

**CENTENNIAL LAKES  
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, May 8, 2023  
Centennial Lakes Police Department**

**1. CALL TO ORDER – 7:00 p.m.**

**A. ROLL CALL**

Dave Bartholomay, Circle Pines Mayor  
Dean Goldberg, Circle Pines Councilmember (**Chair**)  
D. Love, Centerville Mayor  
Darrin Mosher, Centerville Councilmember  
Gary Grote, Lexington Mayor  
Diane Harris, Lexington Councilmember

**Also Present:**

Patrick Antonen, Circle Pines City Administrator  
Mark Statz, Centerville City Administrator  
Bill Petracek, Lexington 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. Bartholomay and seconded by D. Love to approve the agenda as presented. Motion carried. None opposed.**

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

Auditor Aaron Nielsen of MMKR presented the Annual Financial Report for 2022. Mr. Nielsen stated that CLPD had been issued an unmodified opinion, otherwise known as a “clean” opinion on the department’s basic financial statements. One material weakness was identified as “limited segregation of duties” due to the size of the department and its accounting staff.

Mr. Nielsen explained that the department failed in one area to comply with provisions of the contracting/bids law. The law requires that each contract from \$25,000 to \$175,000 be made either with sealed bids or by direct negotiations. Two or more quotes should be obtained for the purchase or sale when possible. The previous fleet

manager for CLPD did not follow this process or retain documentation when purchasing new squad vehicles from CLPD's long-time supplier, Midway Ford. D. Goldberg questioned and Chief Mork confirmed that CLPD's new fleet manager is aware of the Minnesota Legal Compliance law and will obtain two or more bids and create documentation for future purchases.

The department's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources as of December 31, 2022 by \$993,220 (net position deficit). The department's total net position increased by \$13,765 during the year ending December 31, 2022. Government-wide revenues totaled \$2,954,289 and were \$13,765 more than expenses of \$2,940,524. The General Funds total fund balance of \$784,479 (under the government fund presentation) decreased \$30,907 from the prior year, compared to the adopted balanced budget.

Mr. Nielsen stated that the Government-Wide Net Position Unrestricted Funds for CLPD in 2022 was (\$1,301,825). This refers to the State-Wide Pension (PERA) plan that is shared amongst the whole state. D. Bartholomay stated and Mr. Nielsen confirmed that this amount is what CLPD would be responsible for if the State Pension plan failed as a whole. Mr. Nielsen continued to explain that the obligations and results of the investment operations funds is determined by a five-year span of the market.

**A motion was made by D. Bartholomay and seconded by D. Harris to accept the audit as presented. Motion carried. None opposed.**

## **5. CHIEF'S REPORT**

Chief Mork stated that Coffee with a Cop at Dunn Brothers in Lexington on 4/26/2023 received a nice turnout. Future Coffee with a Cop events are planned for Centerville and Circle Pines.

Joel Heckman has retired from CLPD a second time, this time retiring as a Chaplin. Joel served CLPD for nearly 12 years as Chaplin and was a great comfort to our department and our community. Joel has moved out of state and he will be greatly missed.

Chief Mork explained that CLPD recently hired Officer Henjum, Officer Macias and Officer Eiden. All three of these officers are currently in FTO (Field Training Officer). Once these three officers pass FTO, CLPD will be officially fully staffed with 16 total sworn officers.

During the February 6, 2023 Governing Board Meeting it was decided that CLPD should pursue the COPS Grant which if awarded could off-set the cost of hiring one or possibly two officers. The grant awards \$125,000 per position to be used over a three-year period in order to assist police departments with adding officers to their department. The cities would be responsible to cover the remaining approximate \$100,350 of salary for each officer over that three-year period, with the commitment to fully fund that officer position going forward. The next stage in the application process must be completed before May 11, 2023. There is no set date when CLPD will be notified if CLPD has been selected for the grant. Work continues on the

staffing study to help with understanding the need for additional officers, and if so, how great that need is. The staffing study should be completed in the near future.

Chief Mork commented that the latest information on the Public Safety Funding Bill from the state of Minnesota has the cities of Centerville, Circle Pines, and Lexington listed to receive a combined total of just over \$500,000. This amount is to be used for police and fire. This is one way the state is dealing with the massive budget surplus. While this hasn't been officially approved, it is very promising. Because the police department is located in Circle Pines, the state of Minnesota initially only included the Circle Pines population. Chief Mork and City Administrator Mark Statz went to the State Capital to testify that CLPD Police Department serves three cities and all three cities population should be included. This increased the total from \$250,000 to \$500,000.

D. Goldberg stated that this bill passed in the House but has not yet passed in the Senate. D. Love questioned and Chief Mork answered that if the Public Safety Funding Bill passes the Senate, then this would be a one-time funding and not spread over several years.

## **6. OPERATIONS COMMITTEE'S REPORT**

City Administrator Patrick Antonen stated that the Operations Committee had been working on the budget. They were also looking at the current IACP (International Association of Chiefs of Police) method of determining manpower needs formula which was adopted by the City Administrators in 2005. The Tri-City Police Formula CLPD currently uses is weighted by 40% calls, 40% population and 20% IACP formula with a 3-year average. This formula is calculated heavily on calls. P. Antonen stated that the Operations Committee is looking at other Joint Powers agencies and the formulas they use. This could help figure out what might be the best method moving forward. If the opportunity for CLPD to expand the department by taking on other interested cities, then the formula would need to be in place and as equitable as possible. The Operations Committee will bring their recommendations to the next Governing Board meeting.

M. Statz talked about different ways of policing and different levels of service that could be altered. He also added that the Tri-City Police Formula CLPD currently uses needs to be looked at because of all the changes to the three cities. The changes are the developments in Centerville, population growth in Lexington, and Circle Pines reaching its building capacity. This is to ensure that the funds are still equitably shared between the three cities.

D. Goldberg commented on the way the Fire Department's statistics were provided in the past which showed cities per city's statistics. Due to CLPD being a Joint Powers agency, the two cities that would be the most similar to CLPD is South Lake Minnetonka and West Hennepin. Both of these two departments currently use a three-prong approach formula which consists of calls, population and tax capacity which focuses on what is being policed/protected. Chisago and Lindstrom have a Joint Powers Department and they split the cost 50/50.

D. Bartholomay stated that some of the cities in Greater Minnesota have shown interest in being a Joint Powers agency in their areas. The attraction is the savings from sharing expenses and how the system is setup.

D. Love questioned the unbalanced budget and how that may affect the audit. P. Antonen explained that the Governing Board approved spending some of the reserves on four action items after the budget had been adopted which will be acceptable by the auditors.

**7. CONSENT AGENDA**

- A. Recommendation to Approve Minutes of February 6, 2023**
- B. 2023 Financial – Unaudited**

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

**8. DISCUSSION/ACTION ITEMS**

None.

**9. ADJOURNMENT – 7:35 p.m.**

**A motion to adjourn was made by G. Grote and seconded by D. Bartholomay. Motion carried. None opposed.**