

**CENTENNIAL LAKES
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, February 5, 2024
Centennial Lakes Police Department**

1. CALL TO ORDER – 7:00 p.m.

A. Naming of Circle Pines representatives to Chair and Vice-Chair for the 2024 Governing Board.

D. Love is designated as the Governing Board Chairperson and Darrin Mosher as the Governing Board Vice-Chairperson for 2024.

B. ROLL CALL

D. Love, Centerville Mayor (**Chair**)
Raye Taylor, Centerville Councilmember (alternate)
Kim DeVries, Lexington Councilmember (alternate)
Diane Harris, Lexington Councilmember
Dave Bartholomay, Circle Pines Mayor

Also Present:

Mark Statz, Centerville City Administrator
Bill Petracek, Lexington City Administrator
Chief James Mork, 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. Bartholomay to approve the agenda as presented. Motion carried. None opposed.

4. CHIEF'S REPORT

Chief Mork explained that CLPD has two patrol officer positions still open. One to fill Corporal Jon Krueger's vacancy following his retirement in November and another opening for the additional position that CLPD is adding that was approved in the 2024 budget. With the tight hiring market, CLPD has been working hard to streamline the process so that we can identify possible candidates quickly and not lose them to other departments.

Chief Mork put forward the option that each cities' prosecuting attorney would always be available to receive a complicated phone complaint if needed.

Chief Mork went over the officer wellness programs at CLPD. He explained that in 2021 the focus was on mental health. This still continues as every officer meets with a mental health therapist yearly and is offered additional sessions if requested. In 2022, physical health was the focus with encouraging officers to work out and get active. In 2023, the focus was a work life balance. Now in 2024, Chief Mork is working on a focus on financial health by having a speaker come in and talk about educational investment ideas.

Chief Mork stated that the welding on the parking lot gate broke off again in another section which caused the gate to hit the control motor. Minor repairs were made to the gate to make it operate correctly. Buying a new gate was added to the 2024 budget. Chief Mork is currently receiving quotes for the installation of a new parking lot gate.

D. Harris asked if CLPD is still offering a hiring bonus in 2024 for newly hired officers. Chief Mork stated that a \$2,500 hiring bonus is offered for officers with 0-3 years' experience and a \$5,000 hiring bonus for officers with 3 plus years of experience. Newly hired officers have commented that the bonus did play a part in their decision to accept the department's employment offer.

5. OPERATIONS COMMITTEE'S REPORT

City Administrator Mark Statz will be the Operations Committee chair for 2024, as the position rotates every year.

City Administrator Statz explained that the Operations Committee completed Chief Mork's performance review which was a thorough and positive review. One of the goals outlined in Chief Mork's review was for him to create a 6-year long range plan for the department. Chief Mork along with the Operations Committee will work to refine and implement the plan.

D. Harris asked if electric or hybrid squad cars are being considered with the 6-year long range plan. City Administrator Statz stated that this is one of the topics the Operations Committee will be considering.

City Administrator Statz reviewed the year end 2023 unaudited financials. The 2023 budget came in at 5% under budget. The 5% will be transferred to the CLPD's reserve fund. Being under budget in 2023 was mostly due to CLPD not being fully staffed which reduced payroll.

6. CONSENT AGENDA

- A. Recommendation to Approve Minutes of November 13, 2023**
- B. Recommendation to Approve Minutes of December 11, 2023**
- C. 2023 Financial – Unaudited**

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

7. DISCUSSION/ACTION ITEMS

A. Equitable Sharing Agreement and Certification Form

This is an annual report that is required by the Federal Government. This document is a disclosure of the forfeiture 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. Once approved by the Governing Board, this document is electronically filed.

City Administrator Statz explained that when a department works with the federal agencies, the department will receive a percentage of the recovered income.

A motion was made by D. Bartholomay to authorize that the Equitable Sharing Agreement and Certification Form be signed and submitted. R. Taylor seconded the motion. Motion carried. None opposed.

B. Insurance Liability Coverage Waiver – Does Not Waive

City Administrator Statz recommended the board does not waive the insurance liability coverage as presented.

A motion was made by D. Bartholomay to approve signing the waiver form; designating that the department does not waive the monetary limits on municipal tort liability. Motion was seconded by K. DeVries. Motion carried. None opposed.

C. Chief Mork's Compensation

The Operations Committee completed their review of Chief Mork. He successfully passed his performance review. Based on this successful review, the Operations Committee is recommending Chief Mork receive the 4% COLA increase as well as a 2% step increase. Also, the Operations Committee is recommending Chief Mork move to the next step on the vacation accrual to accrue 19 hours per month. The above compensation adjustments are effective retroactively to January 1, 2024.

A motion was made by K. DeVries and seconded by D. Bartholomay to approve Chief Mork's 4% COLA increase, 2% step increase and accrue 19 hours of vacation per month. Motion carried. None opposed.

D. Audit Engagement Letter

City Administrator Statz presented the audit proposal from MMKR which for many years has performed the audit for the Centennial Lakes Police Department. A negotiation of a 5% increase has been reached for their services in 2024.

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

8. ADJOURNMENT – 7:40 p.m.

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