

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 7/13/26

Time: 6pm

In Attendance: Jessica Susor, Erica Rupp, Mayor Easterwood, Craig Warner, Stephanie Monts

Committee Summary

Approved the previous meeting minutes.

Discussed upcoming OPWC funding needs and projects.

Commercial Mower Purchase: Reviewed several commercial mower options, including the John Deere Z735. The committee agreed to purchase a new mower with a deck and list the existing mower deck on GovDeals to recover a portion of the investment. The mower includes a four-year warranty and a Power Sweep attachment. Harold will provide input on choosing between the Z735 and 750 models. Stephanie will be asked about reappropriating funds..

Remove the topic of Parks and Rec Commission from the agenda.

Discussed installing a tribute sign honoring Bobby Businger on the fencing at the large baseball diamond, matching the existing sign at the small diamond. West Ridge will be asked to design matching signs for both fields.

Purchase Policy: Reviewed proposed revisions to the Village Purchase Policy.

- Maintain the emergency purchase threshold at **\$50,000**.
- Add language clarifying that nothing in the policy supersedes applicable Ohio Revised Code competitive bidding requirements.
- Add language reminding that emergency purchases must comply with **R.C. 5705.41(D)** ("Then and Now" Certificate requirements) when applicable.
- Update the definition of an emergency purchase to read:

Emergency Purchase: The purchase of goods or services required to address an immediate need that could not have been reasonably anticipated, where delay would adversely affect the Village or its residents.

- Simplify the quotation requirements while maintaining compliance with the Ohio Revised Code.

Reviewed the Fiscal Officer's Report, including:

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- Village revenue, professional development policy

Requested that Stephanie prepare financing scenarios for the Washington Street project based on DGL's estimated cost of approximately **\$361,000**, including projected payment amounts.

Noted that a presentation and quote regarding ADA website compliance will be presented to the Administrative Process Committee in August.

Discussed the upcoming Main Street sidewalk and paving project.

Junk, Trash, Yard Waste and Litter Ordinance: Agreed to remove this item from the agenda. Before doing so, Ken will be asked to clarify the distinction between a dumpster and a roll-off container for future reference.

Discussed saving asphalt grindings from the Main Street and Taylor Street project for use in Village alleys and the parking area near the baseball diamonds.

Agreed to remove the Social Media Policy from the agenda.

Actionable Items

- Purchase Policy: Lower the Council approval threshold in Sections 5, 8, 9, and 11 from \$10,000 to \$3,000
- Vote on changes to the professional development policy.