

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING AGENDA  
MARCH 28, 2017 AT 7:00 P.M.  
COUNCIL CHAMBERS**

1. Call to Order and Pledge of Allegiance.

**DISCUSSION ITEMS**

2. Approve/Deny Changes to Personnel Policy.
3. Approve/Deny Changes Related to Police Chief/Police Officer Postings.
4. Approve/Deny Changes to Gaylord Interim Staffing Agreement.
5. Future of Policing.
  - A) Appoint Police Committee to Continue Discussions with Gaylord RE: Collaboration.
  - B) Update on Sibley County Coverage.
  - C) Other.
6. Adjournment

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING MINUTES  
MARCH 28, 2017**

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

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

Members absent: Heiland

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

Mayor Nagel stated the purpose of the special meeting was to discuss the police department staffing issues.

Adm. Donabauer explained that certain sections of the Personnel Policy need to be updated. She stated that the following language was being added to Section 4.8 Felonies:

“All police officer applicants must meet the minimum selection standards of the Minnesota Peace Officers Standards and Training Board. Minnesota Statute §626.87”.

She added that recently Section 7.6 (Emergency Personnel Response Time) was changed, whereby the response time was changed from five (5) minutes to eight (8) minutes for all emergency personnel, including police. Adm. Donabauer expressed some concern that the Police Chief and/or officers should be allowed to have a different response time as they may not necessarily live in or close to Arlington. During the last Police Chief hiring process, viable candidates were ruled out because they were not willing to move within an area dictated by the required response time. With the 2014 police officer hiring process, the City was fortunate that the chosen candidate had family close by that they could stay with while they were ‘on-call’. Battcher commented that the Police Committee had discussed eliminating the on-call portion of the officer duties or extending their response time to 15-20 minutes. By extending the response time, would allow officers to live in the rural area or surrounding communities and not be too restrictive as it is currently. The Council felt a twenty minute response time was in-line with the response time of a County deputy for an emergency call in Arlington.

Motion by Cowell, seconded by Jaszewski, and passed by unanimous vote to approve the changes to the personnel policy as mentioned above (Section 4.8) and allowing a 20 response time for police during on-call period under Section 7.6.

Discussion was held on making changes to the Police Chief/Officer postings. Adm. Donabauer explained that the Police Committee had discussed the residency requirements, salary scale and Minnesota P.O.S.T. licensing requirements. The residency request was addressed by the motion above. The Committee was content with the current salary scale, no changes were being recommended. The Committee liked the idea of keeping the candidate pool open and allowing applications from outside of Minnesota; they acknowledged adjustments may be needed (consideration for learning Minnesota laws, etc.).

Motion by Battcher, seconded by Cowell, and passed by unanimous vote to approve the changes related to the Police Chief/Police Officer Postings, more specifically the response times. It was understood that this did not mean the City was posting either of these positions currently; it was just amending the wording for future use.

Adm. Donabauer explained that the Police Committee had met with the City of Gaylord recently to discuss the Interim Staffing Agreement and work out the differences/concerns. It was noted that one change made within the Agreement was that the compensation changed from a lump sum monthly payment to an hourly wage payment (\$46.43/hour). Adm. Donabauer commented that Gaylord's Attorney, Arlington's Attorney and the Gaylord City Council had approved the agreement just prior to this meeting. The Police Committee was recommending approval of the Agreement, which would go into effect March 29<sup>th</sup> and terminate on June 28<sup>th</sup>.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to approve the Gaylord Interim Staffing Agreement as presented; and encourage Gaylord to utilize the County's services where possible for staffing needs.

Adm. Donabauer commented that the Gaylord Representatives felt it was in the best interest of all parties involved to continue with having the collaboration discussions. It was the recommendation that the Police Committee be appointed to participate in the discussions with Gaylord as this Committee has been doing. Cowell questioned if Arlington would be re-posting the positions for Chief and Officer during these discussions. Mayor Nagel commented that it was the consensus of the Committee not to re-post at this time, as it would be in conflict with the working arrangement with Gaylord. Cowell expressed his concerns about not re-posting and slowing down the whole process again if the Gaylord Agreement doesn't work out. Battcher explained that it wouldn't look right to viable candidates to be posting for jobs and working on a joint venture with a neighboring community at the same time. Interim Chief Voigt expressed his feelings that the Officer position should still be posted and allowed to move forward. His reasoning was that another full-time officer will be needed regardless if the joint venture happens or not. Hatlestad, Cowell and Jaszewski liked the idea of moving forward and not waiting to hire an officer.

Motion by Hatlestad, seconded by Cowell, and carried (Battcher opposed) to advertise for one full-time police officer.

Motion by Jaszewski, seconded by Battcher, and passed by unanimous vote to appoint the Police Committee (Mayor Nagel, Councilmembers Battcher and Hatlestad, and City Administrator Donabauer) to continue collaboration discussions with Gaylord.

Adm. Donabauer provided an update on the Sibley County coverage. She stated that at a recent meeting the Council approved coverage from Sibley County at \$45/hour to help out in the interim staffing situation. Chief Deputy Nienaber, in going through his records, found a contract for coverage (from 2010) that was still in place for \$40.61/hr. Adm. Donabauer stated that the County had also provided a quote for full coverage (like it provides Green Isle and New Auburn) for the Council to consider. This quote is on hold for now. Jaszewski expressed concern about how the County can provide full coverage with the small staff they have.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:43 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel