



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

Date: 10-2-18

Re: Personnel and Insurance Meeting

Attendance: Bob Rockwell, Kathy Hall, Ian Pavelonis, Tony Trulson, Jim Nelson, Jim Grafton

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

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

This is a follow up meeting to discuss the policy on 'pay advances'. The employee can borrow up to two times in a calendar year, in an amount not to exceed \$1,000 and can only borrow up to an amount they have 'accrued' or paid up to date. Alderman Trulson asked why the need for a policy...Chairman Rockwell noted that Clerk Nelson has had three requests. There is a need for a policy. Committee was agreeable to establishing the policy. The item would be placed on the October 2<sup>nd</sup> COW agenda for discussion.

There were no other agenda items and the meeting was adjourned at 5:38pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Grafton".