

**ARLINGTON CITY COUNCIL
COUNCIL MEETING WORKSHOP AGENDA
AUGUST 6 AT 5:00 PM
COUNCIL CHAMBERS**

1. Call meeting to order
2. Roll Call
3. Approve Meeting Workshop Agenda
4. Discussion regarding the Administrative Assistant position in Administration

ADJOURNMENT

**ARLINGTON CITY COUNCIL
COUNCIL WORKSHOP MEETING MINUTES
AUGUST 6, 2018**

The Council Workshop meeting was called to order at 5:00 p.m., Mayor Nagel presiding.

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

Also present: Pat Melvin (Administrator).

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

Administrator Melvin provided an update on the Administrative Assistant position. Shannon Nix who had just recently been hired in July as the Administrative Assistant provided notice that she was taking another job more in line with her long range goals and would be resigning effective August 14.

There was discussion about how to make this position more stable. Currently at 32 hours week without any benefits it is viewed as a part-time position and in discussion with Nix she justified her resignation saying its part-time and does not include health insurance. The Council looked at the increased cost of making the position full time and the costs related to providing single and family health insurance coverage. The current cost of the 32 hour Administrative position without benefits was \$26,825.34 and with benefits and single insurance that would increase to \$38,639 and with family insurance it would increase to \$43,453.59.

The Council was also advised of the cost to go to a temp agency to find an employee. Through Doherty the City would pay \$22.40/hour for a temporary position which requires considerable effort to train and then if things work out the City could pay a fee to Doherty and hire that individual full time into the position in 2019. The Council was less interested in this option and questioned if the temp agency would have the right candidate for the position.

Councilmember Cowell suggested that the position receive pro-rated benefits based on hours worked and that for the remainder of 2018 the position will continue working at 32 hours week. The Council expressed concern at not knowing where the City is at for personnel costs and wants to consider this position for full time in 2019. Administrator Melvin said that he would get an analysis of the 2018 personnel costs budget to the Council.

The Council will approve Administration posting for this position at the August 6 Council meeting. Administrator Melvin brought up concern that a staff member is going out on leave starting no later than October, possibly sooner, and that the department will be trying to keep things going while short staffed. The new Administrative Assistant will not be hired until the end of September at the earliest if everything goes smoothly and the individual has to provide a two week resignation notice in their current position.

Administrator Melvin asked the Council if staff within Administration, including Pomplun, could have extra consideration for PTO balances which need to be down to a certain level by the end of the year. He indicated that he does not want staff to feel that they have to take vacation or while Administration is down two positions. The Council requested that Melvin keep them apprised of the situation and was receptive to considering this as an option at a later date.

Motion by Hatlestad, seconded by Jaszewski, and passed by unanimous vote of those present to adjourn the meeting at 5:40 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel