

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING AGENDA  
JANUARY 29, 2018 @ 5:30 PM  
Arlington Community Center**

1. Call Meeting to Order and Pledge of Allegiance
2. Approve the Agenda

**DISCUSSION ITEMS**

3. Accept Resignation of Police Officer Scott Sandquist
4. Approve Police Officer Job Description
5. Approve Posting of Police Officer Position
6. Adjournment

**ARLINGTON CITY COUNCIL  
SPECIAL MEETING MINUTES  
JANUARY 29, 2018**

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

Members present: Mayor Rich Nagel, Michelle Battcher, Adam Cowell, Tom Hatlestad, Jim Heiland,  
Ben Jaszewski

Members absent: None

Also present: City Adm. Patrick Melvin, Police Chief John Petterson, Kurt Menk

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

Adm. Melvin stated that Officer Scott Sandquist had submitted his resignation.

Motion by Battcher, seconded by Jaszewski, and passed by unanimous vote to accept Officer Scott Sandquist's resignation from the Police Department.

The Council reviewed the job description for the police officer position in detail. Chief Petterson commented that a couple of changes had been made to the job description, such as bringing more attention to the response time, on-call responsibility and pay increase after completion of 6-month probation period. Chief Petterson reviewed how the schedule is handled. Some concern was expressed about the schedule the officers keep. Chief Petterson commented it is a tight schedule with only three officers and would like to add staff to help alleviate that problem.

Motion Heiland, seconded Hatlestad, and passed by unanimous vote to approve the police officer job description as presented.

Discussion was held on posting the police officer job description. Adm. Melvin stated that the job position would be posted for two weeks. Chief Petterson stated that the position was to be posted on the P.O.S.T Board site and League of MN Cities Site. Hatlestad suggested posting it with some technical colleges also. It was suggested to include the pay range and/or some language that starting pay was negotiable pending experience.

Motion by Heiland, seconded Hatlestad, and passed by unanimous vote to approve the job posting as it was presented, but include the salary range and language that starting pay can be negotiable pending experience.

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

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City Administrator Patrick Melvin

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Mayor Richard Nagel