

**CENTENNIAL LAKES
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, May 10, 2021
Centennial Lakes Police Department**

1. CALL TO ORDER – 7:06 p.m.

A. ROLL CALL

Dave Bartholomay, Circle Pines Mayor

Jennifer Rauner, Circle Pines Councilmember (attended remotely)

Mike Murphy, Lexington Mayor

Diane Harris, Lexington Councilmember

D. Love, Centerville Mayor

Darrin Mosher, Centerville Councilmember (**Chair**)

Also Present:

Patrick Antonen, Circle Pines City Administrator

Bill Petracek, Lexington City Administrator

Mark Statz, Centerville City Administrator

Chief James Mork, Centennial Lakes Police

Captain Pat Aldrich, Centennial Lakes Police

Kathy Honkomp, Centennial Lakes Police

2. CITIZEN FORUM

None.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

D. Love requested adding an item to the discussion/action section, Item 7-B – Public Meetings.

A motion was made by D. Bartholomay and seconded by D. Harris to approve the agenda with one revision to add item 7-B – public meetings. A roll call vote was taken. Mayors Bartholomay, Murphy, Love and Council members Rauner, Harris and Mosher voted in favor. Motion carried. None opposed.

4. NEW CORPORAL INTRODUCTION.

A. Introduction of Corporal Katy Mannin

Chief Mork introduced newly promoted Corporal Katy Mannin. Chief Mork explained that K. Mannin was raised in South St. Paul and graduated from South St. Paul high school. She then attended Mankato State University where she graduated with a degree in law enforcement. She was hired by the Centennial Lakes Police Department in 2017. K. Mannin has demonstrated a strong work ethic and has been

very dedicated to this organization as well as the community. K. Mannin has mentored students at Golden Lake Elementary, has participated in Safety Camp, Night to Unite, and Special Olympics fund-raising events. K. Mannin is also willing to take on new endeavors such as Field Training Officer, Reserve Officer Coordinator, Alcohol and Tobacco Compliance Officer, and Social Media Contributor. K. Mannin approaches all assignments and extra duties with a very positive attitude and top-level professionalism. She is willing to assist fellow officers and she's a great mentor to new officers. She represents the department extremely well. K. Mannin is the first female officer in the history of the department to go beyond the rank of Officer. Congratulations Corporal Katy Mannin.

Corporal Katy Mannin thanked everyone and appreciated the opportunity given to her.

5. **CLPD AUDIT – MMKR Representative Aaron Nielsen**

MMKR Representative, Aaron Nielsen, stated that based on the audit of the Department's financial statements for the year ended December 31, 2020:

1. MMKR issued an unmodified/clean opinion on the Department's basic financial statements.
2. MMKR reported one matter involving the Department's internal control over financial reporting that they consider to be a material weakness. Due to the limited size of the Department's office staff, the Department has limited segregation of duties in certain areas.
3. MMKR reported no findings based on their testing of the Department's compliance with Minnesota laws and regulations.

A. Nielsen stated that the Financial Highlights are as follows:

1. The Department's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources at December 31, 2020 by \$1,386,312 (net position deficit). The Department's total net position increased by \$173,177 during the year ended December 31, 2020.
2. Government-wide revenues totaled \$2,804,942 and were \$173,177 more than expenses of \$2,631,765.
3. The General Fund's total fund balance of \$845,984 (under the governmental fund presentation) decreased \$9,507 from the prior year, compared to the balanced budget adopted.

M. Murphy requested an amendment to page 11 of the MMKR report to specify that Mayor Dave Bartholomay was Chair of the Governing Board rather than Mayor Mike Murphy for the year 2020.

D. Bartholomay commented that he appreciates the healthy fund balance we now have as he reflects on the past when it was very low. He also commented that the segregation of duties is a common issue with small departments and questioned if the department performs their own checks and balances. P. Antonen confirmed that this is the case and that CLPD runs the segregation of duties the same as Circle Pines City Hall.

A. Nielsen stated he was pleased to report that the audit ran very smoothly.

A motion was made by D. Love and seconded by D. Harris to accept the 2020 Financial Audit as presented by MMKR. A roll call vote was taken. Mayors Bartholomay, Murphy, Love and Council members Rauner, Harris and Mosher voted in favor. Motion passed. None opposed.

6. CONSENT AGENDA

A. Recommendation to Approve Minutes of May 10, 2021

B. Financials – Unaudited

A motion was made by D. Bartholomay and seconded by D. Love to approve Item A and B of the Consent Agenda. A roll call vote was taken. Mayors Bartholomay, Murphy, Love and Council members Rauner, Harris and Mosher voted in favor. Motion passed. None opposed.

7. DISCUSSION/ACTION ITEMS

A. Contract with Climate Makers

P. Aldrich explained the heating issues occurring at the CLPD building. There has been an ongoing lack of heat in a few areas of the building which the current HVAC provider, NAC, has not fixed in a timely manner. P. Aldrich searched out bids from two other HVAC companies to replace our current provider. With the input of the City Administrators and the Chief of Police, P. Aldrich is proposing to end the contract with our current provider, NAC Mechanical & Electric Services, and begin a new contract with Climate Makers. Climate Makers will install a climate control function that can be controlled through a program on individual's work computers.

The proposal with Climate Makers will be a one-year contract and will be renewed annually. It will also have a 30-day notice clause to cancel the contract if needed.

J. Rauner questioned and it was confirmed that we will not have an early termination fee with NAC. It was also confirmed that Climate Makers will fix the issues that are currently happening and take over the preventive maintenance schedule.

D. Love confirmed that this was basically a change of vendors and he appreciated the work of looking into multiple vendors before making the decision.

D. Harris asked why such a large upfront dollar amount was needed to fix the heat and switch over to climate control functions through a software program. P. Aldrich explained that when the building was built in 2006, cost saving measures were done which did not include this upgrade.

P. Antonen explained that with a 15-year-old building, upgrades will need to be performed, including this one. He also stated that the building maintenance budget line will be increased within the 2022 proposed budget to accommodate possible future costs.

A motion was made by D. Bartholomay to accept the contract with Climate Makers. D. Love seconded the motion. A roll call vote was taken. Mayors Bartholomay, Murphy, Love and Council members Rauner, Harris and Mosher voted in favor. Motion passed. None opposed.

B. Public Meetings - Televis future Governing Board meetings

D. Love proposed the idea to televise future Governing Board meetings through MetroTV. This would be similar to how the cities televise their council meetings. D. Love feels it is valuable to be transparent. The proposal is to have the meeting televised on a trial basis for one year. CLPD's conference room, where the Governing Board meetings take place, is not equipped to televise with MetroTV, but Centerville, Circle Pines and Lexington council chambers are. The proposal is to hold the meetings at one of the cities' council chambers.

D. Bartholomay questioned what the cost would be to have the CLPD's Conference room capable to televise. P. Antonen stated that recently Circle Pines city hall's cameras and video system was upgraded for roughly \$80,000. Lexington and Centerville's video system were upgraded for roughly \$45,000. Lexington and Centerville's spaces are smaller, needing fewer cameras. A camera operator would need to be added during Governing Board meetings which costs roughly \$15 an hour.

D. Bartholomay and the rest of the Governing Board agreed with being transparent. D. Bartholomay also suggested that the city administrators figure out the cost, possible work session times, pros, cons, and a proposed location for the meetings, and then present the findings to the board for consideration.

A motion was made by D. Love to allow the City Administrators to research having the Governing Board meetings publicly televised. D. Bartholomay seconded the motion. A roll call vote was taken. Mayors Bartholomay, Murphy, Love and Council members Rauner, Harris and Mosher voted in favor. Motion passed. None opposed.

8. OPERATION COMMITTEE'S REPORT

City Administrator M. Statz stated that the Operations Committee has been working with Chief Mork on the 2022 proposed budget and upcoming goals for the department.

9. CHIEF'S REPORT

A. COVID-19 Update

Chief Mork commented that at 7690 Village Drive in Lino Lakes (the previous YMCA) is now a site that a person can receive a COVID-19 vaccine. This site welcomes walk ins and is opened a few days a week.

B. Mental Health Program Update

The department’s mandatory Mental Health Wellness program, which is designed to help prevent possible long-term issues, has been going very well. The program is designed to allow sworn officers to talk about difficult situations they have witnessed on the job (check up from the neck up.) The majority of the department’s sworn officers have already met with a psychologist at Marie Ridgeway and Associates, which specializes in police work. It is mandatory for officers to meet with a psychologist once a year, with the option to have additional sessions.

C. Axon BWC Audit Update

The state mandates that once every two years CLPD has an external audit performed on our body worn camera program (statue 13.825 sub 9 = Portable Recording Systems / Biennial Audit). CLPD’s audit was conducted on April 14, 2021.

It was reported that CLPD’s portable reporting (Axon BWC) was found to be:

1. Positively maintaining the date and time of information of recorded data accurately as is required.
2. The recorded data validated to be utilized and stored appropriately.
3. It was validated to be appropriately disseminated and or shared as required and requested.
4. The recorded data was internally audited by CLPD no less than two times a year per user using a randomized survey. This process was also found to be in compliance.
5. The policy was then reviewed against the BWC user practices to see how the officers are using it, including data classification, collection, access, storage and dissemination. All portions of the policy were carried out as documented.

At the time of the audit, CLPD has fulfilled all the requirements as identified in that Minnesota statue.

D. Safety and Security Items Purchased Update

At the February 8, 2021 Governing Board meeting, a Safety and Security Proposal was approved with the stipulation it would not exceed \$25,000.00 in total cost.

An update on the total cost is as follows:

1. Office security window film and impact protection ...	\$10,572.00
2. Adding two more outside security cameras	\$4,689.39
3. Improve the outdoor lighting	<u>\$4,525.57</u>
Total cost:	<u>\$19,786.96</u>

The total cost of the project fell below \$25,000.00.

Chief Mork expressed his appreciation and thanked the Governing Board for allowing CLPD to make the above security improvements.

D. Love commented that in the past he had the opportunity to participate in the decision-making shoot training that the officers take, and hopes it is offered again this year. Chief Mork explained that this is a training that officers participate in once a year. It broadcasts a real-life scenario onto a screen for officers to interact

using a laser light. Chief Mork will invite Governing Board and City Council members to participate again this year. D. Love encourages everyone invited to take part in the exercise.

12. ADJOURNMENT – 7:49 p.m.

A motion to adjourn was made by D. Mosher and seconded by M. Murphy. A roll call vote was taken. Mayors Bartholomay, Murphy, Love and Council members Rauner, Harris and Mosher voted in favor. Motion carried. None opposed.