

**ARLINGTON CITY COUNCIL
COUNCIL MEETING WORKSHOP AGENDA
JUNE 4, 2018 AT 5:00 PM
COUNCIL CHAMBERS**

1. Call meeting to order
2. Roll Call
3. Approve Meeting Workshop Agenda
4. Update on the Administrative Assistant Application Process.
5. Update on the Council's Strategic Goals from Workshops with Craig Waldron and Discussion About Creation of Arlington's Vision and Mission Statements.

ADJOURNMENT

**ARLINGTON CITY COUNCIL
COUNCIL WORKSHOP MEETING MINUTES
JUNE 4, 2018**

The Council Workshop meeting was called to order at 5:02 p.m., Mayor Richard Nagel presiding.

Members present: Michelle Battcher, Adam Cowell, Tom Hatlestad, Ben Jaszewski and Jim Heiland
Also present: City Adm. Pat Melvin

Motion by Jaszewski, seconded by Hatlestad, and passed by unanimous vote to approve the agenda.

The purpose of the Council Workshop meeting was to provide an update on the Administrative Assistant search and on the Council's Strategic Goals Workshop with Craig Waldron.

Administrator Melvin informed the Council that they had three applications for the position of Administrative Assistant. He shared feedback that he had heard from others that the position does not provide health insurance therefore some were unable to move from a job that does offer health insurance to a job that does not. Initially there were individuals inquiring about the position but the lack of benefits resulted in them not applying.

Melvin inquired if the City would be willing to increase the pay and offer benefits if it could get somebody who was qualified to do the economic development work for the City. The Council was hesitant to pay an individual a higher wage to do lower level work such as packets and general office duties which was initially the reason for getting this staff person. They indicated that because of having a new Administrator they wanted to be more familiar with the finances before taking on additional expenses since some changes were made in 2017.

The Council asked Melvin to continue with interviewing the existing candidates for Administrative Assistant and to come back to a future meeting with the costs for the following scenarios:

1. 32 hours/week no benefits
2. 40 hours/week with benefit
3. 40 hours/week higher level wage with benefits

The Council also discussed the status of the Strategic Planning with Mr. Craig Waldron. As agreed to in the contract Mr. Waldron met with the Council to do Strength Weakness Opportunities and Threats (SWOT) Analysis, conducted a public input session and visited with the Administrator about goals within each of those areas that will allow the City to progress towards their achievement. Melvin shared a draft of the goals and informed the Council they were not complete and he is working to complete and distribute them to the Council for further revision. Administrator Melvin indicated that the next step was to develop mission and values statements for which he felt the Council could do without requiring Mr. Waldron's guidance.

The cost for working with Mr. Waldron was initially estimated at \$5,000 of which the City was fortunate to receive a \$2,500 grant from Compeer Financial. To date the total cost comes to \$3,513. If the Council wanted they could ask for additional services such as an official report, involvement in developing the mission and values statement but that would be at additional cost. Council agreed that they alone could develop the mission and values statement which is the only remaining component at a future workshop. With that understanding the consensus was to add final payment of \$1,013 to the Waldron Co. LLC to this evening's Council agenda and settle up with Compeer.

Motion by Heiland, seconded by Hatlestad, and passed by unanimous vote of those present to adjourn the meeting at 5:54 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel