

**CENTENNIAL LAKES  
JOINT POWERS POLICE GOVERNING BOARD**

**Monday, May 13, 2024  
Centennial Lakes Police Department**

**1. CALL TO ORDER – 7:00 p.m.**

**A. ROLL CALL**

D. Love, Centerville Mayor (**Chair**)  
Darrin Mosher, Centerville Councilmember  
Gary Grote, Lexington Mayor  
Brandon Winge, Lexington Councilmember  
Dave Bartholomay, Circle Pines Mayor  
Nici Dorner, Circle Pines Councilmember

**Also Present:**

Mark Statz, Centerville City Administrator  
Bill Petracek, Lexington City Administrator  
Patrick Antonen, Circle Pines City Administrator  
Chief James Mork, Centennial Lakes Police  
Kathy Honkomp, Centennial Lakes Police

\* Pledge of Allegiance

**2. CITIZEN FORUM**

None.

**3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

**A motion was made by D. Bartholomay and seconded by G. Grote to approve the agenda with one revision to add item 8-F. Motion carried. None opposed.**

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

Auditor Aaron Nielsen of MMKR presented the Annual Financial Report for 2023. He stated that the company had issued an unmodified opinion, otherwise known as a “clean” opinion. One material weakness was identified as “lack of segregation of duties” due to the limited size of the department’s office staff. Also, a Minnesota Legal Compliance violation was noted; the printer for the department’s checks did not include the claims and disbursements payment declaration on the back of the checks. A new batch of checks were ordered to include the disbursements payment declaration.

Nielsen highlighted that by year end 2023, the department’s liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources by \$1,105,057 (net position deficit). The department’s total net position decreased by

\$111,837 during the year ending December 31, 2023. Government-wide revenues totaled \$3,193,445 and were \$111,837 less than expenses of \$3,305,282. The general fund's total fund balance of \$961,168 (under the governmental fund presentation) increased \$176,689 from the prior year, compared to the adopted balanced budget.

D. Bartholomay commented that the general fund balance of \$961,168 along with the forfeiture funds gives CLPD an available total of \$1,012,740. He stated that CLPD's current budget is a little over 3 million. The current general fund balance would pay 3-4 months of CLPD operating expenses. He further explained that CLPD is governed by a joint powers agreement which consists of three cities. All three cities also have their own general fund balance to use for emergency situations.

Mr. Neilsen stated that it is quite common for a city to have a 50% general fund balance.

M. Statz stated that when the cities have a 50% general fund balance, that includes the police budget. CLPD has a general fund balance of its own. This gives CLPD two general fund balances to fall back on.

P. Antonen stated that as of April, CLPD's general fund balance is sitting unrestricted at 821,000, which is a healthy balance.

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

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

CLPD's vacant police officer positions have been filled. This includes the 17<sup>th</sup> officer that was added to the budget. The hired 17<sup>th</sup> officer is currently going through (FTO) which is a 3-4-month process.

Offering a hiring bonus for an officer's position has played a big part with receiving more applications. By accepting the hiring bonus, the newly hired officers agree to a minimum of two years employment with CLPD from their date of hire. However, if an officer leaves before their minimum 2-year commitment is met, the following early departure penalty will be applied:

- For the officer that received the \$2,500 hiring bonus, a \$100.00 per month early departure penalty will be assessed (example: 3 months = \$300.00.)
- For the officer that received the \$5,000 hiring bonus, a \$200.00 per month early departure penalty would be assessed (example: 3 months = \$600.00.)

Chief Mork added that CLPD just hired a new Community Service Officer who is also a Law Enforcement student.

CLPD's part-time officer Faheem Karim is returning. Faheem has been out on a leave of absences for the past two years and CLPD is excited to have him back. He is getting caught up on all his mandatory training. He is a huge asset for the department. He fills in on sick and vacation slots with short notice.

CLPD recently purchased a portable speed sign that flashes the speed of vehicles when driven by.

CLPD applied but was not awarded the COPS grant last year. CLPD will apply again this year. If awarded, the COPS grant would provide \$125,000 over a three-year period to help cover the expenses of an officers' salary.

Chief Mork explained that Northtown Mall in Blaine recently had roughly 200 kids fighting during their carnival. Over 50 squad cars from around the area responded and did a great job controlling the situation. Chief Mork stated that he appreciates the support for letting our department be a part of the Anoka County Mobile Field Force. The Anoka County Mobile Field Force team is trained to handle similar situations.

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

City Administrator M. Statz stated that the Operations Committee along with Chief Mork are working on some larger issues and long-term goals for the department. This would be a strategic plan with a longer-term vision for the department.

## **7. CONSENT AGENDA**

- A. Recommendation to Approve Minutes of February 5, 2024**
- B. 2024 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**

- A. Earned Sick and Safety Time (ESST) Memorandum of Agreement–Patrol/154**
- B. Amendments to CBA for ESST Memorandum of Agreement-Patrol/154**
- C. Earned Sick and Safety Time (ESST) Memorandum of Agreement-Sergeants/328**
- D. Amendments to CBA for ESST Memorandum of Agreement-Sergeants/328**
- E. Earned Sick and Safety Time (ESST) Memorandum of Agreement-Captain/562**

City Administrator M. Statz explained that employees in Minnesota are legally entitled to earn sick and safe time (ESST), a form of paid leave. Because CLJPC paid Sick Leave benefits accruals for Union employees exceed that required by state law for ESST, CLJPC has incorporated the ESST requirements into the existing Sick Leave benefit. No additional ESST paid leave time is granted in excess of the existing Sick Leave benefit accruals.

Sick days/Earned Sick and Safe Time (ESST) is paid leave employees can use when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

This agreement shall be effective as of January 1, 2024.

**A motion was made by D. Bartholomay to approve 8-A through 8-E. G. Grote seconded the motion. Motion carried. None opposed.**

**F. Part-time Patrol Officer – purposed pay increase.**

P. Antonen proposed that when part-time Officer Faheem Karim returns, his starting wage be increased to the same as the base rate of the Patrol Officers rather than the \$20.00 an hour he was being paid. The current base rate for the Patrol Officers in 2024 is \$33.98. The part-time officer position does not receive benefits.

**A motion was made by D. Bartholomay to have the part-time officer’s pay be equivalent to step one of the patrol officer’s wage schedule. Motion was seconded by B. Winge. Motion carried. None opposed.**

**9. ADJOURNMENT – 7:40 p.m.**

**A motion to adjourn was made by N. Dorner and seconded by D. Mosher. Motion carried. None opposed.**