

**CENTENNIAL LAKES
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, November 9, 2020
Centennial Lakes Police Department**

1. CALL TO ORDER – 7:00 p.m.

ROLL CALL

Dave Bartholomay, Circle Pines Mayor	(Chair)
Jennifer Rauner, Circle Pines Councilmember	
Mike Murphy, Lexington Mayor	
Diane Harris, Lexington Councilmember	
D. Love, Centerville Mayor	(attended remotely)
Tom Wilharber, Centerville Councilmember	(attended remotely)

Also Present:

Patrick Antonen, Circle Pines City Administrator	
Bill Patracek, Lexington City Administrator	(attended remotely)
Mark Statz, Centerville City Administrator	(attended remotely)
Chief James Mork, Centennial Lakes Police	
Lieutenant Pat Aldrich, 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 D. Harris and seconded by D. Love to approve the agenda as presented. Motion carried. None opposed.

4. NEW OFFICERS INTRODUCTIONS AND OATH

A. Introduction of Officer Logan Larson

Chief Mork introduced Logan Larson, our newly hired Officer. Logan has been a Community Service Officer with Centennial Lakes Police Department for the past 3 years. Logan grew up in the area and attended Centennial High School. He also attended St. Cloud State University for his Criminal Justice degree. Logan agreed to the Oath of Office as read by Chief Mork. Logan's mother, Jody, pinned his badge on his uniform. Logan then introduced his family and friends in attendance.

B. Introduction of Officer Bryan Johnson

Chief Mork introduced Bryan Johnson, our newest hired Officer. Bryan earned a two-year degree by the time he was a senior in High School. He continued his education at St. Cloud State University. He was a Community Service Officer with the Anoka County Sheriff Office. Bryan has two brothers, one which is a twin, who are also in the law enforcement field. Bryan agreed to the Oath of Office as read by Chief Mork. Bryan's mom, Mary, pinned his badge on his uniform. Bryan then introduced his family and friends in attendance.

5. NEW SERGEANT INTRODUCTION AND OATH

A. Introduction of Sergeant Nolan Wahlberg

Chief Mork introduced Nolan Wahlberg. Nolan started with Centennial Lakes Police Department as a Community Service Officer. He was promoted to Officer nearly 4 years ago and has been a great asset to the department. After a thorough promotion process, Nolan is now being promoted to Sergeant. Nolan agreed to the Oath of Office as read by Chief Mork. Nolan's wife, Rebecca, pinned his badge on his uniform. Nolan then introduced his family and friends in attendance.

6. CHIEF'S REPORT

Chief Mork stated that CLPD hired a new part-time Community Service Officer, Jeff Lambrecht, in October. Jeff will be introduced to the Governing Board at the February 8, 2021 meeting. Jeff has previous Anoka County CSO experience and lives in the area. Jeff is looking to stay in the CSO position which will be a great asset to our department.

New concrete work, by the handicap area in the front of the building, has been done to meet regulations. Chief Mork thanked P. Anonten for organizing CLPD's cement work along with the work that Circle Pines City Hall was having done. Performing both projects together saved money.

Because of a previously approved budget item, new external security cameras have been installed on various department locations. Also, upgraded cameras have been installed in the interview rooms and detention center.

On Tuesday November 3rd, during the elections, Chief Mork and Lieutenant Aldrich placed extra staff on duty. We are happy to report that the day went well with no major issues.

7. OPERATION COMMITTEE'S REPORT

City Administrator P. Antonen noted that the Operations Committee met two times since the last Governing Board meeting.

P. Antonen spoke about the concrete work performed at Circle Pines City Hall and that organizing CLPD's cement work at the same time saved money.

The main discussion during the Operations Committee meetings is the Discussion/Action Items presented today. COVID-19 money may be used for some of the proposed items.

P. Antonen also explained that the Equitable Sharing money has been slowly coming in, which is earmarked for the purchase of new squad and portable radios.

8. CONSENT AGENDA

- A. Recommendation to Approve Minutes of July 13, 2020**
- B. Recommendation to Approve Minutes of August 10, 2020**
- C. 2020 Financial - Unaudited**

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

9. DISCUSSION/ACTION ITEMS

A. Annual Audit Proposal

D. Bartholomay noted the proposed 3% average increase to retain the use of MMKR Certified Public Accounts Services. MMKR has performed auditing services for the department for a number of years and are very familiar with our account.

P. Antonen explained that MMKR is the same auditing firm that is used for the city of Circle Pines and the Centennial Fire District. A couple years ago, the Centennial Fire District looked into other auditing firms and found that MMKR offered a very reasonable price for their services. MMKR offers a discount for performing auditing services to Circle Pines City Hall, Centennial Fire District and Centennial Lakes Police Department as a package deal. This is because all three accounts are supported by Circle Pines City Hall employees.

It is recommended by the Operations Committee to continue to use MMKR Certified Public Accountants as presented.

A motion was made by J. Rauner to approve the MMKR Certified Public Accountant proposal as presented. D. Love seconded the motion. Motion carried. None opposed.

B. New Organizational Structure

Chief Mork proposed a new organizational structure for the department. The new structure would consist of one Captain (Pat Aldrich), one Administrative Sergeant (Matt Giese), one afternoon-shift Patrol Sergeant (Nolan Wahlberg), and one-night shift Patrol Sergeant (Open – looking to fill this position in the middle of 2021). The new structure will allow more patrol coverage when needed and will also help with administrative duties. Another advantage to the new structure is to clearly define the 2nd in command (Captain) when the Chief is absent.

A motion was made by M. Murphy and seconded by J. Rauner to proceed, starting January 1st, 2021, with the New Department Organizational Structure as presented. Motion carried. None opposed.

C. Squad and Portable Radio Replacement Plan

Chief Mork stated that the Centennial Lakes Police Department's squad and portable radios are currently 12-14 years old. The normal lifespan for a radio is 10 years. There are many issues with the radios and Chief Mork explained that the anticipated Equitable Sharing funds are earmarked to pay for the much-needed radios. Currently, we have received \$20,000 of the anticipated \$140,000 amount from the Equitable Sharing funds. The Operations Committee gave the approval to purchase 4 new radios at \$4,500 each from the currently received \$20,000.

P. Antonen reminded the Governing Board that the Equitable Sharing funds can only be used for equipment type items which makes the radios a perfect purchase. More squad and portable radios will be purchased as soon as more of the Equitable Sharing funds are received.

D. Love questioned if the radios could be immediately purchased and then reimburse the funds when the Equitable Sharing money is received. From the research retired Lieutenant Russ Blanck had done, it was decided that this was not an option due to the Federal reporting requirements. P. Antonen agreed to look into this to affirm that this was the case. D. Love suggested to ask if we could create a separate account used for capital and use the account to replace future items such as squad vehicles with the Equitable Sharing money. He would also like to know, if possible, if there would be an expiration date of when the money would need to be spent.

M. Statz likes the idea of spending the money as it comes in as it guarantees that we have the funds. He also commented that there is an advantage to cycling the purchase of radios so that the radios do not all need repair at the same time.

J. Rauner questioned, due to the cost of the radios, if a budget line for replacement costs would be feasible similar to the way the squad vehicle replacements are handled.

D. Harris commented that technology changes so fast that she is in favor of having a radio replacement line in the budget.

D. Bartholomay suggested the Operations Committee research the option to add a budget line for future squad and radio replacements, much like the vehicle replacement plan that is currently in place.

A motion was made by M. Murphy and seconded by D. Love to approve the Squad and Portable Radio Replacement Plan as presented. Motion carried. None opposed.

D. Hand Gun Replacement Plan

Chief Mork explained that the life span for a gun is 8-10 years. The departments most current handgun was purchased in 2012. The current trade-in value is roughly \$250.00 per gun. The cost for a new gun is \$409 per gun which is the same price as 8 years ago. The cost to repair the older guns will exceed the cost to purchase new ones. The new handguns have significant improvements, especially the night sights. The officers can utilize the same holsters. 20 new handguns will cost approximately \$4,000, which if approved, will come out of the Reserve Fund Balance on hand.

P. Antonen confirmed that the Reserve Fund Balance on hand has enough funds to cover this.

M. Statz commented that item #C and #D was on the agenda today because they were not on the originally approved 2020 budget.

A motion was made by D. Harris to approve the purchase of the Hand Gun Replacement Plan with the Reserve Fund Balance on hand. J. Rauner seconded the motion. Motion carried. None opposed.

E. Police Officer Scheduling System (POSS)

Chief Mork shared that the most asked request when he started as Chief was for a better scheduling system. The current scheduling system is outdated and not efficient. The proposed Police Officer Scheduling System (POSS) is a web-based program that specializes in Police Officer Scheduling. It can be viewed by the employees' computer/tablet/phone. It offers a more efficient O.T. or Emergency staffing requests. The cost is just under \$2,000 a year with no set up costs. If approved, this software will be funded by the Cares Act money (COVID money).

P. Antonen mentioned that during COVID, on-line scheduling is even more important to deter people from coming into the office to see their schedule.

A motion was made by D. Love and seconded by J. Rauner to approve the purchase of the Police Officer Scheduling System (POSS) with the Cares Act money (COVID money). Motion carried. None opposed.

F. Proposed Mental Health Wellness Program

Chief Mork highly recommends the use of Marie Ridgeway and Associates for the departments proposed Mental Health Wellness Program. Marie Ridgeway and Associates comes highly recommended by the Blaine, Bloomington, Columbia Heights, Woodbury and St. Louis Park Police Departments which currently use them. This agency specializes in law enforcement personnel and understands the challenges and situations they face. CLPD has 17 officers with a cost of \$110 per “Check-In” session which comes up to an annual amount of \$1,870. An additional requested therapy session is \$150 per session, up to 6 sessions per year. On average, 15% of a typical agency’s staff utilize more than just the check-in session, with the average being 4 additional sessions. 2.5 officers (15% of CLPD’s 17 officers) using 6 sessions would be a total of \$2,250 per year. The total proposed cost for the Mental Health Wellness program is approximately \$4,120 a year.

Lieutenant Aldrich added that Marie Ridgeway and Associates have 6 psychologists to choose from. All 6 have some type of background and understanding of Police work. Lieutenant Aldrich highly recommends them as to help prevent possible long-term issues with personnel.

P. Antonen mentioned that having a mandatory Mental Health Wellness program (checkup from the neck up) was added and agreed upon during the union negotiations.

D. Love thought this was a very wise program to move forward.

A motion was made by D. Love to approve the Mental Health Wellness Program as presented. M. Murphy seconded the motion. Motion carried. None opposed.

G. Governing Board Chairmanship rotates to Centerville in 2021

H. 2021 Proposed Governing Board Meeting Dates

Governing Board meetings for 2021 will be held on February 8, May 10, August 9, and November 8. Kathy Honkomp will send out meeting invitations to the Governing Board members.

D. Harris made a motion to approve the Governing Board 2021 meeting dates as presented. M. Murphy seconded the motion. Motion carried. None opposed.

D. Love would like the Operations Committee to research and look into Officer Involved Shooting Procedures and possibly have the item added to the February 2021 Governing Board agenda. He also would like to add a Targeted Picketing Ordinance for city of Centerville residential neighborhoods, similar to Hugo.

D. Bartholomay stated that the Operations Committee can look into these items before the next Governing Board meeting along with other important items such as Use of Force Procedures.

This was City of Centerville councilmember Tom Wilharber's last meeting. D. Bartholomay along with the rest of the Governing Board thanked him for his serves and wished him well.

10. ADJOURNMENT – 8:05 p.m.

A motion to adjourn was made by T. Wilharber and seconded by D. Harris. Motion carried. None opposed.