



**Office of Jim Grafton**  
**City Administrator ▪ Public Works Director**

Date: 11-13-17

Re: Public Service Meeting

Attendance: Caryn Unsicker, Rick Lohse, Tony Trulson, Kathy hall, Ian Pavelonis, Jim Nelson, Jim Grafton

Location: City Hall 121 11<sup>th</sup> Street

Chairwoman Unsicker called the meeting to order at 5:15pm and noted a quorum was present for one agenda item.

The purpose of the meeting was discussion on verbatim recordings of Council Meetings. Jim Nelson explained that there needs to be a resolution in place to allow recordings to be placed on the city website or distributed for public knowledge. There may be a delay in the posting as it has to be uploaded to 'sound cloud' compared with the written minutes. Minutes would be posted for 60 days.

Committee was in agreement with the request and the item would be placed on the November 21<sup>st</sup> COW agenda for consideration.

There were no other agenda items and the meeting was adjourned at 5:23pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Grafton". The signature is fluid and cursive, written in a professional style.