

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 7/14/2025 **Time:** 6:00pm

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

Committee Summary

- Previous minutes approved.
- Dash Cams are eligible for return through 7/17. It was noted that they can likely be hardwired if there are difficulties installing them using the included power cable.
- Quotes for the Ash Street Extension are still pending. However, the plan is to pause the process for now, as there is an intention to recommend vacating the street. A response from Paul is needed to clarify the procedure for vacating.
- The SIB application is currently in progress. Kristi and Stephanie are working on a draft to submit for ODOT's review. The OPWC project will move forward once the loan is approved. It was also requested to explore quotes from other engineering firms.
- An email from Benjamin Black outlining funding opportunities was also received and has been forwarded to Public Works for review. However, it was noted that, at this time, there isn't enough funding available to meet the updated match requirements for the TAP grant. Kristi will be asked to provide a list of potential grants that could be used as matching funds for the TAP grant.
- Kristi's scope of services was reviewed, and with the current contract nearing expiration, the committee will check if she is interested in extending it through the end of the year. Based on the reviewed scope, there are certain services the committee finds valuable.
- The committee discussed the Stormwater Utility, noting that NWWSD will need direction from the Village on how the utility should be structured. Options range from simple flat rates to more detailed approaches. It was also pointed out that not all properties are metered. The committee will review examples from other communities and continue the discussion.
- Certified revenue has been received. Budget requests must be submitted prior to the October Administrative Process meeting. If there are any wishlists or specific needs, supporting quotes must be included. Without quotes,

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

the items will not be considered for inclusion.

- Legal counsel advised that the proposed cellphone ordinance is not appropriate. A draft memo was accepted and will be sent to all boards, committees, and departments, which will also include the budget deadline and any other important reminders from the Fiscal Officer.
- Handbook comments from the Introduction through Section 2 were reviewed. Feedback from Paul is still pending on some items. Once he responds, Stephanie will enter the updates for council approval.
- PEP Faithful Performance Coverage was discussed, and it was agreed that the coverage details should be revisited for further review.
- Still waiting on quotes for Village Hall & Post Office Inspections.
- Stephanie received a cleaning quote from MMM Cleaning Services: \$200 for an initial deep clean, \$150 for monthly cleaning, and \$115 per visit for bi-weekly service. A quote is also pending from the company currently used by the library. Additionally, it was suggested to obtain quotes for carpet cleaning. It was also recommended to replace the blinds in the Village Hall.
- The current number of village staff members was revisited in discussion. As planned the committee is reviewing operations compared to needs, and will be making recommendations toward helping with the amount and types of work being requested of our staff. The committee would like council's permission to move forward in researching and pursuing future job aids for the village employees.
- Stephanie mentioned Harold inquired about a request to repair the concession stand refrigerator and sought clarification on who would be responsible for the cost. The committee confirmed that the expense would be covered by the Ball Fund/WSIA. Ms. Susor mentioned that WSIA is currently exploring replacement options for the refrigerator. Additionally, it was noted that a tire was supposed to be replaced on the drag machine, and WSIA questioned why the tire had not yet been replaced upon its return.

Actionable Items

- Approve Handbook Updates Introduction to Section 2 (pending Paul response)
- Approve vacating Ash St Extension (pending legal process guidelines)

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

- Approve new Village Hall window blinds not to exceed \$800
- Approval for Committee to Research Job Aide
- Approve asking/offering that the grant writer extend the previously contracted hours through to December until new budgets and contracts are discussed.