

Personnel and Finance Minutes

May 6, 2025

The meeting started at 6:06 pm with Carol Bailey, Bob Schacht, Jeffrey Kirkbride, Pat Rollins and Susie Rahe in attendance.

We will discuss the Income Tax Levy and how to move forward depending on the election results at our next meeting.

We had one letter of interest concerning our solicitor's opening. We decided to send a letter to the Wood County Bar Association to generate more interest. Letters of interest will be accepted until May 16. We will schedule interviews in the following weeks. We would like to have a solicitor in place in June. Jenny Kuhlman has also decided to leave her position as Pemberville's prosecutor.

We discussed employee issues and the need to have a meeting with all employees. We will also discuss the use of time clocks. We will set a date and time for a meeting taking other meetings and days off into consideration.

We will check our job descriptions for employees. This is for current use and also to make any changes needed as we hire new employees. Our street department employees have been asked to write down their daily/weekly job duties for each season. This is also to help with planning for new employees when they retire. Our intent will be to integrate jobs between all employees with some crossover.

The meeting adjourned at 6:56pm.