



**ARLINGTON CITY COUNCIL WORKSHOP MEETING AGENDA**

**March 2, 2020 AT 5:30 PM COUNCIL CHAMBERS**

1. Call meeting to order
2. Approve Workshop Agenda
3. Clarification of library budget for 2020
4. Discussion on refilling open PD position
5. Discussion on residence of Police Chief

**ADJOURNMENT**

| GENERAL FUND            |                        |               |               |               |               |               |               |               |               |               |               | OK   |  |  |
|-------------------------|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--|--|--|
| LIBRARIES               |                        |               |               |               |               |               |               |               |               |               |               | 2017: County Library Board takes over payroll functions for Director. City to reimburse county. City still have PT staff |  |  |
| DEPT: 45500             |                        |               |               |               |               |               |               |               |               |               |               |  |  |  |
| NO.                     | BUDGET ITEM            | 2013          | 2014          | 2015          | 2016          | average       | 2017          | 2017          | 2018          | 2018          | 2019          | 2020   |  |  |
|                         |                        | ACTUALS       | ACTUALS       | ACTUALS       | ACTUALS       | 14 to '16     | BUDGET        | ACTUAL        | BUDGET        | ACTUAL        | BUDGET        | BUDGET   |  |  |
| 45500-103               | PART-TIME EMPLOYEES    | 11,714        | 14,473        | 12,766        | 13,940        | 13,726        | 16,448        | 96            | 17,000        | 0             | 0             | 0  | 9-10 hrs of Homme (City pays 25hrs) and other PT Staff             |  |
| 45500-110               | OTHER PAY              | 0             |               | 360           | 420           | 260           | 480           | 400           | 445           | 280           | 600           | 600  | 7 member Committee Member Pay, \$25/mg                             |  |
| 45500-121               | PERA                   | 452           | 456           | 474           | 484           | 472           | 600           | 0             | 600           | 0             | 0             | 0  |  |  |
| 45500-122               | FICA                   | 896           | 1,097         | 976           | 1,069         | 1,047         | 1,258         | 32            | 1,300         | 0             | 0             | 0  |  |  |
| <b>PERSONNEL TOTALS</b> |                        | <b>13,073</b> | <b>16,027</b> | <b>14,577</b> | <b>15,913</b> | <b>15,506</b> | <b>18,786</b> | <b>528</b>    | <b>19,345</b> | <b>280</b>    | <b>600</b>    | <b>600</b>   |  |  |
| 45500-184               | LIBRARIAN/SIBLEY COUN  | 6,526         | 11,143        | 13,047        | 13,923        | 12,704        | 16,150        | 22,373        | 16,150        | 44,788        | 35,000        | 25,328   | 2020 Kathy COLA kathy at top                                       |  |
| 45500-210               | OPERATING SUPPLIES     | 961           | 287           | 267           | 239           | 264           | 300           | 398           | 300           | 276           | 400           | 350  | on going supplies for library- copier paper, TP                    |  |
| 45500-220               | REPAIR/MAINT SUPPLY    | 596           | 741           | 670           | 1,042         | 818           | 800           | 1,281         | 850           | 998           | 800           | 1,000  | materials for repair, exterior entry carpet needed done summe 2020 |  |
| 45500-311               | REAL ESTATE TAX        | 18            | 18            | 18            | 18            | 18            | 22            | 18            | 22            | 18            | 18            | 25   | HRS  |  |
| 45500-321               | TELEPHONE              | 605           | 695           | 687           | 719           | 700           | 750           | 596           | 750           | 512           | 650           | 650  | Pat Grabitske 15   |  |
| 45500-381               | ELECTRIC & HEAT        | 1,828         | 1,863         | 1,795         | 1,894         | 1,851         | 1,900         | 1,397         | 1,900         | 1,349         | 1,650         | 1,500  | Kathy Bierstedt 10   |  |
| 45500-383               | GAS UTILITIES          | 410           | 501           | 391           | 339           | 410           | 485           | 544           | 485           | 535           | 575           | 800  | Lexi Stock 10  |  |
| 45500-384               | REFUSE/GARBAGE DISP    | 156           | 156           | 112           | 110           | 126           | 140           | 119           | 140           | 132           | 140           | 150  | Julie Holmes sub   |  |
| 45500-401               | REPAIRS/MAINT BUILDING | 326           | 1,043         | 421           | 1,278         | 914           | 600           | 96            | 900           | 287           | 900           | 300  | kirby/mike pay to be known   |  |
| 45500-430               | MISCELLANEOUS          | 91            | 0             | 61            | 52            | 38            | 55            | 390           | 55            | 68            | 55            | 75   | job postings   |  |
| 45500-500               | CAPITAL OUTLAY         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0  | for new library  |  |
| <b>LIBRARIES TOTAL</b>  |                        | <b>24,589</b> | <b>32,474</b> | <b>32,046</b> | <b>35,527</b> | <b>33,349</b> | <b>39,988</b> | <b>27,739</b> | <b>40,897</b> | <b>49,245</b> | <b>40,788</b> | <b>30,778</b>  |  |  |

| GENERAL FUND                      |                |                |                |                |                |                |                |  |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| POLICE ADMINISTRATION             |                |                |                |                |                |                |                |  |
| DEPT: 42110                       | average        | w/3 person     | 2017           | 2018           | 2018           | 2019           | 2020           |  |
| NO. BUDGET ITEM                   | 14 to '16      | Budget         | REVISED        | Budget         | BUDGET         | BUDGET         | BUDGET         |  |
| 42110-101 FULL-TIME EMPLOY        | 125,651        | 169,487        | 110,241        | 202,000        | 187,412        | 262,475        | 281,642        | number low- \$12,480 increase for 3 officers, Vicki and John at 2%= \$851 and \$1,570= \$277,376   |
| 42110-102 FULL-TIME EMPLOYEE      | 3,217          | 5,989          | 3,913          | 6,200          | 6,719          | 2,000          | 2,000          | reduced by \$4,000 now that full staffed   |
| 42110-103 PART-TIME EMPLOY        | 15,791         | 0              | 0              | 0              | 0              | 0              | 0              | eliminated with SRO position added   |
| 42110-121 PERA (7.5%)             | 20,248         | 25,354         | 14,998         | 29,500         | 29,426         | 38,820         | 45,626         | increase Police pension 17.7% in 2020, 16.95% in 2019  |
| 42110-122 FICA (7.65%)            | 3,339          | 3,491          | 3,147          | 4,500          | 3,963          | 6,443          | 4,084          | 16.2% in 2017, 16.95% in 2018 and 17.7% in 2019 for Employer contribution to Police  |
| 42110-131 EMPLOYER HEALTH         | 22,727         | 21,879         | 7,523          | 20,828         | 12,895         | 23,854         | 5,860          | Petterson with family, SRO assumed single insurance, others no insurance   |
| <b>PERSONNEL TOTAL</b>            | <b>190,973</b> | <b>226,199</b> | <b>139,822</b> | <b>263,028</b> | <b>240,416</b> | <b>333,592</b> | <b>339,212</b> |  |
| 42110-182 SEMINARS                | 452            | 3,200          | 123            | 3,200          | 1,485          | 3,200          | 2,200          | Leadership \$500, Chief Seminar \$700, Investigators Conference x6 \$325   |
| 42110-200 OFFICE SUPPLIES         | 507            | 860            | 479            | 860            | 701            | 800            | 800            |  |
| 42110-208 TRAINING & INSPECTION   | 2,259          | 2,700          | 1,995          | 2,700          | 2,944          | 5,400          | 5,400          | John requested more for training- beyond the basic mandated  |
| 42110-210 OPERATING SUPPLIES      | 1,464          | 1,700          | 2,093          | 1,700          | 2,927          | 1,700          | 1,700          |  |
| 42110-218 OFFICE EXPENSE          | 1,770          | 2,900          | 2,345          | 2,900          | 1,441          | 2,900          | 2,900          | Copier Lease, \$100/mo, Computer Lease (Squad, Front Desk)   |
| 42110-300 PROFESSIONAL SVS        | 780            | 1,600          | 36,595         | 1,600          | 2,529          | 4,500          | 4,500          | John requested increase with more officers and \$2,000 increased 800 MHz maintenance   |
| 42110-304 LEGAL FEES              | 21,537         | 23,000         | 20,840         | 23,000         | 24,540         | 25,000         | 45,000         | More PD staff more disputes  |
| 42110-321 TELEPHONE               | 4,843          | 5,000          | 6,771          | 5,000          | 4,078          | 7,500          | 5,000          | John cell phone reimburse + \$500  |
| 42110-322 POSTAGE                 | 85             | 350            | 37             | 150            | 173            | 150            | 150            |  |
| 42110-381 ELECTRIC & HEAT UTILITI | 1,675          | 2,154          | 1,817          | 2,200          | 2,423          | 2,000          | 2,000          | ***Bill From EMS: Split between Police (30%)/Amb (60%) Admin 10% (for water meter in Police)   |
| 42110-383 GAS UTILITIES           | 571            | 1,200          | 630            | 800            | 583            | 800            | 800            |  |
| 42110-384 REFUSE/GARBAGE DISP     | 55             | 65             | 63             | 65             | 336            | 75             | 75             |  |
| 42110-401 REPAIRS/MNT BUILDINGS   | 196            | 1,500          | 1,661          | 500            | 8,076          | 0              | 300            | pour sidewalk out front of door  |
| 42110-417 UNIFORMS/OUTERWEAR      | 505            | 1,000          | 1,121          | 800            | 106            | 500            | 500            | John requested increase with more officers- high visibility clothing   |
| 42110-430 MISCELLANEOUS           | 1,032          | -              | 3,983          | -              | 886            | 2,500          | 2,500          | Workers' Comp  |
| 42110-433 DUES & SUBSCRIPTIONS    | 345            | 500            | 665            | 500            | 580            | 500            | 500            | Police Chief Association Dues \$165; \$25/officer Fraternal Order of Police, IACP \$150  |
| 42110-436 TOWING CHARGES          | 0              | 200            | 1,197          | 200            | 538            | 800            | 800            | suggested by John given increased officers   |
| 42110-440 CANINE EXPENSES         | 0              | 0              | 0              | 0              | 675            | 2,500          | 1,000          |  |
| 42110-480 GAS & REPAIR-POLICE CA  | 7,833          | 10,000         | 5,248          | 9,000          | 11,810         | 9,000          | 9,000          |  |
| 42110-500 CAPITAL OUTLAY          | 0              | -              | 9,138          | -              | -              | 5,000          | 3,500          | squad wrap only  |
| 42110-503 COMPUTERS/SOFTWARE      | 3,516          | 3,200          | 4,329          | 3,200          | 2,437          | 3,500          | 1,000          |  |
| 42110-508 RADIO-MOBILE/BASE       | 971            | 1,000          | 1,629          | 1,000          | 2,284          | 1,500          | 1,500          | Alpha Wireless service contract, and Radio Repair  |
| 42110-624 REFUNDS OF USER CHAR    | 0              | -              | 0              | -              | -              | 0              | 0              |  |
| 42110-639 CLOTHING ALLOWANCE      | 1,019          | 1,500          | 3,086          | 1,500          | 974            | 1,000          | 1,500          | John requested increase, with more officers \$500, each. Streichers, Uniforms Unlimited, Badger (Shirt \$50-60, Pants \$50-90, Coat \$160) |
| 42110-731 ARLINGTON NIGHT OUT     | 0              | 0              | 0              | 0              | 0              | 0              | 0              |  |
| 42110-733 REIMBURSIBLE EXPENSE    | 521            | 0              | 815            | 500            | 694            | 500            | 500            |  |
| <b>POLICE TOTAL</b>               | <b>242,909</b> | <b>289,828</b> | <b>246,481</b> | <b>324,403</b> | <b>313,635</b> | <b>414,917</b> | <b>432,337</b> |  |

# The City of **ARLINGTON**

October 3, 2017

**Office of the  
City  
Administrator**

John Petterson  
5226 SE 34<sup>th</sup> Ave.  
Owatonna, MN 55060

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**Laura Elvebak**  
Interim  
City Administrator  
lelvebak@arlingtonmn.com

Dear John:

I am pleased to confirm the City of Arlington's employment offer to you for the position of Police Chief. This position is classified as full-time, exempt (not overtime eligible). A copy of the position description is enclosed.

Your starting salary will be \$72,000.00 per year and your first day of work will be on October 9, 2017. Per our standard procedure, this offer letter is not intended, nor should it be considered as, an employment contract for a definite or indefinite period of time.

As a condition of employment, within one year of the date of hire, you will be required to live within a 20-minute response time to the corporate City limits. The City of Arlington will provide reimbursement of an amount not to exceed \$3,000.00 for moving your household goods to a permanent location within the 20-minute response time of the corporate city limits. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable and must occur within one-year of the date of hire. A 30-minute response time has been approved for up to one-year from the date of hire.

Accrual of vacation time shall be at the following rate: through year one – 80 hours; years 2-5 – 120 hours per year. Use of vacation time will be as outlined in the City of Arlington Personnel Policy Handbook.

Do not hesitate to call if you have any questions prior to that time. We are pleased that you will be joining our team and look forward to working with you in this position. If you have any questions, please contact me at 507-964-2378 or lelvebak@arlingtonmn.com.

Sincerely,



Laura Elvebak  
Interim City Administrator

cc: Personnel File