

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

APRIL 18, 2012

1. CALL TO ORDER

Mayor Kampa called the meeting to order at 5:00 p.m.

2. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Acting Police Chief Steve Doran, City Attorney Soren Mattick of Campbell Knutson, LELS Union official Isaac Kauffman, and Police Department staff including Investigators Terry Nordquist (left at 5:05pm) and Rich Berg (left at 5:05), Officers Cindy Finch, Daniel Sherburne, Sam Olson (arrived at 5:10pm), Chris Hoard, Todd Siebert, Eric Sonnenburg, Jesse Gilbertson and Sam Norlin, and office staff Laurie Morris and Tina Peterson. Mayor Kampa also asked for confirmation on the name of the member of the media. Russ Brown from KSTP introduced himself and explained that he was only in attendance to get a minimal amount of video footage of the group and then would be leaving.

3. PROPOSED AGENDA

Council Member Wallen motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

4. BUSINESS

4A. COUNCIL/POLICE DEPARTMENT STAFF MEETING

Todd Bodem welcomed the Police Department staff to the Workshop and expressed how proud he is of the department. Bodem also reviewed the status and potential timeline of the hiring of a new Police Chief. Bodem explained that he expects that a new Chief will be in-house by September 2012. Bodem expressed that the focus on the department needs to look to the future, not at past issues. Bodem also discussed the importance that we get back to normal channels of communication and to follow the correct hierarchy of communication. Bodem explained that the Police Chief is responsible to run the Police Department and that if there is a problem with the Chief, then the next step is to go the City

Administrator. We need to eliminate the option for staff to defer the proper process by going directly to council as this process can erode City departments over time. Bodem discussed how the Labor Management Committee should be utilized when issues can't be addressed by the Chief or the Administrator. This Committee is a formal City Committee that has a membership of 2 members of the police department (determined by the department), the Police Chief, the City Administrator, and 2 appointed Council Members which currently are identified as Council Members Danielowski and Wallen. Police staff stated their concern with including the Police Chief in the committee if the issue is directly related to the Chief. Soren Mattick explained that the Chief needs to be present to explain why a certain decision was made and stressed that the idea of the committee is to come to a consensus of the members of the committee. Mattick also noted that discipline and grievances will still go through the union process. Council discussed that if allegations are made, a department head needs to be able to respond and that the goal is to have human resource issues be addressed and satisfactorily dealt with at the City Administrator level. Police staff discussed the history of the Labor Management Committee and indicated that having a more structured environment and adding Council representation on the Committee should help how issues are addressed during meetings. Soren Mattick reviewed the proper channels of communication and the need for staff to follow the correct hierarchy of communication. Council discussed the initial format of the Labor Management Committee and whether or not monthly meetings should be held, or if the committee should meet only on an "as needed" basis. Isaac Kauffman discussed the benefit of the City offering the Labor Management Committee meetings, but questioned what will happen if the issue doesn't get satisfactorily resolved. Council clarified that depending on the issue, the LELS union grievance process would then kick in. Kauffman clarified that the Contract will most likely need to be amended if that has not already been done. The general consensus of the group was to hold regular monthly meetings at least for the first few months after the new Chief is hired to aid in the transition, and to determine after that if monthly meeting will be necessary or to hold meetings on an as needed basis. Discussion was also held on allowing the police staff to determine which 2 members will attend the committee meetings, and whether these 2 members will alternate depending upon the situation. Police staff discussed the need to communicate internally within the department which is something the department is still getting used to. Staff also questioned if the Grant position will be filled. Council explained that this has not been discussed either way at this time. Council thanked the police staff for attending the workshop. Police Staff left the meeting at 5:37 p.m.

Mayor Kampa discussed the need for Council to be considerate of other departments that aren't being offered a separate Labor Management Committee option. Council also discussed the need for staff to understand that the Labor Management Committee is not the group that will run the department. Staff will be expected to follow the proper chain of command. Council members expressed their hope that holding initial meetings of the Labor Management Committee will help the group connect during the transitional time of bringing on a new Police Chief.

Council discussed the process the City will follow in hiring a new Police Chief. Council asked Todd Bodem to bring in Captain Steve Doran to assist with the review of application submittals in order to gain a valuable "law enforcement" opinion of the applicants. Council reviewed the draft Police Chief Professional Announcement and discussed minimum and preferred criteria that should be included in the job posting. Council discussed using a similar format for interviewing and hiring that was used during the recent City Administrator hiring.

5. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:15 p.m. Seconded by Council Member Danielowski unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

04/25/12
Date Approved By Council