

**CENTENNIAL LAKES
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, August 9, 2021
Centennial Lakes Police Department**

1. CALL TO ORDER – 7:00 p.m.

A. ROLL CALL

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

D. Love, Centerville Mayor

Dave Bartholomay, Circle Pines Mayor

Jennifer Rauner, Circle Pines Councilmember

Mike Murphy, Lexington Mayor

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

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

4. SWEARING-IN CEREMONY AND AWARDS

A. New Officer Introduction and Oath, Anthony Tonda

Chief Mork introduced Anthony Tonda, our newly hired Officer. Anthony was a CSO with the West St. Paul Police Department and also worked as a security Officer for M Health Fairview. He is a graduate of South St. Paul High School and Inver Hills Community College/Hennepin Technical College. Anthony's mother, Brenda, pinned his badge on his uniform. Anthony then introduced his family and friends in attendance.

B. New Sergeant Introduction and Oath, Brian Goetzke

Chief Mork introduced Brian Goetzke. Brian started with the Centennial Lakes Police Department in 2018. Brian has contributed many different ways within the department and has a very positive, upbeat attitude. Brian is being promoted to Sergeant. Brian agreed to the Oath of Office as read by Chief Mork. Brian's wife, Hallie, pinned his badge on his uniform. Brian introduced his family and friends in attendance.

C. Lifesaving award for Officer Tyler Schroeder and Bryan Johnson

Chief Mork explained that there is a chain of events that need to occur for a successful outcome for any type of major incident. On 5/20/2021, Officer Schroeder and Johnson made that type of contribution. Both Officers asked and it was agreed that Lino Lakes PD would need assistance with a medical emergency of a 63-year-old male. He was not breathing. Officer Johnson and Schroeder were first on the scene. Officer Johnson started CPR and chest compressions while Officer Schroeder provided ventilatory support via BMV. The patient, who happens to be a Lino Lakes Firefighter, survived the incident and is very grateful for the tremendous teamwork of all involved. For this, Officer Schroeder and Johnson were awarded the Lifesaving Award.

***** The meeting was re-convened at 7:25 p.m. following a brief reception *****

5. CHIEF’S REPORT

Chief Mork reported that Night to Unite was a big success this year. Night to Unite needed to be cancelled last year because of COVID-19.

Chief Mork gave an update on CLPD’s mental health program. He explained that every sworn Officer has gone through the program and has met with a staff member at Marie Bridgeway & Associates.

Chief Mork explained that CLPD recently went through a Post Board Audit. The audit consists of auditors looking through our policies, trainings, and our last three hirings. CLPD passed with no issues.

6. OPERATIONS COMMITTEE’S REPORT

City Administrator Mark Statz stated that the Operations Committee had been working with the Chief on CLPD’s proposed 2022 budget. The budget was presented during the Governing Board meeting.

7. CONSENT AGENDA

A. Recommendation to Approve Minutes of May 10, 2021

B. Financials – Unaudited

A motion was made by D. Bartholomay to approve the Consent Agenda as presented. Motion was seconded by J. Rauner. Motion carried. None opposed.

8. DISCUSSION/ACTION ITEMS

A. CAPTAIN COMPENSATION

Chief Mork presented a proposed compensation plan for the Captain's position. As part of the organizational re-structure of the Centennial Lakes Police Department, two Lieutenant positions were eliminated and replaced with a Captain position and an Administrative Sergeant position. On January 1st 2021, these changes took effect. The changes would not have taken effect unless the Captain's position could absorb many of the duties previously assigned to both Lieutenants. Pat Aldrich was promoted from Lieutenant to Captain because he stepped up to the challenge of handling his previous duties along with handling the additional duties as assigned.

The Operations Committee along with Chief Mork have been studying the proper compensation level for a Captain's position and is recommending the following:

- Step 3: 2% pay increase effective 7/1/2021
- Step 4: 2% pay increase effective 1/1/2022 and a
2.75% cost of living increase effective 1/1/2022
- Step 5: 2% pay increase effective 1/1/2023

These adjustments will bring Captain Aldrich's pay in line with that of Captains of similarly sized departments.

City Administrator Mark Statz added that this proposal was laying out a pay structure for a newly created Captain's position. Upon successful evaluation, each step would be implemented with step 5 being the last step of the pay scale. M. Statz explained that Captain Aldrich is currently at a level 3 due to the size of the department and his work experience.

D. Love questioned if an open forum was the proper way to discuss a specific person's salary increase. City Administrator P. Antonen explained that due to the Governing Boards Joint Power Agreement, section VI-section 5, the Operations Committee shall make recommendations to the Governing Board of staffing needs and compensation levels for the department.

City Administrator B. Petracek stated that he had been advised in the past to keep these discussions open due to the Captain's rank of being part of management.

J. Rauner explained that she was comfortable with what was being proposed knowing that both the Operations Committee along with Chief Mork had researched the duties, and that the size of the department reflected the proposed pay.

A motion was made by J. Rauner and seconded by D. Love to approve Captain Aldrich's proposed compensation increase as presented. Motion carried. None opposed.

B. 2022 PROPOSED CLPD BUDGET

Chief Mork believes the goal is to be fiscally responsible while maximizing the benefit of each and every available dollar. The proposed 2022 budget has an 8.61 percent increase in expenditures compared to last year, however much of the increase is due to personnel costs that follow Officer's contract requirements. There are additional increases beyond our control, Worker's Compensation Insurance and PERA contributions.

City Administrator P. Antonen further explained that the part-time personnel salaries have been under budgeted for the past couple years. Previously, one to one in a half CSO's were budgeted. This budget proposal is budgeting for two CSOs.

P. Antonen stated that the Sergeant and Officer's union contracts agreed on a 2.75% salary increase and step increases for eligible employees. Worker's Compensation and Property/Liability Insurance is increasing along with the fee for storage of body worn camera video. P. Antonen stated that Roseville IT's fees have increased because 11 squad computers have been added to Metro-Inet's network system.

The American Rescue Plan Act money (COVID money) may fund the installation of new LED interior lights, which would create a cost savings with monthly electric bills. The Operations Committee will research if the American Rescue Plan Act money is eligible to fund this project.

The squad fleet is getting old with high miles. Two squads will be purchased in 2022. One of squads purchased will be funded by the reserve funds. J. Rauner questioned if the Vehicle Replacement Fund, which now is set up to purchase one vehicle a year, needs to be adjusted. P. Antonen explained that two squads were purchased in 2021 with one of them funded by the forfeiture funds. If the squads continue to get high miles due to patrolling, the budget line for the Vehicle Replacement Funds may need to be reviewed. D. Love questioned and P. Antonen confirmed that the Vehicle Replacement Fund had been saving enough to purchase one squad a year.

M. Murphy questioned if the Equitable Sharing funds had been received to cover the cost of portable and squad radios. Currently, CLPD has received \$20,000 of the anticipated \$140,000 amount. Four new radios at \$4,500 each have been purchased from the currently received \$20,000. We are still waiting to receive the rest of the anticipated Equitable Sharing funds. CLPD currently uses 31 portable radios and 13 squad/mobile radios.

M. Murphy asked if COVID money could be used for the purchase of new radios. M. Statz explained that all three cities combined contributed \$100,000 into the police department with the first program (The Cares Act), because it was presumed that all payroll was dedicated to the pandemic. This time around with the American Rescue Plan Act money, it is required to show the portions of an employee's salary that has been dedicated to the pandemic. The Operations Committee will look at which portions are allowed verses which portions of an employee's daily work schedule would be dedicated to the pandemic over the course of the next two to three years. Whatever funds ultimately received with this program can be used without restriction.

C. TRI-CITY POLICE FORMULA REVIEW

P. Antonen explained that the Tri-City Police Formula is from a system devised and accepted by the International Association of Chiefs of Police. The formula is intended to calculate the number of patrol Officers needed to cover the existing workload. It is a formula based on actual police service demands and not simply on population. The formula factors are weighted by 40% calls, 40% population, and 20% IACP formula using a three-year average. The IACP formula considers the lengthier time needed for police Officers to process more serious offenses.

P. Antonen stated that the population for 2020 was based off of an estimate received from the Metropolitan Council, because the COVID-19 pandemic has forcing the U.S. Census Bureau to delay the release of its 2020 stats.

D. Bartholomay confirmed that if the Census Bureau's actual counts are received before the budget is approved by all three cities this September, then the formula will be updated. If the Census Bureaus' amounts are received after September, then next year's population totals will reflect the Census Bureau's counts. In the past, the population totals for the population section of the Tri-City Formula have been received from the Metropolitan Council's estimated projections.

Based on the Tri-City Formula, below are the increased 2022 contract revenue percentages.

1. Circle Pines contract will go up 3.1% (\$34,159)
2. Lexington's contract will go up 11.8% (87,960)
3. Centerville's contract will go up 7.1% (60,695)

D. Bartholomay questioned where the second car being purchased was located on the 2022 proposed budget. P. Antonen stated that its under "Other Funding/Transfer in From Reserves" and would not impact the contract revenue numbers from each city, because the funds (\$44,000) would be withdrawn from the reserve funds. Note: The budget does have a line item "Contract Revenues/Contract – Vehicle Portion" that is included in the budget, which allows CLPD to purchase one car a year (\$14,667 is budgeted for each city).

D. Love commented that the CLPD building was paid off last year. P. Antonen added that the savings from that will be in each city's budget.

M. Murphy questioned if CLPD was fully staffed with the Officers needed. Captain Aldrich and P. Antonen stated that the department currently has 16 full time sworn Officers and 1 part time sworn Officer which was in line with the budget.

D. Bartholomay noted that the police calls for all three cities were down in 2020 and was curious as to if and why COVID-19 was the cause.

D. Love recalled a recent discussion questioning what a healthy reserve balance would look like. P. Antonen stated that CLPD was recommended to maintain an unassigned reserve balance of three to six months for cash flow. CLPD's reserve balance is currently at \$705,985 which is slightly more than three months of reserves. D. Bartholomay mentioned that CLPD has a joint powers agreement with three cities, and all three cities do have their own reserve balance. If needed, the reserve would cover the operational cost. P. Antonen added that if the Police Department had an

emergency situation, more funds could be needed. As such, a three-month reserve fund (roughly \$687,343) is recommended. D. Love questioned if this should be added to policy.

M. Murphy asked if new law enforcement technology was being looked into, and if there was anything the department would need to help them better perform their job. Chief Mork and Captain Aldrich confirmed that the Use of Force training, which all sworn Officers attend, keeps them informed of new technology. When new technology is introduced, tested, and would benefit the department, it is looked into and proposed to the Operations Committee and Governing Board. Many on the Governing Board members commented that they would like the Officers to have all the tools needed to perform their job to the best of their ability.

A motion to approve the 2022 Centennial Lakes Police Department's budget was made by D. Bartholomay and seconded by D. Love. Motion carried. None opposed.

D. TELEVISION FUTURE GOVERNING BOARD MEETINGS

M. Statz stated that if the Governing Board meetings were to be televised, then the meetings would need to be located at either the Circle Pines or Centerville city hall. Lexington city hall would not be available. CLPD would need to spend roughly \$50,000 in audio/visual equipment to adequately televise meetings.

P. Antonen added that a schedule would need to be set up with North Metro-TV. North Metro-TV is able to accommodate the Circle Pines city hall location on Monday evenings, but they would need to check if they can accommodate Centerville city hall as well. If the plan moves forward, it is recommended to have the Governing Board meetings at the same location every time, either Circle Pines or Centerville. This would alleviate confusion with the public if they chose to attend.

M. Statz stated that having the meetings at the police department (CLPD) would make it easier for Officers to attend some of the gatherings.

M. Murphy commented that he liked transparency, but felt presenting lifesaving awards and swearing in new Officers with their families present should be done at the police department (CLPD).

Chief Mork added that if during meetings a data privacy issue was discussed, then the cameras would need to be turned off during that discussion. D. Bartholomay and P. Antonen suggested that a work session could be held prior to the meeting to address some those issues.

It was discussed that the Governing Board Police Department topics were different than City Council meeting topics, which makes the decision to televise more complicated.

A motion was made by D. Love and seconded by J. Rauner to table the topic of Televising Future Governing Board Meetings. Motion carried. None opposed.

9. ADJOURNMENT – 8:30 p.m.

A motion to adjourn was made by D. Bartholomay and seconded by J. Rauner.