance: Craig Warner, Jessica Susor, Stephanie Monts, Rob Myerholtz, Howard Lashuay, Brittney Klockowski

- ODOT Sidewalk Project: Issues with ROW to the village, an email sent by Bob Desmond raised concern over potential issues with property owners. Stephanie will consult with Paul Skaff. Brittney will follow up on any records of ROW dedication with the county recorder's and/or engineers office.
Fiscal Officer Response: Paul Skaff provided feedback, which has been sent to Craig. Paul's suggestion is to hire a title examiner. Ken also mentioned being able to do this service (with compensation).
- Grants: CSX grant awaiting a quote for the path across from tracks on Walnut St. BWC Safety Intervention Grant All Safety Grants through BWC have temporarily closed as of Nov. 1, 2024 due to overwhelmingly positive response.
Fiscal Officer Response: Harold emailed quote which has been forwarded to Kristi (\$16,900).
- Brittney is following up with department of development regarding storm water analysis.
- Jeremy and Jessica will be following up with Glcap regarding storm water project grant on Sycamore.
- Discussed the extension of Kristi Galarza's contract. Plan to invite her to the next Admin process meeting to discuss.
Fiscal Officer Response: Would be more than happy to continue working with us, and looks forward to the meeting when that is scheduled.
- Wage Schedule: Stephanie would like to work on a template with the Mayor once the current expires in 2025. Also discussed the clerk position with EMS
- Rob Myerholtz updated that the Safety committee is working with other townships and municipalities regarding contracts.
- PEP Faithful Performance Program Update: Stephanie and the Mayor have worked on a proposal to replace the current position bonds with a Faithful Performance Program through PEP. The Administrative Policy Committee will continue reviewing the proposal to determine appropriate bond amounts. The Fiscal Officer will secure quotes for higher bond amounts to be reviewed in January.
- PEP Insurance Deductible: Discussed the suggestion from insurance about increasing insurance deductible for premium savings. Will ask for a quote on a \$2,500 deductible vs. our current \$500.
- Fiscal Officer working on a 3-5 year budget plan.
- Brittney Klockowski suggested big projects being put into phases which would allow the village the budget or obtain funding easier.

Actionable Items

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

- Grants: TMobile to go back to Community Development for further discussion. ODNR Step Outside to Parks and Rec for possible summer event (I.e. Fishing derby, archery) Brightening Communities Grant to Public Works for possible ball diamond lights
-