

SPECIAL ARLINGTON CITY COUNCIL WORKSHOP MEETING MINUTES
FEBRUARY 26, 2007

The meeting was called to order at 5:30 p.m. by Mayor Kreft.

Council Members Present: Mayor Kreft, Borchert, Reetz, Vrklan, Wills

Council Members Absent: Griep

Also Present: Administrator Krueger, Police Chief Rovinsky, Sheriff Bruce Ponath, Chief Deputy Sheriff Nienaber, Kurt Menk

Motion by Reetz, seconded by Vrklan, and passed by unanimous vote to approve the agenda as presented.

Administrator Krueger explained that the Council was holding the second reading (re-read) of Ordinance No. 202 – An Ordinance to Create a Police Committee for the City of Arlington and to Set Operating Rules for said Committee as some changes such as adding the Police Chief as an Ex-Officio member and City Staff as the Secretary (record keeper) had been over-sighted.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the following:

ORDINANCE NO. 202

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

AN ORDINANCE TO CREATE A POLICE COMMITTEE FOR THE CITY OF ARLINGTON AND TO SET OPERATING RULES FOR SAID COMMITTEE. THIS ORDINANCE SUPERSEDES ORDINANCE 199 IN ITS ENTIRETY.

Section 1. Police Committee Purpose and Composition. The Police Committee shall be made up of seven (7) voting members. The committee shall include five (5) citizens of Arlington and two (2) Arlington City Council members, appointed by the Mayor with the advice and consent of the City Council. The Sibley County Sheriff or his appointed designee shall act as an ex-officio, non-voting eighth (8) member. The Mayor and Arlington Police Chief shall also be ex-officio members of the committee. The purpose of the Committee will be to act as a resource for the City Council, the Police Department and the citizens of Arlington in collecting information, comments, complaints and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to law enforcement and public safety issues in the City of Arlington.

Section 2. Police Committee Organization. The Police Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. A city office staff person shall be assigned to this committee as a secretary to assist the committee in producing written records of the committee proceedings and such other assistance as the committee requires. The secretary shall not be a voting member of the committee.

Section 3. Police Committee Meetings. The Police Committee shall meet whenever its Chairman deems appropriate, but no less often than monthly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.

Section 4: Communication with City Council. The Police Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Police Committee. It is expected that the Mayor and the City Council members on the Committee shall also function as communicators between the City Council and the Committee. Minutes of all Police Committee meetings shall be submitted to the City Council.

Section 5. The Police Committee is an advisory committee to the City Council.

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- A. Its findings and suggestions serve as a guide for the Council to follow in dealing with public safety our community.
 - B. The Council in return will take into account the Committee's background investigations and findings when determining policy and regulations.

Section 6. The Police Committee will encourage community input whenever possible and appropriate, when reviewing issues involving the police department and public safety.

Section 7. The Police Committee will assist in the hiring process when the need arises for a replacement and/or additional officer. After approval by the City Council to start the hiring process, the Police Committee will work with the Police Chief to provide a list of potential Police Officers to fill any vacancies or new positions. The Police Committee will follow POST Board and City guidelines when assisting in the hiring process. After the committee has completed its hiring review process, it shall make a recommendation to the City Council ranking the applicants in numerical order, assigning the Number 1 to the applicant the committee ranks highest. The City Council shall then conduct any final hiring interviews it deems appropriate, and make the hiring decision.

Section 8. Complaints, compliments, or suggested changes to police activities shall be directed to the Police Committee where they will be investigated and reported to the Council at its next regular monthly meeting.

Section 9. In the event of a complaint against an officer for improper conduct or dereliction of duty, the Police Committee shall refer the matter to the Employee Relations Committee for hearing, who in turn shall report their findings to the City Council and Police Committee. In keeping with the operating rules of the Employee Relations Committee, no complaints against an officer shall be considered or referred to the Employee Relations Committee unless said complaint is in written form and signed by the complainant. In other words, no anonymous complaints shall be considered. The identity of the complainant shall be kept strictly confidential, unless or until the complainant's testimony is required at a disciplinary or criminal hearing against the officer who is the subject of the complaint. As required by State law, any complaints against a specific officer shall also be kept strictly confidential until or unless final disciplinary action is imposed on the officer by the City Council, in which case the City Council will formulate a notice to the general public regarding the disciplinary action or criminal charges brought against the officer.

Section 10. In the event of a complaint or question of a general police issue, the Police Committee shall investigate and report its findings (in writing) to the City Council at the next regular Council meeting. If the individual that brought the complaint or question is not satisfied with the findings or answer of the Police Committee, the individual may bring the matter to the City Council. All complaints or questions shall be documented including the findings or answers.

Section 11. The Committee may serve as spokesman for the Police Department on general police enforcement or public safety issues to the City Council if the committee feels it is necessary.

Section 12. The Committee may recommend to the City Council any major purchases for the Police Department after determining if they are necessary and checking on prices for such items or provide alternatives to such purchases.

Section 13. The Committee shall review the budget (maintenance of vehicles, future capital outlay, and building maintenance and officer hours) at each meeting with the thought in mind to maximize the efficiency of the dollars within the budget.

Section 14. The Committee shall work with the Police Chief to review schedules to minimize patrol officer shift duplications, overtime pay and part-time officer use.

Section 15. The Committee will work with the Police Chief to make sure that normal vehicle maintenance and major repairs shall be spread as equally as possible among local businesses through a fair and ethical process.

Section 16. The Committee will review any incidents involving Arlington Police Department officers responding to calls outside of city limits. The Committee shall obtain from the Police Department a written report of the purpose and result of such calls, and pass on to the City Council a written report thereof. The purpose of this review is to make sure that the City Public Safety resources are being properly used to protect the health, welfare and safety of the residents to the City of Arlington as its primary function. It is understood that it is the City policy that Arlington Police officers respond to "out of city limits calls" only in emergency situations, based on requests by the Sibley County Sheriff's office, or other jurisdictions with which we have a mutual aid agreement.

This ordinance shall become effective immediately upon publication.

For City of Arlington:

/s/ James R. Kreft
By James R. Kreft
Its Mayor

/s David L. Krueger
By David L. Krueger
Its Administrator

The Council reviewed the minutes from the February 14th Police Committee meeting, where it talked about what should be included in the scope of services in the contract with the Sheriff's Department. The following items were listed and discussed in detail: Ambulance/Fire Calls, Snowbird Tickets, Animal Calls, Morning School Patrol/Parking Issues, Helicopter Assist, Funeral Escort, Locked Cars, City Ordinances, City Events, Non-Emergency Calls, and Security Checks. Sheriff Ponath stated that the County would be able to handle all of the items listed, but didn't think the City would want to pay (\$40.00 per hour) for all of them. He re-iterated that communication between the City of Arlington/Police Department and County is crucial. Considerable discussion was held on the phones. Administrator Krueger commented that another part-time office worker could be hired for the City Office and then the phones could be answered for the police department when they are not on duty. Mayor Kreft expressed his feelings that a 3rd full-time officer really should be hired if the City has to hire another part-time office worker to answer the phones and the Sheriff's Department will be doing the on-call coverage-the City is not saving anything or bettering itself. He stated that he was ok with contracting for law enforcement services with the County, but the answering machine would have to do the job with the phones when officers were not on duty. The following was suggested for approval at the next regular Council meeting: The Arlington Police Department when on duty/available will handle:

- 1) assisting with ambulance and fire calls (traffic control);
- 2) snowbird tickets;
- 3) animal calls;
- 4) morning school patrols on Fridays;
- 5) helicopter pad (traffic control);
- 6) locked vehicles;
- 7) Ordinances (a minimum of once a week – Friday);
- 8) City events (T&C Days, etc.);
- 9) Non-emergency calls; and
- 10) Security checks (property owners out of town for a few days).

The Sheriff's Department will handle:

- 1) Morning patrol around the school 4 days (M-Th) a week if available;
- 2) City events if needed (not enough coverage by Arlington Part-time officers);
- 3) Animal calls and locked vehicles with officer discretion (can't wait until Arlington officer comes on duty)
- 4) Non-emergency calls that can't wait until an Arlington officer comes on duty.

The Arlington Fire Department will assist with the helicopter pad (traffic control) during the day when there is not an Arlington officer on duty.

Sheriff Ponath explained that he would be presenting the information to the County Board and did not anticipate any problems with it. He feels the Sheriff's Department should be able to handle the additional load. It was suggested to have County Attorney Schauer draft the contract, as he already had the one on file for Winthrop and to work with Attorney Arneson on making the necessary changes to fit Arlington's needs and then present it to the Arlington Council for approval. Ponath and Nienaber both stated that the scope of services really didn't need to be a part of the contract because as things change over time or need to be added, the contract has to be revised also. Ponath commented that as long as all parties continue to communicate what is or is not working the services can be amended accordingly.

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to adjourn the meeting at 7:35 p.m.

Administrator David L. Krueger

Mayor James R. Kreft