



**Office of Jim Grafton
City Administrator ▪ Public Works Director**

Date: 10-16-17

Re: Public Safety/Personnel Meeting

Members present: Todd Malmstrom, Caryn Unsicker, Tony Trulson, Larry York, Bob Rockwell,

Also present: Ian Pavelonis, Rick Lohse Kathy Hall, Jim Nelson, Chief Mark VanKlaveren, Jim Grafton

Location: City Hall, Council Chambers, 121 11th Street

Chairman Malmstrom called the meeting to order at 5:30pm and noted a quorum was present for a joint meeting to address one agenda item.

The purpose of the meeting was to discuss the possibility of hiring a Deputy Chief to assist the Police Chief with the day to day operations. The chief explained the role, duties and schedule of the DC. With the added responsibilities of FOIA requests (2-4 hours each day), the plans to bring in body cams, redaction and just the fact that the city is growing the chief feels this is the time to create the position. He added that the body cams alone will create additional administrative duties. Retention is also an important part of maintaining a strong department. The DC creates another step of advancement with the department. The role of the DC would also cover for the chief in his absence. This was made part of the current year budget.

He further explained that an officer retired in May (Brad VanHoutte) and Troy Meyer is planning to retire in May of this year. We have two men in training now. In the next five years we expect at least two retirees as well. The DC position would not take effect until June or July 2018 and would require hiring an officer January 2018. The chief would like to hire from within. In addition next year plans are to purchase a hybrid vehicle to use as the detective vehicle.

The cost budgeted was \$52k and another \$10k for a promotion. This would be an appointed position (by the Chief). Year to date the chief is under budget about 1.5%. This would be a non-bargaining employee. This would put staffing up one to 16 officers. The hiring list is still active with three remaining and the chief said he would look at establishing a list in the next several months.

Committee was in agreement to move forward with the request and the item would be placed on the 10-17-17 COW agenda.

There were no other agenda items and the meeting was adjourned at 5:46pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Grafton". The signature is written in a cursive style and is positioned above the contact information.

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