

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 Tom is already on payroll but the pay rate is outdated, and Stephanie asked how this should be handled in case he has to cover.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

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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 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 CBDG requirements as they will be working on putting the details for this together. AP Committee is recommending Safety Corridor for CBDG 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.