

**CENTENNIAL LAKES
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, February 10, 2020
Centennial Lakes Police Department**

1. CALL TO ORDER – 7:00 p.m.

A. Naming of Circle Pines representative to Chair and Vice-Chair the Governing Board in 2020.

Mayor Dave Bartholomay was designated the Governing Board Chairperson and Councilmember Jennifer Rauner as the Governing Board Vice-Chairperson for 2020.

B. ROLL CALL

Dave Bartholomay, Circle Pines Mayor
Jennifer Rauner, Circle Pines Councilmember
Jeff Paar, Centerville Mayor
Mike Murphy, Lexington Mayor
Diane Harris, Lexington Councilmember

Also Present:

Patrick Antonen, Circle Pines City Administrator
Mark Statz, Centerville City Administrator
Chief James Coan, Centennial Lakes Police
Kathy Honkomp, Centennial Lakes Police

2. CITIZEN FORUM

None.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

A motion was made by M. Murphy and seconded by D. Harris to approve the agenda as presented. Motion carried. None opposed.

4. SWEARING-IN CEREMONY AND AWARDS

A. Swearing-in Ceremony for Officer Erik Odmark

Chief Coan introduced Erik Odmark, our newest Officer. Erik is an EMT (Emergency Medical Technician) and has already assisted on medical calls. Erik agreed to the Oath of Office as read by Chief Coan. Erik's father, Scott, pinned his badge on his uniform. Erik then introduced his family and friends in attendance.

B. Civilian Service Award presented to Mark Peterson

CSO Georgia Carlson recommended to the Chief of Police that Mark Peterson receive the CLPD's 2019 Civilian Service Award. Mark had recognized that an elderly person living in Circle Pines was in need of considerable help. Mark along with CSO Carlson and a variety of social service agencies helped this person successfully relocate to an assisted living facility. Mark was instrumental in getting the person moved, situated in a new home, and made sure that the person's multiple animals were placed in proper care. Mark has since visited the person to ensure that the transition went smoothly. For this, Chief Coan presented Mark Peterson with CLPD's 2019 Civilian Service Award.

C. Support and Service recognition to Larry Hutchinson

For over 20 years Larry Hutchinson has rendered Information Technology (IT) services and support to our department. He has kept us updated and has guided us through the complexity and challenges of computer management technology. He has also kept us safe and secure from intrusion and compromise. We wish Larry Hutchinson a very happy and healthy retirement and thank him for his 20 years of service.

***** The meeting was re-convened at 7:28 p.m. following a brief reception ****

5. CONSENT AGENDA

- A. Recommendation to Approve Minutes of November 18, 2019 Meeting**
- B. 2019 Financials - Unaudited**
- C. 2020 Financials - January**

A motion was made by M. Murphy and seconded by J. Rauner to approve the Consent Agenda. Motion carried. None opposed.

6. DISCUSSION/ACTION ITEMS

A. Equitable Sharing Agreement and Certification form

This document is a disclosure of the amount CLPD received, the interest CLPD earned and the amount of the closing balance. The document is then filed in order to remain in good standing with the program.

A motion was made by J. Paar to authorize the department to submit the Equitable Sharing Agreement and Certification form. D. Harris seconded the motion. Motion carried. None opposed.

B. Designation Signatories

No new signatories are needed for the Governing Board this year.

C. Acknowledgement of Auditors Conflict of Interest Form

All Board members and City Administrators were requested to sign a Conflict of Interest form for the auditors and return to City Administrator Patrick Antonen.

D. Chief's memo

Chief Coan announced that he will be retiring from his position as Centennial Lakes Police Chief. The effective date for his retirement will closely follow the conclusion of the search and screen process that is underway to select his successor. In consultation with the three city administrators, Chief Coan agreed to stay on for as long as it takes to conduct a search and screening and then provide some transition for the next Police Chief. Chief Coan commented that it has been a pleasure working with everyone and sincerely thanked everyone. He also said that he is humbled and grateful for his career and for his tenure as Centennial Lakes Chief of Police.

E. Recommendation to approve Police Chief Search Firm, Baker Tilly, in the amount not to exceed \$23,000

The Governing Board approved on December 26, 2019 for the Operations Committee to receive search firms' bids to assist with the hiring process of a new Chief of Police in anticipation of Chief Coan's retirement sometime in 2020.

P. Antonen explained that the Operations Committee received four bids from various search companies. All four bids were comparable in price. After some research, the operations committee recommended and presented a bid from the firm Baker Tilly Virchow Krause, LLP (Baker Tilly). The Operations Committee unanimously felt that Baker Tilly is the most qualified and had the best success rate in Minnesota. Baker Tilly also has a two-year guarantee; if the first candidate does not work out, they will conduct another search for free.

Chief Coan stated that when he was hired as Chief of Police for Centennial Lakes Police Department in 2011 that it was through a search firm called Upper Midwest Committee Policing Institute (UMCPI). UMCPI has since gone out of business. Chief Coan explained the hiring process he went through and how thorough the process was.

P. Antonen explained that after the search firm completes their process and conducts interviews with various panels, the final decision of the next Chief of Police will be voted on by the Governing Board.

A motion was made by M. Murphy and seconded by J. Paar to approve a Police Chief Search Firm, Baker Tilly, in the amount not to exceed \$23,000. Motion carried. None opposed.

7. OPERATIONS COMMITTEE

P. Antonen stated that the Operations Committee's time has been spent on finding a search firm for a new Chief of Police.

8. CHIEF'S REPORT

Chief Coan commented that the union contracts have been settled.

Chief Coan stated that the department is up to staff with 16 sworn officers after the recent hire of Erik Odmark.

9. ADJOURNMENT

A motion was made by J. Paar and seconded by J. Rauner to adjourn the meeting at 8:00 p.m. Motion carried. Non opposed.

***Next meeting: May 11, 2020 at 7:00 p.m.**