

**ARLINGTON CITY COUNCIL
SPECIAL MEETING AGENDA
JUNE 26, 2017 AT 5:30 P.M.
COUNCIL CHAMBERS**

1. Call to Order and Pledge of Allegiance.

DISCUSSION ITEMS

2. Approve/Deny Changes to Police Officer Salary Scale.
3. Approve/Deny Changes to Police Chief Salary Scale.
4. Appoint Interim Police Chief.
5. Approve/Deny Re-Posting Police Chief Vacancy with New Salary Scale.
6. Adjournment

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SPECIAL MEETING MINUTES
JUNE 26, 2017**

The special meeting was called to order at 5:30 p.m., Mayor Richard Nagel presiding.

Members present: Battcher, Hatlestad, Heiland, Jaszewski, Mayor Nagel

Members absent: Cowell

Also present: City Adm. Liza Donabauer, Sibley County Chief Deputy Pat Nienaber, Sibley County Deputy Josh Klein, Roxanne Berenak, Interim City Adm. Laura Elvebak, Kurt Menk

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to approve the agenda as presented.

Adm. Donabauer stated that the Police Committee had met recently to discuss increasing the pay scale for the police officers. It was the Committee's recommendation to match Gaylord's step/pay scale. The City currently has a 13 step pay scale, which starts at \$17.70/hour and ends at \$24.07/hour. Gaylord has a four step pay scale, which starts at \$22/hour and ends at \$28/hour. Mayor Nagel stated that the City is competing with the metro area with regards to police officer pay. He added that residents commented at the public forum that the City needs to pay better in order to recruit and/or retain officers.

Motion by Heiland, seconded by Jaszewski, and passed by unanimous vote to change the Police Officer salary scale as follows: \$22/hour first year, \$24/hour second year, \$26/hour third year and \$28/hour fourth year.

The pay scale for the Police Chief was also discussed. Again, the City's pay scale currently consists of 13 steps. The Committee looked at Henderson and Gaylord's pay scales for their Police Chief and based on those figures were recommending the following: \$68,000 first year, \$71,500 second year, \$75,000 third year and \$78,500 the fourth year. Battcher commented that the Committee will be looking for more certifications, along with other leadership experience (a rounded candidate), not necessarily chief experience.

Motion by Jaszewski, seconded by Hatlestad, and passed by unanimous vote to change the Police Chief salary scale as follows: \$68,000 first year, \$71,500 second year, \$75,000 third year and \$78,500 the fourth year.

Discussion was held on appointing an Interim Police Chief. Adm. Donabauer explained that the 3-month contract with Gaylord for police services and Interim Chief duties expires June 28th. She stated that staff inquired with various outside parties to see if there was an interest in becoming the Interim Chief. It was noted that Sibley County Chief Deputy Pat Nienaber expressed an interest in the position, to act in an administrative capacity only. He will also help with the Chief hiring process. He proposed his services for \$1,750 per month. Nienaber stated he would be available as needed (no set hours). He explained how things would be covered during the day/evening when the Arlington officer is not on duty. The Sheriff's Office will provide patrol when they can. Nienaber stated he would also be assisting and training the new full-time officer when that person is hired. It was noted that there was no expiration date, but there was a timeline in place to get a new Chief hired and in place as soon as possible.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to appoint Pat Nienaber as the Interim Police Chief effective June 29, 2017.

The Council reviewed the reposting notice for the Police Chief Position with the new salary scale. Adm. Donabauer explained that it was a fairly aggressive schedule; it would be posted for two weeks and interviews would be held on July 26th and with backgrounding, physical and psych evaluation completed hopeful to have new Chief in place in early November. Adm. Donabauer commented that the Council may want to change some of the wording within the job description pertaining to experience. It was suggested to use the word ‘preferred’ versus ‘required’ and have less emphasis on chief experience and more on other supervisory roles or other relevant experience in lieu of supervisory/management experience in another field (it would open up candidate pool). Jaszewski expressed some concern about being too stringent and possibly reducing the candidate field. The Council does not want to push away good candidates.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to re-post the Police Chief job description with the new salary scale.

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to adjourn the meeting at 6:00 pm.

City Administrator Liza M. Donabauer

Mayor Richard Nagel