

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 2/10/2025 Time: 6:00pm

In Attendance: Rick Easterwood, Stephanie Monts, Rob Myerholtz, Craig Warner, Brittney Klockowski, Kristi Galarza, Jessica Susor

Committee Summary

- Minutes from the last meeting were approved by a motion from Craig Warner and a second by Rob Myerholtz.
- Grant contract: Spoke with Kristi Galarza, our grant writer, regarding the potential for an upcoming contract renewal. The committee reviewed the contract and proposal from GEM Consulting. Received feedback and updates from Kristi on the village's current and outstanding grant opportunities. The American 250 grant has been submitted and is looking favorable with no competition from our region currently. Discussed the USDA Rural Development grant and the February 28th deadline. Based on the USDA scoring system it was recommended that a large-scale timeline be made for the downtown beautification projects currently in discussion complete with cost estimates to be attached to the application. Additionally, letters from local business owners stating how the project &/or projects would benefit area commerce are highly recommended. Public works is working on garnering information and support for the SEARCH grant to be used for storm water studies. The search grant is in need of a point person, GIS quote for both renting and buying options, and estimated internship hours with a timeline. T-Mobile at Community Develop awaiting further development. Wood County Development Block Grant will open in 2026 and it is suggested that we begin making a list of properties including steps we have completed in an attempt to resolve the issues. The State Farm grant for speed signs is also being processed.
- Fiscal matters: Waiting to hear back from the county on certified revenue for FY2025. Received the new computer and printer from UAN and the transfer is in process.
- Personnel: Discussed the employee pool to be managed by the village administrator. A wage schedule is being drafted with the addition of flat rates of \$16 for per diem positions and \$18 when operating specific heavy equipment (5 ton truck and backhoe).
- Pickleball Project: Discussed the additional cost of \$1500 for two mounting sleeves for the pickleball net. Even with the additional cost of \$1500 the project in total still falls below the \$10k that was budgeted for the project as a grant match. Therefore, the council is recommending to go forward with the mounted unit. Craig agreed to contact SportScape to verify the details related to the mounted pickleball nets.
- Downtown Decorative Lights: An additional monthly cost of \$20.43 North of the tracks and \$21.15 South of the tracks for all Christmas lights including the trees was reported. This information will be utilized by the community development committee in upcoming discussions.
- Weston App Idea: Whitehouse administrator has an app set-up through GoGov and will be meeting Brittney to discuss that system. Stephanie is also going to look into additional options for cost comparison. It was mentioned

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to potentially eliminate Reach Alert and the mailed newsletter which combined costs about \$4k per year if the app is recommended to council.

- Bonds and faithful performance: still waiting on the quote.
- House Bill 331: The topic of ORC 703.331 will remain on the agenda as we discuss options to better prepare our community for the future. Areas of opportunity for potential discussion could include garbage disposal and human services, etc.

Actionable Items

- Vote on the renewal of the grant writer's contract.
- Recommending employee safety training be moved to the safety committee.
- Vote on moving forward with a mounted or portable pickleball unit.