

Minutes of Perrysburg Personnel Committee

Meeting Held September 27, 2022

CALL TO ORDER - 5:00 PM

The meeting was called to order at 5:02 p.m. by Chairperson Cory Kuhlman.

ROLL CALL

Committee members present were Cory Kuhlman, Tim McCarthy, and Kevin Fuller. Also present were Kate Sandretto, Law Director, Kelly Chalfant, Human Resources Manager, and Rob Ross, Director of Public Service.

CITIZEN'S CONCERNS

None.

APPROVAL OF 08/23/2022 MEETING MINUTES

There being no objections, the minutes of the August 23, 2022 meeting were approved 3-0.

UPDATE ON DEPUTY ADMINISTRATOR POSITION

Mr. Kuhlman stated that they are waiting for the official report from the consultants on some of the potential restructuring. Ms. Chalfant stated that there is a survey put out to the department and division heads.

REVIEW OF POSITION DESCRIPTION FOR URBAN FORRESTER

Mr. Ross stated that the Urban Forrester position was budgeted for this year. Mr. Kuhlman asked about grant writing being included and how likely it is they will receive grants on a recurring basis. Mr. Ross stated that Ms. Hagen was successful most years through Wood County Parks District. Mr. Ross added that they have not done a street tree assessment in ten years and that the Urban Forrester could do that internally, which could be part of their job description. Mr. Ross noted that they should also be able to save on tree removal each year, as they can oversee the safe removal of some trees because of their expertise in that area. Mr. Kuhlman asked if there will be a budgetary impact. Mr. Ross stated that they have purchased the equipment ahead of time and that the Urban Forrest is the last piece of the puzzle.

Mr. Ross stated that trees and parks are the two biggest areas that he is responsible for. Mr. Fuller asked what an urban forestry plan is. Mr. Ross stated that they will help with street tree planning each year, do tree assessments, will be responsible for tree planning in the right-of-ways. Mr. Kuhlman clarified that the City does not do tree work on private properties, just the City's right-of-ways. Mr. McCarthy would like to see in the job description something about landscaping and gardening. Mr. Ross stated that it is in

the job description and that they will still utilize County Garden Club as a resource. There being no objections, the Committee is recommending this 3-0. Mr. Kuhlman would like a heads up on this Committee when an offer is made, along with their resume.

MATERNITY/PATERNITY LEAVE

Mr. Kuhlman stated that Ms. Kabat keeps getting them information, which he really appreciates. He wanted to know what Administration's position was on this and would like to keep that on the agenda for next month.

OTHER BUSINESS

Mr. Kuhlman asked about the Animal Control Officer, as Personnel Committee.

There being no further business, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, October 25, 2022 at 5:00 p.m.