

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING AGENDA  
MARCH 13, 2017 AT 7:00 PM**  
Arlington Community Center-Council Chambers

1. Call meeting to order
2. Roll Call
3. Accept Resignation from Full-Time Police Officer Bruce Rovinsky
4. Authorize Advertising for Open Positions within the Police Department:
  - A) Police Chief
  - B) Full-Time Police Officer
5. Consider Contract with Gaylord for Interim Police Coverage
6. Adjourn

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING MINUTES  
MARCH 13, 2017**

The special meeting was called to order at 7:00 p.m., Mayor Richard Nagel presiding.

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

Members absent: None

Also present: City Adm. Liza Donabauer, Attorney Ross Arneson, Interim Police Chief Voigt, Kurt Menk

Mayor Nagel stated the purpose of the special meeting was to:

- 1) Accept Resignation from Full-Time Police Officer Bruce Rovinsky
- 2) Authorize Advertising for Open Positions within the Police Department
- 3) Consider Contract with Gaylord for Interim Police Coverage.

The Council reviewed the resignation from Bruce Rovinsky.

Motion by Battcher, seconded Hatlestad, and passed by unanimous vote to accept Full-Time Police Officer Bruce Rovinsky's resignation.

Adm. Donabauer stated that the Police Committee has been discussing several options for staffing the Police Department from hiring staff to collaborating with a neighboring community. The Council reviewed job descriptions and job postings for both the Police Chief and Full-Time Officer positions, hiring schedule for Chief position and salary information for Arlington and neighboring communities. Concern was expressed about the current salary range for the Chief position possibly being too low.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote to set the Police Chief salary range at \$25/hour - \$32/hour (\$52,000-\$66,650).

Motion by Battcher, seconded by Heiland, and passed by unanimous vote to approve the job description and job posting for the Police Chief position.

Mayor Nagel expressed some concern about the hiring schedule for the Police Chief; thought there were a few places where it could be tightened up (not so drawn out). Adm. Donabauer explained that the scheduled timeline was based on one used in the past; the interviewees need time to work out their schedules. Adm. Donabauer will work on shortening the timeline where possible.

Cowell commented that the salary range should be included within the job posting for the Police Officer position. Discussion was held on the hiring schedule for this position. Adm. Donabauer questioned if it should run parallel with the Chief timeline or slow it down so the new Chief would have some input on hiring the new officer. It was suggested to include language within the job posting that individuals who are not POST certified yet, but would be by a specified date would be eligible to apply.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to approve the job description for the Full-Time Police Officer position and authorize the job posting with the salary range and POST eligible language (mentioned above) included.

The Council reviewed a proposed Contract for Police Service from the City of Gaylord. Attorney Arneson talked about the proposed contract being fair and does protect Arlington. He had some concern about the last sentence in item #9 about which attorney would be prosecuting (thought it would be too confusing). Mayor Nagel commented that if approved, the contract would go into effect immediately. Heiland commented that he would like to see the definite termination date removed and replaced with a 30-day notification by either party.

Motion by Hatlestad, seconded by Jaszewski, and carried (Heiland opposed) to accept the proposed Contract for Police Service from the City of Gaylord with the understanding that Attorney Arneson would clarify the language in item #9 about the prosecuting attorney and fees; if fees were included in contracted amount the contract would be reduced by that amount.

Motion by Heiland, seconded by Jaszewski, and passed by unanimous vote to adjourn the meeting at 8:19 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel