



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

Date: 10-9-18

Re: Personnel and Insurance Meeting

Attendance: Bob Rockwell, Kathy Hall, Jim Nelson, Jim Grafton

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

Chairman Rockwell called the meeting to order at 4:00pm and noted a quorum was present for two agenda items.

The first topic of discussion was a request from Clerk Nelson to activate the testing process for a Billing Clerk in the Clerk's office. This would require Civil Service to establish a test. Clerk Nelson said there is an opening in the Clerk's office. Currently the position labor grade 3 is open and the job has been internally posted for the Clerk staff. The posting would be up for five days and if no interest within the Clerk's office, then it would open to the other city employees. It was noted the posting would be city wide for five days. The position available is the 3(s) Water/Sewer Secretary with a starting wage of \$19.07 per hour. Clerk Nelson is concerned that the starting wage would result in a cut in wages for his current staff members if they chose to accept the position. Committee was in agreement to move forward with the request to establish a list for the City Clerk office. The item would be placed on the October 16<sup>th</sup> COW agenda.

The next agenda item was discussion on approving the hiring of a temporary person for the City Clerk's office during the testing process. Clerk Nelson thought it may take 6-8 weeks to fill the vacant position. Committee was in agreement to move forward with the temporary hire for up to three months and the item would be placed on the October 16<sup>th</sup> COW agenda.

There were no other items for discussion and the meeting was adjourned at 4:25pm.

Respectfully submitted,

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