



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

Date: 2-15-18

Re: Personnel and Insurance Meeting

Attendance: Bob Rockwell, Larry York, Jim Grafton

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

Chairman Rockwell called the meeting to order at 3:30pm and noted a quorum was present for one agenda item.

The Public Works Department has an opening for an entry level laborer position. He explained that a position came available as an employee separated employment last Tuesday 8-8-18. The starting wage for the Laborer Grade 2 is \$17.74 per hour.

The next step in the hiring process is an internal posting and then to meet with Civil Service to set up the testing. The last hire was November 2014 and the list is no longer active. Committee was in agreement to move forward with the request to hire one employee for the Public Works Department and the item would be placed on the February 20<sup>th</sup> COW agenda.

There were no other agenda items and the meeting was adjourned at 3:35pm.

Respectfully submitted,

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