



Office of Jim Grafton
City Administrator ▪ Public Works Director

Date: 9-26-18

Re: Negotiations, Personnel and Insurance Meeting

Attendance: Bob Rockwell, Rick Lohse, Ian Pavelonis, Kathy Hall, Chief Winters, Jim Grafton

Location: City Hall 121 11th Street

Chairman Rockwell called the meeting to order at 4:30pm and noted a quorum was present for three agenda items.

The first agenda item was discussion on the Fire Chief Job description. Alderwoman Hall asked about the requirement for a driver's license; would like to change to a Class B non CDL within the first six months. Committee was agreeable to the change.

The next topic for discussion was the establishment of a policy on advance pay. Chairman Rockwell provided some examples of 'loans' issued and said that should be a policy if the loan requests continue. Alderman Pavelonis said that he is not aware of any policy in the City of East Moline. Alderwoman Hall was open to the possibility; Chairman Rockwell suggested a 'loan' would be acceptable as long as it does not exceed the amount of money they have 'banked'. In addition the frequency should be limited to no more than two requests per year. There was discussion as to the need for the policy. Clerk Nelson would provide a policy for committee review and if the policy is ready it would be placed on the October 2nd COW agenda.

Next agenda item was discussion on the request to hire a public works employee. Jim Grafton reported that lead worker Rich Krantz announced he would be retiring March 29th, 2019. Jim said he would like to get a new employee started to get through the winter snow plowing season if agreeable to committee. Committee was agreeable to move forward with the request. Jim said he would start with an internal posting.

There were no other agenda items and the meeting was adjourned at 5:13pm.

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.