



Office of Jim Grafton
City Administrator ▪ Public Works Director

Date: 11-13-17

Re: Public Works Meeting

Attendance: Larry York, Tony Trulson, Rick Lohse, Kathy Hall, Ian Pavelonis, Jim Nelson, Jim Grafton

Location: City Hall 121 11th Street

Chairman York called the meeting to order at 5:30pm and noted a quorum was present for one agenda item.

The purpose of the meeting was to discuss the 'post action review' of the Hero Street event for the observation of Veterans Day. He would like to discuss what went well and what we could improve on. Some comments as expressed by those in attendance:

1. Speaker for top of the hill next year
2. Ladder to assemble the Soldiers Cross
3. Welcoming remarks were fine. The introduction of the Guest Speaker should read the bio.
4. Flyers were well done and coincide with the program. Nice job Ives.
5. It was noted that Aldermen in attendance should have been recognized.
6. Two celebrations are confusing; not sure of the solution. Share the stage?
7. On Veteran's Day should recognize all the veterans; not just the eight.
8. Bad weather conditions need to be prepared with a cover for the stage.
9. Alderman York would like to meet ahead of time to do a dry run.
10. Suggestion to provide written thank you notes from the office of the Mayor.

There were no other agenda items and the meeting was adjourned at 6:00pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Grafton". The signature is fluid and cursive, written over a light blue horizontal line.