

**ARLINGTON CITY COUNCIL  
SPECIAL WORKSHOP MEETING AGENDA  
JUNE 19, 2017 AT 5:30 P.M.  
COUNCIL CHAMBERS**

1. Call to Order

**DISCUSSION ITEMS**

2. Discussion: City Administrator Position.
  - A) Interim City Administrator
  - B) City Administrator Search
  - C) Preparing 2018 Budget Process.
  - D) Strategic Planning Session
3. Adjournment

**ARLINGTON CITY COUNCIL  
SPECIAL WORKSHOP MEETING MINUTES  
JUNE 19, 2017**

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

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

Members absent: None

Also present: City Adm. Liza Donabauer, Kurt Menk

The following items were discussed:

- A) Interim City Administrator
- B) City Administrator Search
- C) Preparing 2018 budget Process
- D) Strategic Planning Session.

Adm. Donabauer presented information pertaining to the hiring of an Interim City Administrator. She had compiled a list of potential City Administrators and/or City Managers from the League of Minnesota Cities. She stated that she selected individuals that were within a reasonable commutable distance from Arlington and had reached out to each of them; only three were available at this time. The hourly wage range was \$40/hour to \$65/hour and the hours each were available to be in the office varied. The Council reviewed the information presented on the three candidates. Comments were made both for and against each candidate.

Concern was expressed about staff being able to handle the additional load. Adm. Donabauer commented that she was nervous about that. Mayor Nagel commented that in the past, the City hired a professional service to do the City Administrator search. Jaszewski stated he was involved in the last hiring process. Adm. Donabauer talked about what the process was like when she was hired through a firm. It was the consensus of the Council to hire a firm to do the City Administrator Search.

Discussion was held on whether or not have the Interim City Administrator help with the budget process or hire a separate firm to do it. Two of the three candidates were willing to help with the budget process. The City's accounting firm offered to do the budget process for approximately \$5,000. It was the consensus to obtain a quote from Abdo.

Adm. Donabauer stated that she had reached out to Professor Waldron to update him on the dates the Council could meet with him. She also let him know that she was leaving the City and was concerned about the whole process getting stalled and losing the grant money. He suggested postponing the process until January after the new City Administrator was hired and in place (it would make the integration process between the City and Administrator go better). She questioned if the Council was interested in putting a down payment down with him. The Council didn't want to go through the process without an Administrator in place, but didn't want to lose the grant money either. It was the consensus to push the Strategic Planning session off until January.

Motion by Jaszewski, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 6:09 pm.

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City Administrator Liza M. Donabauer

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Mayor Richard Nagel