

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday January 28, 2020
8:00 a.m.
West Hennepin's Conference Room**

AGENDA

1. Call to Order
2. Appointment of Police Commission Positions

Reports

3. Approval of December 18, 2019, Commission Minutes
4. Review of December 2019 Activity Reports
5. Review of December 2019 Claims
6. Review of 2019 YTD Budget and Cash Asset Report
7. Review of 2019 Accrued Vacation/Comp/Sick Time
8. Items of Interest-Community Events
9. Additions to the Agenda

Old Business

10. Highway 12 Updates
11. Squad update
12. ACH Payroll At Bank of Maple Plain
13. Update on Off-Duty Injury Of An Officer
14. Officer Wellness Program
15. Employer's PERA for Military Leave of Absence

New Business

16. West Metro Drug Task Force Luncheon February 13, 2020
17. Abdo Eick and Meyer Financial Audit on February 13, 2020
18. 2019 WHPS Annual Report To Be Presented in April
19. Adjourn

POLICE COMMISSION PACKET

POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Tuesday, January 28, 2020, 8:00 a.m.

West Hennepin's Conference Room

Year to Date Activity Report

Between January 1 and December 31, 2019, West Hennepin Public Safety (WHPS) handled 7,424 incident complaints. For the month of December 2019, 247 incidents occurred in Independence and 132 incidents occurred in Maple Plain.

The Criminal Part I and Part II cases for both cities have been highlighted for your review in the attached documents.

See attached December 2019 Activity Reports/Director's News and Notes for highlighted cases. Director Kroells will highlight a few cases if requested.

December 2019 Claims

The December 2019 claims are attached for review and approval.

2019 YTD Budget & Cash Asset Report

In reviewing the 2019 Budget vs. Actual expenses from January 1 to December 31, 2019, WHPS received \$1,789,912 or 101.25% in income. In reviewing expenses during this same time period, you can see that WHPS has spent \$1,742,041 or 98.55%. This is a difference of \$47,871 subject to our financial audit scheduled for February 13, 2020. Due to the reduction of our Capital Improvement Plan in 2019, I would request the Police Commission place any unused funds from 2019 into our Capital Improvement Plan.

Balances of other accounts are listed for your review: Crime Prevention \$44,622; Reserves \$8,547 Capital Outlay \$102,745; Severance \$68,483; Military Leave PERA \$13,808; Federal Forfeiture \$79,458.

2019 YTD Accrued Vacation/Comp/Sick Time

The accrued vacation, compensation and sick time reports are attached for review.

Items of Interest/Community Events

- Thank you email from Howard Lake Chief of Police for honoring Howard Lake Fire Chief
- Thank you email from Orono Schools for WHPS work with another successful Forensics Day at Orono High School.
- Reserve Officer Blake Tyra Thank you card for assisting a person who ran out of gas

Highway 12 Updates

The January 7, 2020, regular meeting for the Highway 12 Safety Coalition was held at Delano City Hall. In previous meetings and discussions MnDOT and Hennepin County supported option 3A with a bypass (round-a-bout) and city officials and others supported option 4G, a full interchange. The City of Independence provided MnDOT and Hennepin County municipal consent to begin design work on option 3A with a bypass.

MnDOT advised that at the end of January 2020 they will begin removing all trees in the road right of way to improve safety. This should be a three-week project.

New Squads Updates

Squad #71 is currently in service and officers really like the change from Ford Explorers to Chevy Tahoes. Our second Chevy Tahoe #72 is built by GMC and should be delivered to WHPS very shortly. Once that squad arrives it will be sent to Action Radio for a build out. This squad will be a marked squad with our new squad design on it.

Additionally, the West Metro Drug Task Force undercover vehicle is due for an updated vehicle. The current vehicle is a 2012 Dodge Durango with 165,000 miles. I have been approached by Officer Brozek and the drug task force supervisor that this vehicle needs replacement for two reasons. First and foremost, the vehicle has been identified by drug dealers as an undercover police vehicle and our agent is unable to assist other narcotics officers with surveillance. Secondly, the vehicle has high miles. To quickly resolve the undercover identification issue, WHPS is in the process of switching out the drug task force vehicle with our investigator vehicle, which is a 2008 Ford Edge with 151,000 miles on it. This is a short-term fix as the investigator vehicle also needs to be replaced. Both vehicles are in our Capital Improvement Plan to be replaced in the next year. I will work with Officer Brozek to find a slightly used vehicle around \$20,000 to fit the needs of the drug task force. This vehicle will be purchased in the spring of 2020. On a side note WHPS has never purchased a drug task force or investigator vehicle that I am aware of. All past and current vehicles have been the result of a DWI or narcotics seizure in which WHPS modified the vehicle to meet the needs of each position.

ACH Upgrade for Payroll Bank of Maple Plain

WHPS started ACH electronic direct deposit for our employees on January 16, 2020. It went very smooth and Administrative Assistant Curtis did an outstanding job working with the Bank of Maple Plain and our employees to make this happen. I have received many comments of appreciation from our employees that the switch to direct deposit has finally occurred. WHPS has been trying to provide this for our employees for over ten years.

Schedule Adjustment for Off-Duty Injury

A WHPS employee required surgery to repair a minor medical problem that arose while off duty. This employee is in the final stages of recovering and should be returning to work on or around February 1, 2020.

Wellness Program for Police Officers

I have spoken with different law enforcement agencies regarding their mental health/wellness programs for their police officers. Its simple purpose is to provide police officers an anonymous cost-free opportunity to speak with a licensed/qualified mental health provider at least once per year. I have selected Rachael Peterson from Peterson Counseling and Consulting to provide mental wellness to our officers. She has extensive experience working with local agencies and has provided a contract for one session for each law enforcement officer to attend annually. I am requesting the Police Commission to approve the contract and the attached policy regarding this wellness program. If approved Rachael Peterson will be providing training at our next department meeting on February 12, 2020. That training will focus on mental stress and identifying stressors while working in law enforcement. See attached contract along with West Hennepin's draft policy.

Military PERA

Officer Raskin has paid his employee portion of PERA while he was on military leave in 2018-2019. Due to his payment an invoice will be sent to WHPS to pay the employer portion of the PERA. This payment will be taken out of the Military PERA funds set aside by WHPS. PERA advised the employer portion to be paid is less than what WHPS has set aside.

West Metro Drug Task Force Appreciation Lunch

As a thank you to our drug task force agents an appreciation luncheon has been set for February 13, 2020 at 11:00 am. It will be held at the Choo Choo Restaurant and Bar in Loretto. Police Commissioners are invited and encouraged to attend this appreciation luncheon for participating members in the West Metro Drug Task Force.

2019 Financial Audit

Abdo, Eick and Meyers will be conducting WHPS' 2019 audit on February 13, 2020. The results of the audit will be presented at our next Police Commission meeting.

2019 Annual Report

WHPS is currently working on our 2019 annual report. It will be completed by our next Police Commission meeting in April.

2020 Police Commission Meeting Dates, 8:00 am start time at WHPS Conference Room

- April 28, 2020
- July 28, 2020, Budget
- September 22, 2020
- December 15, 2020 (if needed)

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Wednesday, December 18, 2019
8:00 a.m.**

West Hennepin Public Safety Conference Room

MEETING MINUTES

1. Call to Order.

Pursuant to due call and notice thereof, a regular meeting of the West Hennepin Public Safety Board of Commissioners was called to order at 8:00 a.m. by Chairperson Marvin Johnson.

Present: Commissioner Mayor Marvin Johnson, Commissioner Lynn Betts, Commissioner John DeLong, Council Member John Fay, Director Gary Kroells

Others Present: Independence City Administrator Mark Kaltsas, Maple Plain City Administrator Robert Schoen, Records Lynda Franklin

Absent: Commissioner Mayor Julie Maas-Kusske

Reports

2. Approval of September 16, 2019 Commission Minutes

Correction: MP City Administrator Robert Schoen was not present

Motion by Betts seconded by DeLong, to approve the September 16, 2019, meeting minutes with the correction of MP City Administrator Bobby Schoen was not present. All voted aye. Motion carried.

3. Review of September, October and November 2019 Activity Reports

From September 1 through November 30, 2019, West Hennepin Public Safety (WHPS) handled 6,101 incidents: 2,123 in Maple Plain, 3,574 in Independence.

Criminal Parts 1 and II cases for both cities were highlighted in the packets and a few cases were highlighted in the July and August 2019 Activity Reports/ Director's News and Notes.

Director Kroells highlighted two incidents:

Date: November 30th, 9000 block Hwy 12

- There were 2 DWI arrests on 11/30/19

- 1:30 a.m. A w/b vehicle on Hwy 12, crossed over the centerline, struck the delineators and almost struck Sgt. Denneson's e/b squad on Hwy12. The w/b vehicle slid into the south side of the ditch. Driver was arrested for 3rd Degree DWI.
- 2:15 a.m. WHPS squad assisted in traffic control on Hwy 12 while a tow truck was pulling a vehicle out of the ditch. Shortly after a Face Book post stated WHPS was stopping traffic in one lane and they were blocking the road. Sgt Denneson spoke with the person who posted it on Face Book, advising it was not true and explained what WHPS was doing. Shortly after the comment was removed from Face Book.

Commissioner John DeLong inquired on the Theft of Equipment on Halgren Road mentioned in the paper.

Motion by DeLong seconded by Betts to approve the September, October and November 2019 Activity Reports. All voted aye. Motion carried.

4. Review of September, October and November 2019 Claims

Claims were reviewed.

No questions

Motion by Betts seconded by Johnson, to approve the September, October and November 2019 claims, subject to audit. All voted aye. Motion carried.

5. Review of 2019 YTD Budget and Cash Asset Report

From January 1 through November 30, 2019, West Hennepin received \$1,649,582 (93.32%) in income. Expenses were \$1,600,132 or 90.52%

Balances of other accounts are Crime Prevention \$51,496, Reserves \$8,934 Capital Outlay \$118,649, Severance \$68,483, Military Leave PERA \$13,808 and Forfeiture Fund \$116,080.

Director Kroells mentioned the military leave PERA is for when Officer Raskin was deployed. Employees have the option upon returning to duty to purchase PERA work credit for any or all his military leave. Officer Raskin has 5 years to pay it back. In preparation \$13,808 was kept for Officer Raskin 2018 – 2019 military leave. Officer Raskin pays PERA his employee portion of 11%. PERA then bills WHPS for the employer portion at 16.7%.

Motion by DeLong, seconded by Betts, to approve the 2019 YTD Budget and Cash Asset Reports, subject to audit. All voted aye. Motion carried.

6. Review of 2019 YTD Accrued Vacation/Vacation/Comp/Sick Time

Year to date Vacation/Comp and Sick Time reports were reviewed for approval.

Fay inquired on the vacation and sick pay severance. Director Kroells advised 960 is maximum sick hours. Also, comp time is 40 hours max and vacation hours are according to years worked at WHPS. Severance pay is currently funded at 50%.

Motion by DeLong, seconded by Betts, to approve the 2019 YTD Accrued Vacation/Comp and Sick Time reports. All voted aye. Motion carried.

7. Items of Interest-Community Events

The following items were reviewed:

- Officer Jon Howes was recognized for his drug task force work with a Commendation Award at the HCSO 2019 Promotions and Awards Ceremony on November 19, 2019.
- Email regarding Officer Ben Anderson's investigation of a mailbox damage report that led to Wright County Highway Department replacing an Independence resident's mailbox and post.
- Congratulations letter from Delano resident Ann Reese to Director Kroells and Sergeant Denneson for receiving the Department of Public Safety award for their work on the Highway 12 corridor.
- Thank you card from the Maple Plain Legion Auxiliary #514
- Thank you card from the Orono Women's Soccer team for WHPS' show of support and the escort out of town for the State tournament.
- Thank you/Happy Thanksgiving card from Delano resident Ann Reese.
- Thank you card from Charlene Schwartz for assisting her with a lift assist.
- Thank you card from Independence residents Tim and Ellie Flannery and handmade thank you cards from their children
- Thank you card from Maple Plain Mayor Julie Maas-Kusske regarding Congressman Phillips' visit and having received the Challenge Coin from the Office of Traffic Safety.
- Thank you note from Medina Police Department Chief Ed Belland for assisting his department with a missing child incident on October 15, 2019.
- Thank you card from Viridian for suggesting them to Congressman Phillips at a meeting with Congressman Phillips.
- Department Night Shoot was conducted on November 26, 2019
- Chief Kroells was recognized by TZD for his continued efforts to save lives on Highway 12
- December 10 fire at Vinland Center.

8. Additions to the Agenda

None

Old Business

9. Highway 12 Updates

On November 7, 2019, the City of Maple Plain organized a tour of Highway 12 with Congressman Dean Phillips. Congressman Phillips was supportive of our efforts to improve safety on Highway 12 and understood our funding needs for Highway 12. After

the bus tour Congressman Phillips addressed members of the Highway 12 Safety Coalition at our scheduled meeting in Delano.

At the November 7, 2019, Highway 12 Safety Coalition meeting MnDOT and Hennepin County presented an overview of the three choices for intersection improvements at County Road 92. MnDOT and Hennepin County supported option 3A with a bypass (round-about) and city officials and others supported option 4G, a full interchange. MnDOT explained 4G is not within budget and they do not support it for that reason. It was estimated 4G was \$5 million over budget. MnDOT and Hennepin County asked for municipal consent from the City of Independence. Approval was not provided as additional discussion was needed. MnDOT and Hennepin County expressed we are running out of time and would need a response very soon. Item was tabled for future discussion.

MnDOT advised they are in the final stages of installing the electronic message boards, along with road sensors, along Highway 12. Those message boards went live just before our first snow fall on November 27, 2019. Additionally, the centerline delineators were installed in mid-November.

West Hennepin continues to work closely with our MnDOT Public Works Department and had a staff meeting with MnDOT plow drivers to discuss plow plans regarding the centerline delineators prior to the first snowfall. The centerline delineators have been working as intended. I have received positive feedback from citizens about them, however; the Facebook comments have been less than pleasant. On December 5, 2019, MnDOT released a public safety announcement regarding the safety improvements made on Highway 12 since 2014. That video was sent to all staff and members of the Highway 12 Safety Coalition.

MnDOT advised after December 1, 2019, they will begin removing all trees in the road right of way to improve safety. This project can not start until after November 1st due to environmental reasons to protect bats.

On December 5, 2019, Mayor Johnson, City Admin Mark Kaltsas and I met with MnDOT Transportation Commissioner Margaret Anderson Kelliher. We discussed the need for option 4G to move forward and the funding to begin construction. The meeting was positive, and we are hopeful that additional funding can be obtained. The City of Independence hosted a workshop on December 12 to discuss options.

Betts discussed the traffic pinch points in Long Lake and again in Delano and felt traffic safety has improved since delineators were installed. Director Kroells advised Hennepin County was given 11.3M funding for leading the project; HC has contributed zero funding towards the improvement. Burlington Northern Santé Fe Railroad contributed 1 M for the RR bridge build. Director Kroells advised there are two options 3A – CR 92 bridge over Hwy 12 or the two CR 92's is realigned into one intersection with a roundabout. In 6 weeks, a decision is to be made. City Administer Kaltsas mentioned a study group has not been called.

10. New Squads Updates

Squad #71 is currently being built at Action Radio and is expected to be in service sometime in January. This has taken much longer than expected due to problems obtaining certain parts for the new squad. Our second Chevy Tahoe #72 is scheduled to be built by General Motors at the end of December with a delivery date sometime in early February 2020. Once squad #72 arrives it will be taken to Action Radio for a squad build as well. The cost for the second squad is \$36,925 and it will replace squad #64 or 65, both of which are 2016 Ford Explorers with over 100,000 miles.

Additionally, the patrol officers have requested to redesign the squad graphics for this new squad and future squads for our agency. These graphics will be similar to what we have now minus the white door decals. Further discussion can be had on this design, which a copy of is included in the packets.

Director Kroells mentioned the Ford Explorers miles are closer to 110,000 miles.

Fay mentioned Otsego's squad cars have an outstanding 'gray' POLICE' on their squads. Director Kroells advised the new squad has the 'gray ghost graphics' look Fay mentioned.

11. Uniform Shoulder Patch Discussion

After the Police Commission approved the new shoulder patch at our September 19, 2019, meeting West Hennepin purchased 300 patches at a cost of \$1,601. Officers were advised they have a one-year period to begin replacing their old patches. Approximately 30% of our officers have already switched over to the new patches.

On November 26, 2019, I was contacted by the City of Maple Plain regarding the current design of our new shoulder patch. Those concerns will be brought up at the Police Commission meeting by City of Maple Plain. Until this issue can be further discussed I have directed my staff to stop placing the new shoulder patches on their uniforms at the request made by the City of Maple Plain. Officers may still wear the current patch approved by the Police Commission until new direction is obtained by the Police Commission on December 18, 2019.

Further discussion regarding the current patches and direction is needed from the Police Commission. Total cost to replace the patches and reimburse officers on costs already spent to replace the patches would be \$2,300.

Fay stated that it was brought to his attention by another MP council member that someone may consider the 9 stars to be connected to the political issues of today. He stated all it takes is one person to complain and this becomes a political issue.

DeLong discussed Nike removed their tennis shoes that had the Betsy Ross flag on them.

Betts mentioned they, the police commissioners had reviewed the uniform patch design. Upon the recommendation of the Maple Plain commissioners the leaf and the green color on the bell for their city Maple Plain was redesigned as requested. The redesign had the 9 stars on the flag – All police commissioners approved it. Betts stated she did not agree with the flag comments and felt the current flag design was fine.

Director Kroells checked with the North American Vexillology Association concerning WHPS uniform patch design, asking for their opinion on the 9-star flag. Vexillology said their two experts saw no reason people would see it as a nonrepresentative flag or a Betsy Ross flag which is 13 stars in a circle and three stripes – red, white and blue.

Motion by Johnson, seconded by DeLong, Upon the recommendation of Director Kroells and to avoid future issues, I move to approve the new 13-star design for the uniform patch and to reimburse Officers and Reserve Officers their cost of the 9-star patch put on their uniforms. Following commissioners voted aye in favor; Johnson, Fay, DeLong, Commissioner Betts voted nay. Motion carried.

12. Investigator and Drug Task Force Agent Job Postings

Both positions were posted with a deadline of October 2, 2019. Three years of experience as a police officer was required along with a letter of interest and resume. After the posted deadline only one officer applied for each position. Officer Brozek applied for the West Metro Drug Task Force and Officer Lance Zilles applied for the investigator position. Both officers were subject to oral interviews. They were later

New Business

13. New Squad Video Cameras and Server Upgrades

During the month of December 2019, West Hennepin's IT staff from Element Technologies, Brad Johnson, has been very busy installing the new server, NAS storage system, three new Windows 10 computers, Mimecast, KnowB4, and updating all required IT services for our agency. I am very pleased with the work completed and proud to say that as of December 9, 2019, WHPS has switched over to the new server and all seems to be working very well.

During the week of December 3-5, 2019. new cameras were installed at WHPS. Baycom, who provides service for our Arbitrator camera system, installed the new HD cameras in our booking room and soft interview room. The remaining five Arbitrator cameras will be installed in each squad by the end of December, 2019.

These upgrades come at a price. The collection of video data from law enforcement agencies is expected nationally and by our citizens. The Minnesota Bureau of Criminal Apprehension also requires compliance with this secure data. Our agency is fortunate to have federal forfeiture funds that would cover all costs associated with new squad cameras, future body cameras and server upgrades previously laid out for the Police Commission's approval.

Director Kroells advised the knowb4 is a video training for employees to avoid an email virus.

The upgrade was \$4,000.00 over the anticipated budget. The installation required updating WHPS SQL license which was purchased in 2007. The SQL license was purchased at a cost of \$3,000.00 which is included in the \$4,000.00.

14. View Santa December 7, 2019

View Santa was held on Saturday, December 7, 2019. The event was a huge success. It's hard to believe this event has been going on for 39 years. WHPS Reserve Officers will continue to provide this event for our citizens. Over 1,000 pounds of food and \$215 was collected for the local food shelf at Maple Plain Community Church.

Director Kroells felt there were more people on the streets, some from residents hosting house parties and less people at Independence city hall and Veterans Memorial Park. Betts suggested a banner advertising the event put in front of city of Independence on CR 90. Fay suggested a banner with a changeable 'day' to reuse each year and easily rolls up for storage. Fay suggested to set the banner on the four-post board on Hwy 12 by Monies.

15. ACH Upgrade for Payroll Bank of Maple Plain

After many years the Bank of Maple Plain has finally moved forward with upgrading their banking system to include ACH and electronic transfers, including direct deposit for our employees. WHPS was approached by the Bank of Maple Plain as a test agency to move forward with direct deposit and other electronic transactions. This is a service that is long overdue. Our agency is excited to finally have this service available to our agency and employees. WHPS is currently working with the Bank of Maple Plain and forecasting a start date of January 16, 2020.

16. Federal 1033 Inspection of MRAP

On December 2, 2019, a federal inspection of equipment obtained from the 1033 military equipment exchange program was conducted at WHPS. All equipment was accounted for and WHPS passed without any issues. The inspection was conducted by Homeland Security and Emergency Management.

17. Schedule Adjustment for Off-Duty Injury

A WHPS employee required surgery to repair a minor medical problem that arose while off duty. This employee is recovering very well but it is anticipated that it will take the employee several months to return to duty.

18. Employee Paid Short Term Disability Insurance

Over the past few years West Hennepin employees have requested an employee paid short-term disability option similar to the current long-term disability policy offered by West Hennepin. The reason a short-term disability insurance proposal has not been brought forward to the Police Commission is we couldn't find an insurance company to

offer such a policy to a police department. Our insurance representative, Bill Singer from AT Group, was able to find a workable policy and 100% participation is required to join. Employees are requesting approval from the Police Commission to purchase employee paid short-term disability insurance. This comes at no cost to either city or West Hennepin. The insurance policy is funded by each employee through payroll deduction. Attached is a copy of the current benefit proposal. Future discussion to follow.

Discussion on 14-day short term, advantage of FMLA and confirming employee is paying for the insurance.

Motion by Betts seconded by DeLong, to approve the Employee Paid Short Term Disability Insurance, paid by the employee. If the employee pays changes, the commissioners would like to revisit the short-term disability insurance. All voted aye. Motion carried

19. 2020 Citizen Police Academy

West Hennepin Public Safety will be hosting Citizens Police Academy this spring from February 13 to April 2, 2020. A few participants are already showing interest. I've included a brochure in your Police Commission packets. I recommend anyone who's never attended to register for this informative and fun class.

20. Liability Coverage Waiver Form

The Police Commission has always elected to waive the monetary tort on liability coverage. Current law allows a person to only receive \$500,000 per event, even if the claim should be much higher. West Hennepin has waived the monetary tort to not cap its liability in the event a claim is filed. Doing so would save legal costs for a lawsuit over \$500,000. Official action is needed from the Police Commission documenting this action. Commissioner Johnson's signature is required as the Chairperson. I would ask that the Police Commission approve waiving the monetary tort and Commissioner Johnson sign it.

DeLong requested clarification on the wording of the monetary tort waver. Director Kroells explained the liability coverage and waiver dollar amounts.

Motion by DeLong seconded by Betts, to approve the Liability Coverage Waiver Form. All voted aye. Motion carried

21. Updated Policy Manual

As a reminder, WHPS uses the services of Lexipol to provide a comprehensive and updated policy manual. Over the course of each year Lexipol continuously reviews our policy manual and makes the necessary changes to reflect changes in state, federal and tribal laws that would in turn update our policy manual. I review and approve all those additions and changes as the WHPS Director. I made necessary changes and posted the new policy manual on October 7, 2019. I am looking for approval from the Police Commission regarding WHPS' policy manual as of October 7, 2019. The last

policy manual update was on February 14, 2019. To assist in understanding the changes in policy I have included a summary of each change in the packet.

Director Kroells advised there will be an update in January on WHPS camera policies.

Motion by Johnson seconded by DeLong, to approve the Updated Policy Manual. All voted aye. Motion carried

22. 2020 Police Commission Dates and Times

WHPS Police Commission meetings are quarterly with meeting dates in January, April, July (budget) and September, and one in December if needed. Listed below are the traditional meeting months. The Police Commissioners' meeting dates will be chosen by the Police Commission members at this meeting.

2020 Police Commission Meeting Dates with start times of 8:00 a.m.

- January 28, 2020
- April 28 2020
- July 28 2020, Budget
- September 22, 2020
- December 15, 2020 (if needed)

Motion by Betts, seconded by DeLong, to approve the 2020 Police Commission meetings on the 1st month of the Quarter, the 4th Tuesday of the month at 8:00 a.m. Exceptions are the 3rd Quarter month on September 22nd and December 15th meeting on the 3rd Tuesday of the month at 8:00 a.m. All voted aye. Motion carried.

23. Adjourn

Motion by Betts, seconded by DeLong and to adjourn the meeting at 8:48 a.m. All voted aye. Motion carried.



Date: January 14, 2020

To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members

From: Director Gary Kroells *G. Kroells*

SUBJECT: DECEMBER 2019 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

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West Hennepin Public Safety Department
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Web Address: <http://www.westhennepin.com> E-mail: westhennepin@westhennepin.com

Monthly Activity Report

December 2019

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	3	9	91	120
Traffic	100	120	1,668	1,792
Part III	8	7	97	82
Part IV	38	37	431	372
Part V	98	110	1,534	1,631
Total City of Independence	247	283	3,821	3,997
City Of Maple Plain				
Criminal	4	5	64	61
Traffic	46	43	776	1,030
Part III	5	1	52	50
Part IV	18	14	212	267
Part V	59	97	1,151	1,509
Total City Of Maple Plain	132	160	2,255	2,917
Grand Total Both Cities	379	443	6,076	6,914
TZD	0	9	182	204
Agency Assists	11	23	233	306
Total ICR Reports	390	475	6,491	7,424
How Received				
Fax	4	7	81	136
In Person	31	55	382	496
Mail	0	2	8	19
Other	0	1	17	28
Phone	34	27	438	429
Radio	142	166	1,993	2,131
Visual	158	190	3,130	3,703
Email	2	9	75	67
Lobby Walk In	19	18	367	415
Total	390	475	6,491	7,424

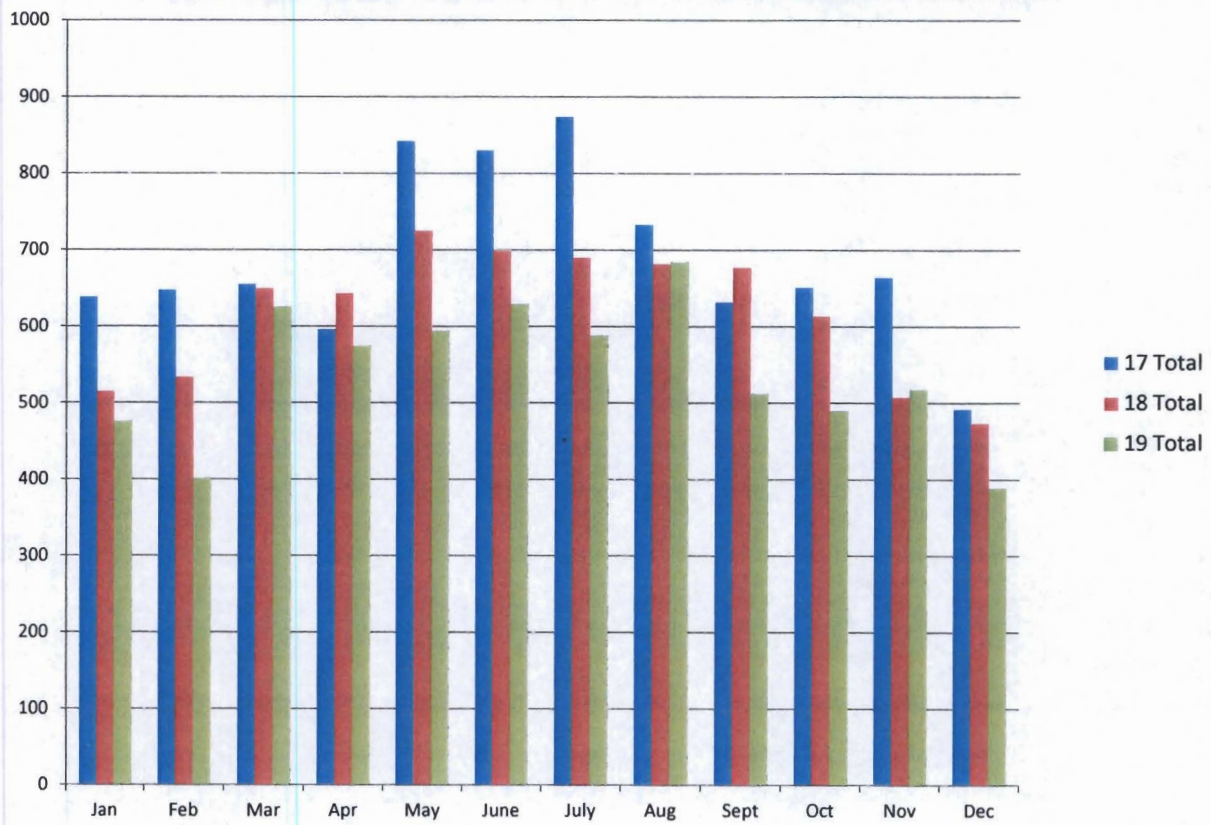
December 2019 Criminal Part I & II**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Reported Date	Grid #	MOC range
WHPS	19006306	Drugs-Paraphernalia Possession; Drugs - Possess Small Amount of Marijuana	12/17/2019	5	DC500
WHPS	19006454	Forgery / Fraud	12/28/2019	3	C1311
WHPS	19006489	Possess Alcohol Under 21	12/31/2019	3	M4104

December 2019 Criminal Part I & II**City of Maple Plain Grid # 1-2**

AGN	ICR	Title	Reported Date	Grid #	MOC range
WHPS	19006113	Theft from Storage Unit	12/2/2019	2	TM029
WHPS	19006142	Forgery / Stolen Credit Card	12/5/2019	2	U256A
WHPS	19006270	Domestic Assault-GM-Subsequent Violation / Disorderly Conduct - Offense, Obscene, Boisterous or Noisy Conduct	12/14/2019	1	AJ551
WHPS	19006314	Theft Tools from Enclosed Trailer	12/18/2019	1	TT229

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY DECEMBER 2019 Activity Report

Year to Date Activity Report

At the end of December 31, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total of 6,491 incident complaints. For the month of December; 247 incidents occurred in Independence and 132 incidents were in Maple Plain.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

Recent Highlighted Cases:

Theft

Dec 2 1:15 p.m., 1000 block CR 19, Maple Plain. A theft was reported to have occurred over the weekend. Stolen were ice augers, a Vikings canopy and assorted fishing poles and tackle. Case is under investigations.

Warrant Arrest

Dec 4 9:12 a.m., CR 11/CR 90, Independence. While on a traffic stop the officer learned the driver of the vehicle had a suspended driver's license and a misdemeanor warrant for theft. An odor of marijuana was detected coming from the vehicle. The driver admitted having a small amount in her purse, which the officer took and later weighed and placed in evidence. The driver paid bail and was given a court date. She was then cited for driving after suspension, small amount of marijuana and expired tabs and was released.

Forgery

Dec 5 5000 block Industrial St, Maple Plain. A stolen credit card was used to place an order with a local business. The item ordered was shipped to an address in Tucson, AZ. Total loss is under \$890. Case is under investigation.

5th Degree Drug Possession / Warrant Arrest

Dec 5 Halgren Rd/Hwy 12, Maple Plain. While on a traffic stop the passenger of the vehicle was found to have a warrant. A search of the vehicle turned up suspected narcotics. Blake Hanson, 41 of Blaine, was arrested and transported to Wright County Jail on the warrant.

Drug Overdose/DOA, Agency Assist Wright County

Dec 7 An officer was requested to assist Wright County Sheriff's Office in the City of Delano with a drug overdose. The officer stood by for scene control and provided support to the victim's girlfriend.

Vehicle Fire

Dec 7 8:45 pm, CR 92/CR 11, Independence. Officers responded to a vehicle parked on the shoulder with its back seat on fire. When officers arrived, the fire had been put out by a passerby. The driver denied smoking or having any flammable material in the car. Delano Fire checked the vehicle to ensure there were no active fires or hot spots. The driver's father arrived, moved the car and arranged for a tow.

Property Damage

Dec 8 10:44 a.m., 2000 CR 90, Independence. A caller reported spray paint on playground equipment. An officer responded and determined the damage occurred several days ago. Case is under investigation.

Domestic/Warrant Arrest

Dec 8 1:55 p.m., 5000 Independence St, Maple Plain. Upon being advised by dispatch of a possible domestic, the suspect was located and picked up near Budd Ave/Hwy 12. Drug paraphernalia was found on him and a warrant for him out of Wright County was confirmed. He was transported to Delano where a Wright County Deputy took possession of him.

Plowing Complaint

Dec 9 1600 Copeland Rd, Independence. Reported snow was being pushed across the road onto private property. Officer checked the area and found snow had been pushed across the road and was in the road right-of-way, not on private property. Snowplow driver was contacted and warned for plowing across the road.

Smoke / Arson Investigation

Dec 10 3675 Ihduhapi Trail Independence. Officers and Loretto Fire Dept responded to smoke in the laundry room. Before arrival, Staff had extinguished a towel that was smoldering on clothes and in a laundry bag. Officer investigations, a male admitted smoking a cigarette inside his room, used a damp wash towel to extinguish the cigarette and later put the towel in the laundry bag. It was determined by the male's statements of using the towel to extinguish the cigarette and placing it in the laundry bag were likely done without intention to start a fire, but negligent. The charred remains of the washcloth and laundry bag were placed in evidence at the PD.

Motorist Assist

Dec 11 9:08 p.m. Reserve Officer assisted an occupied stalled vehicle on CR 19 / Maple Street in Medina. Motorist had run out of gas, had called AAA and it was a 2 hour wait for help. Reserve Officer gave the Motorist a ride to the gas station to purchase gas, returned to her vehicle and assisted filling her vehicle.

Vehicles in Ditch

Dec 12 7:21 a.m. Hwy 12/ Hitsman Ln, Independence. Two drivers reported their vehicles were traveling w/b on Hwy 12, traffic came to an abrupt stop and they both headed towards the north ditch, so they did not rear end the vehicles in front of them. Neither vehicles had any damage, nor did they hit each other. Both vehicles were stuck off the road and both were towed from the ditch.

Welfare Check

Dec 13 1800 block Industrial St, Maple Plain. Requested a welfare check on a 22-year-old male who left a residence not wearing appropriate clothing for the weather. The male was located and found to be intoxicated. A family member took responsibility for the male and took him to her home.

Domestic Arrest

Dec 14 1800 block Newport Street, Maple Plain. Leonard Ray Walton Jr., 31-year-old male from Minneapolis went into an apartment uninvited and had an argument with his children's mother, threatened violence to her and caused fear. Walton Jr was arrested, transported and booked into Henn Co Jail – charges: Gross- Misdemeanor Assault – Fear of Bodily Harm and Disorderly Conduct.

Trespassing Complaint

Dec 16 2400 Independence Rd, Independence. Residence driveway is marked no trespassing and vehicles are turning around in his driveway. Resident wanted to know if it's legal to park on Independence Road to access the lake for ice fishing. West Hennepin advised vehicles can park alongside the road where it is not marked as no parking.

Lockout

Dec 17 1300 block Baker Park Rd, Maple Plain. Driver had locked his keys in his car and was walking to his residence. Officer gave him a ride to his residence to retrieve his extra set of car keys.

Property Damage

Dec 17 5600 block Pioneer Creek, Maple Plain. Driver reported she backed into a vehicle in a business parking lot. There was no visual damage to either vehicles. The struck vehicle was new and could not get the plate number off the yellow tag as it was written poorly. Driver left her insurance information and a contact number on the struck vehicle.

Theft

Dec 18 5400 block Hwy 12, Maple Plain. Reported theft from an enclosed locked trailer of tools and other equipment. Approximate loss \$5,000.00. Case is under investigation.

Road Condition

Dec 18 5200 block Hwy 12, Maple Plain. Reported a boulder was in the lane of traffic. Officer located a very big rock, too heavy to move. A plow truck driver saw the situation, stopped to assist and pushed the rock out of the traffic lane. MN DOT was notified to remove the rock.

Crash

Dec 20 Hwy 12 / Halgren Rd, Maple Plain. Officer responded to a three-car crash. Montrose man drove through the semaphore red light striking Vehicle #1 which was pushed into Vehicle # 2. No injuries. All vehicles were towed from the scene. Driver was cited for Semaphore Red-Light violation.

Disturbance

Dec 22 7:57 p.m. 5100 block CR 11, Independence. Caller reported a loud construction noise. Officer located a resident grinding metal on his work truck. Officer found the noise was not excessively loud, had to strain to hear it over other noises in the area. Officer spoke with the caller and resident, explained the situation to both and the resident agreed to stop working before 9 p.m.

Theft
Dec 23

1200 block CR 83, Maple Plain. Resident reported someone went into his home sometime in January 2018 and took items from his house. Missing are coins from a jar, Crossman CO2 pellet handgun and his 1967 Orono Class Ring. Case under investigation.

Fireworks
Dec 24

5700 block Clayton Dr, Maple Plain. Officer observed large aerial fireworks SW of Rainbow Park in the city of Maple Plain. Officer located the backyard where they were shot off from. Officer made contact with the homeowner, who apologized and stated, "I have an addiction" and he only lights them off around Christmas when his neighbor/dog is gone. Homeowner was advised it is against the law regardless if his neighbor was home and he was verbally warned for fireworks violation.

House Fire
Dec 25

7500 block Turner Rd, Independence. Officer was dispatched to a house fire. The homeowner used their household fire extinguisher to put the chimney fire out. Officer and Maple Plain Fire Dept. checked the residence and found the fire was out. MPFD advised the homeowner to get their chimney inspected.

Welfare Check

Dec 27

6:00 a.m. 5400 block Timber Trail, Independence. Resident reported a male knocked on his door, was out of breath and asked for help pulling his vehicle out of the ditch. Officer located the driver who took a wrong turn, tried turning around and the vehicle went partially in the ditch. A passerby assisted with pulling the vehicle out of the ditch.

Property Damage

Dec 27

Pagenkopf Rd / Becker Rd, Independence. Resident reported vandalism on signs. Officer found graffiti, red and blue spray paint on a utility box, snowmobile trail sign, stop sign and tag board business sign. Case under investigation.

Broken Bones

Dec 28

5200 block Bryantwood Dr, Maple Plain. Male had fallen in the parking lot while going to get more salt for the apartment building. Maple Plain FD assisted in stabilizing the male's wrist. The male was transported by ambulance to the hospital.

Forgery

Dec 28

2200 block S Lake Shore Dr, Independence. Reported unauthorized purchases made on a bank check card. Business checks were stolen, forged and deposited in an account. Approximate loss \$8,000.00. Case is under investigation.

Utility Check

Dec 30

5800 block Three Oaks Maple Plain Reported a possible water main break near Three Oaks and Meadow. Officer found water flowing alongside the road. People Service was contacted who had a leak detections survey crew responding to ensure it was a not a water main break.

Disorderly Conduct

Dec 30

5800 block Main Street, Maple Plain. Officer responded for a domestic assault. Dispatch advised a female was assaulting another female with a baseball bat. Officers were met at the door by a 65-year-old female from Maple Plain who stated she was threatened by a 56-year-old female from Watertown and had struck her in the leg with a baseball bat. 56 yoa female did not want anything done, wanted to leave and left the residence.

Vehicle in Ditch

Dec 30

CR 11/ CR 92N Independence. 24-year-old driver from Corcoran admitted to driving foolishly by spinning tires when he left the intersection of Co 11/Co 92 because his friend was behind him. His goofing off caused him to go into the ditch. Kelly's Towing towed his vehicle from the ditch.

Medical

Jan 1

5100 block Broadmoor Dr, Independence. Reported a female from Minneapolis was unconscious, not breathing and caller believed she overdosed on drugs. Maple Plain Fire assisted with CPR and administered 1 dose of Narcan nasally. North Memorial EMS arrived and transported the female to the hospital.

143 contacts of citations, verbal and written warnings were issued for traffic and equipment violations.
1 citation issued for 'hands free'.

West Hemlock Public Safety
Monthly Claims
December 2019

Type	Date	Run	Name	Memo	Account	City	Split	Amount
Paycheck	12/02/2019	33453	Anderson, Benjamin A.		West Hemlock Public Safety	✓	-SPUT-	-2,436.12
Paycheck	12/02/2019	33454	Brooks, Joshua W.		West Hemlock Public Safety	✓	-SPUT-	-2,312.50
Paycheck	12/02/2019	33455	Demonson, Richard J.		West Hemlock Public Safety	✓	-SPUT-	-2,458.38
Paycheck	12/02/2019	33456	Elsting, Shawn R.		West Hemlock Public Safety	✓	-SPUT-	-1,577.41
Paycheck	12/02/2019	33457	Gaskins, Aaron D.		West Hemlock Public Safety	✓	-SPUT-	-2,288.95
Paycheck	12/02/2019	33458	Hawes, Jonathan D.		West Hemlock Public Safety	✓	-SPUT-	-2,517.50
Paycheck	12/02/2019	33459	Krohn, Gary S.		West Hemlock Public Safety	✓	-SPUT-	-2,003.71
Paycheck	12/02/2019	33460	Raskin, Benjamin A.		West Hemlock Public Safety	✓	-SPUT-	-2,262.50
Paycheck	12/02/2019	33461	Thompson, Cody W.		West Hemlock Public Safety	✓	-SPUT-	-1,811.42
Paycheck	12/02/2019	33462	Zilke, Lance A.		West Hemlock Public Safety	✓	-SPUT-	-2,451.50
Check	12/02/2019	33462	VOID	VOID voided	West Hemlock Public Safety	✓	-SPUT-	0.00
Deposit	12/02/2019	IRS	Internal Revenue Service	2019 Holiday Checks	West Hemlock Public Safety	✓	-SPUT-	1,115.00
Liability Check	12/02/2019	MIN REV	Min Dept. of Revenue	2019 Holiday Checks	West Hemlock Public Safety	✓	-SPUT-	-3,830.12
Liability Check	12/02/2019	PERA	PERA	2019 Holiday Checks	West Hemlock Public Safety	✓	-SPUT-	-1,267.38
General Journal	12/04/2019	474		monthly requisition, December 2019	West Hemlock Public Safety	✓	1701 Capital Improvement Fund	-2,568.68
Deposit	12/04/2019			Deposit	West Hemlock Public Safety	✓	-SPUT-	126,487.38
Check	12/04/2019	Sec Fee	Bank of Maple Plain	stop payment fee	West Hemlock Public Safety	✓	404 Contingency Fund	30.00
Check	12/05/2019	33463	Driver and Vehicle Services	unmarked vehicle license plates	West Hemlock Public Safety	✓	303 Auto Maintenance	-28.25
Check	12/05/2019	33464	West Hemlock Public Safety Petty Cash	reimburse office petty cash	West Hemlock Public Safety	✓	-SPUT-	284.03
Deposit	12/09/2019			Deposit	West Hemlock Public Safety	✓	-SPUT-	4,761.72
Deposit	12/09/2019	1850	Lisa Schinner	View Santa expenses	West Hemlock Reserves	✓	503 U Donations-Reserves	100.00
Check	12/09/2019	33465	Associated Bank	Dec 1-15, 2019 payroll contribution	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-2,204.42
Check	12/09/2019	33466	CoTrust Bank	December 1-15, 2019 payroll contribution	West Hemlock Public Safety	✓	-SPUT-	-2,255.00
Check	12/09/2019	33467	Wings Financial Credit Union	December 1-15, 2019 payroll contribution	West Hemlock Public Safety	✓	-SPUT-	-10,332.88
Check	12/10/2019	33468	Stretcher's Police Equipment	uniform expense	West Hemlock Public Safety	✓	155 Uniform Expense	-41.15
Check	12/10/2019	33469	Lofter Companies, Inc.	copier lease	West Hemlock Public Safety	✓	203 Officer/Op Equip Maintenance	-181.44
Check	12/10/2019	33470	United Farmers Coop	charges on account	West Hemlock Public Safety	✓	204 Officer/Operating Supplies	-22.36
Check	12/10/2019	33471	CenterPoint Energy	office gas usage	West Hemlock Public Safety	✓	207 Utilities/Gas/Electric	-338.97
Check	12/10/2019	33472	Thomas Reuters - West	Investigator website access	West Hemlock Public Safety	✓	302 AS Investigator IT Fees	100.00
Check	12/10/2019	33473	Hemlock County Accounts Receivable	radio/MDC fees	West Hemlock Public Safety	✓	302 F Radio/MDCs	-1,066.94
Check	12/10/2019	33474	Applied Controls, Inc.	radio antenna cable	West Hemlock Public Safety	✓	303 Auto Maintenance	-84.00
Check	12/10/2019	33475	Chemical of Delano	squad mtnc	West Hemlock Public Safety	✓	-SPUT-	-301.82
Check	12/10/2019	33476	Suburban Tire & Auto Service Inc.	2 squad tires	West Hemlock Public Safety	✓	-SPUT-	-1,181.82
Check	12/10/2019	33477	Holiday	squad fuel charges	West Hemlock Public Safety	✓	304 Fuel and Oil	-1,880.39
Check	12/10/2019	33478	North Memorial	spinning registration	West Hemlock Public Safety	✓	307 BA Officer Schools	-70.00
Check	12/10/2019	1851	Ben Anderson	fire job - View Santa	West Hemlock Reserves	✓	601 A View Santa	-159.06
Paycheck	12/10/2019	33479	Krohn, Gary S.	Uniform Allowance	West Hemlock Public Safety	✓	-SPUT-	-808.50
Liability Check	12/10/2019	IRS	Internal Revenue Service	Uniform Allowance	West Hemlock Public Safety	✓	-SPUT-	-80.00
Liability Check	12/10/2019	MIN REV	Min Dept. of Revenue	Uniform Allowance	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-29.00
Paycheck	12/10/2019	33480	Franklin, Lynda L.	Uniform Allowance	West Hemlock Public Safety	✓	-SPUT-	-269.40
Check	12/10/2019	1852	Cadmus Service	View Santa expenses	West Hemlock Reserves	✓	-SPUT-	-389.86
Check	12/10/2019	33481	Cadmus Service	misc credit card charges	West Hemlock Public Safety	✓	-SPUT-	-844.12
Check	12/10/2019	33482	Stretcher's Police Equipment	rls	West Hemlock Public Safety	✓	402 Capital Improvement Plan	-1,259.00
Check	12/10/2019	33483	Suburban Tire & Auto Service Inc.	4 tires	West Hemlock Public Safety	✓	303 Auto Maintenance	-759.96
Liability Check	12/10/2019	33417	Internal Revenue Service	Uniform Allowance	West Hemlock Public Safety	✓	-SPUT-	-61.20
General Journal	12/10/2019	475		SIG16 CQB Rifle, semi auto	West Hemlock Public Safety	✓	1701 Capital Improvement Fund	1,259.00
Paycheck	12/16/2019	33487	Demonson, Richard J.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-1,202.03
Paycheck	12/16/2019	33489	Hawes, Jonathan D.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-436.21
Paycheck	12/16/2019	33493	Raskin, Benjamin A.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-59.36
Paycheck	12/16/2019	33494	Thompson, Cody W.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-68.08
Paycheck	12/16/2019	33495	Anderson, Benjamin A.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-42.38
Paycheck	12/16/2019	33496	Brooks, Joshua W.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-870.18
Paycheck	12/16/2019	33497	Curtis, Kimberly J.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-143.51
Paycheck	12/16/2019	33498	Elsting, Shawn R.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,271.86
Paycheck	12/16/2019	33499	Franklin, Lynda L.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-169.88
Paycheck	12/16/2019	33500	Gaskins, Aaron D.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,243.45
Paycheck	12/16/2019	33492	Krohn, Gary S.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-1,188.15
Paycheck	12/16/2019	33495	Zilke, Lance A.	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,381.52
Liability Check	12/16/2019	IRS	Internal Revenue Service	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-5,721.29
Liability Check	12/16/2019	MIN REV	Min Dept. of Revenue	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-1,675.38
Liability Check	12/16/2019	EJ	John Hancock	Office 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,925.00
Liability Check	12/16/2019	HSA	Optum Bank	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-693.50
Liability Check	12/16/2019	PERA	PERA	Dec 1-15, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-10,736.22
Deposit	12/17/2019			Deposit	West Hemlock Public Safety	✓	503 O Miscellaneous	375.00
Check	12/24/2019	33496	Associated Bank	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-2,204.28
Check	12/24/2019	33497	CoTrust Bank	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,255.00
Check	12/24/2019	33498	Wings Financial Credit Union	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-10,332.88
Check	12/24/2019	33499	Stretcher's Police Equipment	uniform expenses	West Hemlock Public Safety	✓	-SPUT-	-261.97
Check	12/24/2019	33500	Galk, LLC	uniform expenses	West Hemlock Public Safety	✓	-SPUT-	-263.47
Check	12/24/2019	33501	Vernon Wireless	squad cell phones	West Hemlock Public Safety	✓	201 Telephone	-427.68
Check	12/24/2019	33502	Holland Heating & Air Conditioning	air repair	West Hemlock Public Safety	✓	203 Officer/Op Equip Maintenance	-300.00
Check	12/24/2019	33503	Unifair Corporation	office signs & bathroom towels	West Hemlock Public Safety	✓	205 Office Rent & Cleaning	-80.67
Check	12/24/2019	33504	Office of MN-IT Services	monthly WAFD service	West Hemlock Public Safety	✓	302 AD IT Support & Fees	-47.79
Check	12/24/2019	33505	Chemical of Delano	squad repairs	West Hemlock Public Safety	✓	-SPUT-	-155.93
Check	12/24/2019	33506	Element Technologies, LLC	computer support	West Hemlock Public Safety	✓	-SPUT-	-2,087.50
Check	12/24/2019	1565	Stretcher's Police Equipment	squad gun safe	West Hemlock Crime Prevention	✓	403 H Squad Equipment	-303.98
Check	12/24/2019	1566	Action Fleet, LLC	squad equipment & repairs	West Hemlock Crime Prevention	✓	-SPUT-	-2,566.80
Check	12/24/2019	1567	Element Technologies, LLC	computer upgrades	West Hemlock Crime Prevention	✓	-SPUT-	-4,600.00
Check	12/24/2019	5001	Element Technologies, LLC	computer server upgrades	West Hemlock Public Safety	✓	-SPUT-	-36,822.48
Deposit	12/26/2019			Deposit	West Hemlock Public Safety	✓	503 O POST Rewards/Basis Aid	81.50
General Journal	12/30/2019	478	Customer	City of Ind. Dec 18 19 service reimbursement	1200 Accounts Receivable	✓	503 V1 IT Services	825.00
Paycheck	12/31/2019	33507	Anderson, Benjamin A.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-132.79
Paycheck	12/31/2019	33510	Demonson, Richard J.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-1,730.04
Paycheck	12/31/2019	33512	Franklin, Lynda L.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-159.66
Paycheck	12/31/2019	33513	Gaskins, Aaron D.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,380.03
Paycheck	12/31/2019	33514	Hawes, Jonathan D.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-435.55
Paycheck	12/31/2019	33515	Krohn, Gary S.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-1,188.15
Paycheck	12/31/2019	33516	Raskin, Benjamin A.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-23.40
Paycheck	12/31/2019	33517	Thompson, Cody W.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-163.19
Paycheck	12/31/2019	33518	Zilke, Lance A.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,536.67
Paycheck	12/31/2019	33508	Brooks, Joshua W.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-870.18
Paycheck	12/31/2019	33509	Curtis, Kimberly J.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-143.50
Paycheck	12/31/2019	33511	Elsting, Shawn R.	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,271.66
Check	12/31/2019	33519	CenterPoint Energy	office gas usage	West Hemlock Public Safety	✓	207 Utilities/Gas/Electric	-602.20
Check	12/31/2019	33520	Action Fleet, LLC	squad build	West Hemlock Public Safety	✓	402 Capital Improvement Plan	-17,211.45
General Journal	12/31/2019	478		Action Fleet, squad 71 build	West Hemlock Public Safety	✓	1701 Capital Improvement Fund	17,211.45
Check	12/31/2019	33521	Chemical of Delano	squad repairs	West Hemlock Public Safety	✓	303 Auto Maintenance	-1,435.78
Liability Check	12/31/2019	IRS	Internal Revenue Service	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-6,019.14
Liability Check	12/31/2019	MIN REV	Min Dept. of Revenue	Dec 16-31, 2019 payroll	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-1,758.38
Liability Check	12/31/2019	EJ	John Hancock	December 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-2,925.00
Liability Check	12/31/2019	HSA	Optum Bank	December 16-31, 2019 payroll	West Hemlock Public Safety	✓	2100 Payroll Liabilities	-693.50
Liability Check	12/31/2019	PERA	PERA	December 16-31, 2019 payroll	West Hemlock Public Safety	✓	-SPUT-	-11,125.10
Check	12/31/2019	33522	Min State Retirement System	2019 HSCP Contributions	West Hemlock Public Safety	✓	-SPUT-	-3,851.52
Check	12/31/2019	33522	West Hemlock Public Safety Petty Cash	reimburse petty cash envelope	West Hemlock Public Safety	✓	202 Postage	-44.28
Deposit	12/31/2019			Deposit	West Hemlock Public Safety	✓	503 A Burn Permits	110.00
Deposit	12/31/2019			Deposit	West Hemlock Public Safety	✓	-SPUT-	4,754.64
Deposit	12/31/2019			Interest	West Hemlock Public Safety	✓	503 F Interest	111.82
Deposit	12/31/2019			Interest	West Hemlock Reserves	✓	503 F Interest	2.45
Deposit	12/31/2019			Interest	West Hemlock Crime Prevention	✓	503 F Interest	12.84
General Journal	12/31/2019	478		record Optum Bank as a 19 expense	104 A HSA	✓	-SPUT-	85.00
General Journal	12/31/2019	482		record Verizon as a 19 expense	201 Telephone	✓	-SPUT-	677.97

AUDITED & APPROVED:

DATE:

West Hennepin Public Safety

Cash Assets

As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
West Hennepin Public Safety	
1700 - Cash designated for Severance	68,483.68
1701 - Capital Improvement Fund	102,745.13
1704 - Military PERA Designation	13,808.79
West Hennepin Public Safety - Other	171,750.01
Total West Hennepin Public Safety	356,787.61
Total Checking/Savings	356,787.61
Total Current Assets	356,787.61
TOTAL ASSETS	356,787.61
LIABILITIES & EQUITY	0.00

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through December 2019

	Jan - Dec 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
501 - City of Maple Plain	518,397.00	518,397.00	100.0%
502 - City of Independence	1,115,052.00	1,115,052.00	100.0%
503 - Other Income			
503 A - Burn Permits	2,408.50		
503 B - Copies	1,339.75		
503 F - Interest	1,726.09		
503 G - Miscellaneous	625.00		
503 I - Reimbursed OT	17,706.03		
503 K - West Metro Drug Task Force	0.00		
503 L - Department Insurance Rebates	2,227.00		
503 N - Forfeiture			
503 N2 - DWI	5,534.00		
Total 503 N - Forfeiture	5,534.00		
503 O - POST Reimb./State Aid	98,416.07		
503 P - Sale of Squad Cars	6,528.00		
503 V - Expense Reimbursements			
503 V1 - IT Services	5,775.00		
503 V2 - Health Insurance	396.90		
503 V3 - Other	12,720.17		
503 V - Expense Reimbursements - Other	1,061.44		
Total 503 V - Expense Reimbursements	19,953.51		
503 - Other Income - Other	0.00	134,300.00	0.0%
Total 503 - Other Income	156,463.95	134,300.00	116.5%
Total Income	1,789,912.95	1,767,749.00	101.25%
Gross Profit	1,789,912.95	1,767,749.00	101.25%
Expense			
101 - Payroll Expenses			
101 A - Other Overtime	14,888.67	18,000.00	82.72%
101 B - Court Overtime	571.36		
101 C - Reimbursable Overtime	12,748.36		
101 E - Uniform Allowance	3,043.83		
101 - Payroll Expenses - Other	1,120,880.16	1,158,534.00	96.75%
Total 101 - Payroll Expenses	1,152,132.38	1,176,534.00	97.93%
104 - Health Insurance			
104 A - HSA	46,698.31		
104 - Health Insurance - Other	211,193.16	265,060.00	79.68%
Total 104 - Health Insurance	257,891.47	265,060.00	97.3%
105 - Uniform Expense	11,481.86	9,900.00	115.98%
201 - Telephone	16,992.17	18,900.00	89.91%
202 - Postage	722.33	1,300.00	55.56%
203 - Office/Opr Equip Maintenance	4,424.29	8,100.00	54.62%
204 - Office/Operating Supplies	4,494.95	8,450.00	53.2%
205 - Office Rent & Cleaning	4,509.96	5,840.00	77.23%
206 - Books/Dues/Subscriptions	1,092.00	1,710.00	63.86%
207 - Utilities/Gas/Electric	11,398.11	12,570.00	90.68%
301 - Printing	30.00	1,620.00	1.85%
302 - Communications			
302 A - Computer Support			
302 A1 - RMS Fees	8,436.70		
302 A2 - IT Support & Fees	20,493.25		
302 A3 - Investigator IT Fees	727.67		
302 A4 - State IT Connection Fees	1,560.00		
302 A5 - Other Billable Svcs	13,203.48		
302 A - Computer Support - Other	337.50		
Total 302 A - Computer Support	44,758.60		
302 F - Radios/MDCs			
302 F1 - Rental/Repair Fees	7,062.58		
302 F - Radios/MDCs - Other	4,599.82		
Total 302 F - Radios/MDCs	11,662.40		
302 - Communications - Other	0.00	50,015.00	0.0%
Total 302 - Communications	56,421.00	50,015.00	112.81%

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through December 2019

	Jan - Dec 19	Budget	% of Budget
303 - Auto Maintenance			
303 A - WMDTF Auto Maintenance	1,257.71		
303 - Auto Maintenance - Other	22,824.16	22,600.00	100.99%
Total 303 - Auto Maintenance	24,081.87	22,600.00	106.56%
304 - Fuel and Oil	21,697.59	35,550.00	61.03%
306 - Insurance			
306 A - Vehicle	8,949.00		
306 B - Worker's Comp	31,098.00		
306 C - Municipality	25,867.00		
306 - Insurance - Other	0.00	69,000.00	0.0%
Total 306 - Insurance	65,914.00	69,000.00	95.53%
307 - Schools & Training			
307 A - Chief's Training			
307 A1 - Chief's Lodging	584.55		
307 A2 - Chief's Meals	30.68		
307 A4 - Chief's School	1,779.90		
Total 307 A - Chief's Training	2,395.13		
307 B - Officer Training			
307 B1 - Officer Lodging	1,071.43		
307 B2 - Officer Meals	255.45		
307 B3 - Officer Mileage	313.57		
307 B4 - Officer Schools	16,329.03		
Total 307 B - Officer Training	17,969.48		
307 C - Range Training			
307 C1 - Ammunition	190.00		
307 C3 - Range Meals	0.00		
307 C7 - Range Supplies	139.82		
Total 307 C - Range Training	329.82		
307 E - Support Staff Training			
307 E1 - Support Staff Lodging	325.00		
307 E3 - Support Staff Mileage	37.12		
307 E4 - Support Staff Schools	235.00		
Total 307 E - Support Staff Training	597.12		
307 - Schools & Training - Other	0.00	19,200.00	0.0%
Total 307 - Schools & Training	21,291.55	19,200.00	110.89%
308 - Audit	10,275.00	9,800.00	104.85%
401 - Office Equipment	0.00	3,550.00	0.0%
402 - Capital Improvement Plan	59,606.83	30,800.00	193.53%
403 - Equipment			
403 F - Firearms	7,660.12		
403 G - Misc Equipment	2,404.23		
403 H - Squad Equipment	1,104.38		
403 - Equipment - Other	0.00	11,850.00	0.0%
Total 403 - Equipment	11,168.73	11,850.00	94.25%
404 - Contingency Fund	1,069.04		
601 - Reserve Program			
601 A - View Santa	16.13		
601 B - Training	2,045.00		
601 C - All Other	627.09		
601 D - Uniform	673.33		
601 E - Meetings	110.69		
601 F - Equipment	753.92		
601 - Reserve Program - Other	73.96	4,200.00	1.76%
Total 601 - Reserve Program	4,300.12	4,200.00	102.38%
602 - Comm. Ed	0.00	200.00	0.0%
608 - Citizens Academy	1,005.10	800.00	125.64%
609 - Community Policing	40.77	200.00	20.39%
700 - Transfer Out	0.00		
Total Expense	1,742,041.12	1,767,749.00	98.55%
Net Ordinary Income	47,871.83	0.00	100.0%
Net Income	47,871.83	0.00	100.0%

West Hennepin Public Safety
Budget vs. Actual - Crime Prevention
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	3,953.68
Total Income	<u>3,953.68</u>
Gross Profit	3,953.68
Expense	
101 · Payroll Expenses	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	175.00
302 · Communications	4,000.00
303 · Auto Maintenance	270.60
304 · Fuel and Oil	0.00
305 · Squad Setup and Parts	4,794.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	2,628.99
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
607 · DWI Forfeiture Expense	737.86
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>12,606.45</u>
Net Ordinary Income	-8,652.77
Beginning Balance	<u>53,275.37</u>
Ending Balance	<u><u>44,622.60</u></u>

**West Hennepin Public Safety
Forfeiture Fund
January through December 2019**

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	116,102.64
Total Income	<u>116,102.64</u>
Gross Profit	116,102.64
Expense	
101 · Payroll Expenses	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	21.75
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	4,906.25
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	31,716.21
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>36,644.21</u>
Net Ordinary Income	79,458.43
Beginning Balance	<u>0.00</u>
Ending Balance	<u>79,458.43</u>

West Hennepin Public Safety
Budget vs. Actual - Reserves
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	2,478.05
Total Income	<u>2,478.05</u>
Gross Profit	<u>2,478.05</u>
Expense	
101 · Payroll Expenses	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	44.99
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
601 · Reserve Program	2,078.40
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>2,123.39</u>
Net Ordinary Income	<u>354.66</u>
Beginning Balance	<u>8,192.90</u>
Ending Balance	<u><u>8,547.56</u></u>

West Hennepin Public Safety
Capital Outlay Fund Report
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	12,062.00
<i>(sold squad 60- \$5,534.00/squad 61-\$6,528)</i>	
Total Income	<u>12,062.00</u>
Gross Profit	<u>12,062.00</u>
Expense	
402 · Capital Improvement Plan	59,606.83
<i>purchased squad 71, \$36,925.00</i>	
<i>purchased printer for squad 71, \$741.38</i>	
<i>graphics for new squad 71, \$575.00</i>	
<i>radar/antenna setup for new squad 71, \$2,895.00</i>	
<i>1 SIG516 semi-auto rifle, \$1,259.00</i>	
<i>squad 71 build, \$17,211.45</i>	
Total Expense	<u>59,606.83</u>
Net Ordinary Income	<u>-47,544.83</u>
 Beginning Balance	 119,489.96
J.E., Jan-Aug Requisitions (8 @ 2,566.67 each)	20,533.36
J.E., Sep-Dec Requisition (4 @ @2,566.66)	<u>10,266.64</u>
 Ending Balance	 <u>102,745.13</u>

West Hennepin Public Safety
Severance Fund Report
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
Total Income	<u>0.00</u>
Gross Profit	0.00
Expense	
101 · Payroll Expenses	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
404 · Contingency Fund	0.00
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>0.00</u>
Net Ordinary Income	<u>0.00</u>
Beginning Balance	<u>68,483.68</u>
Ending Balance	<u>68,483.68</u>

West Hennepin Public Safety
Military PERA Designation Report
January - December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
Total Income	<u>0.00</u>
Gross Profit	0.00
Expense	
Total Expense	<u>0.00</u>
Net Ordinary Income	0.00
Beginning Balance	<u>4,629.85</u>
WHPS PERA per Paycheck:	
1/16/2019	548.79
2/1/2019	548.79
2/15/2019	548.79
2/28/2019	548.79
3/15/2019	548.79
4/1/2019	548.79
4/16/2019	548.79
5/1/2019	548.79
5/16/2019	548.79
5/31/2019	548.79
6/17/2019	548.79
7/1/2019	548.79
7/16/2019	548.79
8/1/2019	548.79
8/16/2019	548.79
8/30/2019	306.70
	8,538.55
7.5% Interest	<u>640.39</u>
Ending Balance	<u>13,808.79</u>

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
ACCUMULATED SICK TIME**

December 2019

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	695.00	25,840.10		12,920.05
Josh Brozek	157.00	5,837.26	1,943.81	
Kim Curtis	806.50	24,840.20		12,420.10
Rick Denneson	960.00	42,931.20		21,465.60
Shawn Ebeling	241.50	8,978.97	2,990.00	
Lynda Franklin	817.75	25,186.70	8,387.17	
Aaron Geddes	197.00	7,235.81	2,409.52	
Jon Howes	865.00	32,160.70	10,709.51	
Gary Kroells	889.00	49,135.03		24,567.52
Ben Raskin	960.00	35,692.80	11,885.70	
Cody Thompson	206.50	7,621.92	2,538.10	
Lance Zilles	429.00	15,757.17	5,247.14	
TOTAL	<u>7,224.25</u>	<u>281,217.86</u>	<u>46,110.95</u>	<u>71,373.27</u>

Total Sick: 117,484.22

Maple Plain 31.74% 37,289.49

Independence 68.26% 80,194.73

Severance as of December 31, 2019: **\$68,483.68**

Severance is currently funded at: **58.29%**

NOTE: 960 HRS IS THE MOST THAT CAN BE ACCUMULATED FOR SEVERANCE.

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
VACATION/COMP TIME HOURS**

December 2019

<u>EMPLOYEE</u>	<u>POSSIBLE ANNUAL VAC HRS</u>	<u>ACCRUED VACATION</u>	<u>ACCRUED COMP</u>	<u>TOTAL HOURS</u>	<u>\$ AMOUNT</u>
BEN ANDERSON	200	168.12	4.00	172.12	6,399.42
JOSH BROZEK	120	104.00	33.50	137.50	5,112.25
KIM CURTIS	200	194.64	35.25	229.89	7,080.61
RICK DENNESON	200	202.48	40.25	242.73	10,854.89
SHAWN EBELING	80	80.10	31.18	111.28	4,137.39
LYNDA FRANKLIN	200	168.66	13.75	182.41	5,618.23
AARON GEDDES	80	80.11	41.00	121.11	4,448.37
JON HOWES	160	150.98	33.25	184.23	6,849.67
GARY KROELLS	200	200.98		200.98	11,108.16
BEN RASKIN	160	160.30	36.04	196.34	7,299.92
CODY THOMPSON	80	79.84	41.13	120.97	4,465.00
LANCE ZILLES	120	110.00	33.25	143.25	5,326.04
TOTAL		<u><u>1,700.21</u></u>	<u><u>342.60</u></u>	<u><u>2,042.81</u></u>	<u><u>\$ 78,699.95</u></u>

<i>Maple Plain</i>	31.74%	24,979.37
<i>Independence</i>	68.26%	53,720.59
		<u>78,699.95</u>

NOTE: Comp time is figured on required annual hours and might fluctuate from scheduling.

Gary Kroells

From: David Thompson <dthompson@howard-lake.mn.us>
Sent: Wednesday, January 15, 2020 9:55 AM
To: Correy Farniok; Gary Kroells; Rick Denneson; Sean Deringer; Eric Kunkel; Matthew Treichler; Brisk, Kevin (DPS)
Subject: Procession yesterday

Gentlemen,

A big thank you to all of your departments from HLPD, HLFD, and the whole city. Your support was excellent and your officers/deputies looked great. It was a fitting tribute for Chief Drusch honoring his 30 years of service. Thank you again for all your support. The service is set for 1300hrs on Friday at the HLWW HS if any of your folks are interested in attending.

David Thompson
Chief of Police
Howard Lake Police Department
625 8th Avenue; PO Box 736
Howard Lake, MN 55349
Phone: (320)543-3670 ext. 5
Fax: (320)543-3306
dthompson@howard-lake.mn.us



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Gary Kroells

From: Jessica Curtis <jessica.curtis@orono.k12.mn.us>
Sent: Tuesday, January 14, 2020 3:25 PM
To: Jason Barnes
Cc: Rick Denneson; Ben Anderson; Lance Zilles; Mike Wocken; carver@tommycarvers.com; Susan Schultz; Jay Dembouski; Jay McCoy; Michael Fournier; Steve Sturm; Kyle Kirschner; Jami Wittke; Chad Stensrud; Jane Szczepanik; Edward Rundle; Bradley Schoenherr; Joshua Brozek; qgrabau@plymouthmn.gov; Correy Farniok; Gary Kroells; Carrie Notch; David Goman
Subject: Re: OHS Forensics Day

Thank you so much for everyone's help with the forensics field trip. Everything went so smoothly, and we couldn't have done it without all of you. In talking with the students the next day they had such a different appreciation for police. The perspective they have gained will definitely stick with them. One student said he had always made judgements about police actions and what they should have done. He was even doing this same thing while watching his classmates go through the use of force simulation. Then he said it all changed after he took a turn. He couldn't believe how difficult, stressful, and fast it all was.

Today I overheard some senior boys saying that it was the best day of highschool (besides the valley fair field trip).

Thanks for helping

Jessie Curtis
(Orono forensics teacher)

On Wed, Jan 8, 2020 at 7:30 AM Jason Barnes <JBarnes@ci.orono.mn.us> wrote:

Thank you all again for yet another successful Forensics Day. I truly appreciate your dedication to providing such a meaningful experience to our kids! Hopefully you are all available in again for the next one in May, 2020.

Thanks Again,

Jason Barnes #6542

Investigator / SRO Orono School District

Orono Police Department

Office: (952) 249-4733

From: Jason Barnes

Sent: Thursday, January 02, 2020 2:14 PM

To: 'Rick Denneson' <RDenneson@westhennepin.com>; 'Ben Anderson' <BAAnderson@westhennepin.com>; 'Lance Zilles' <LZilles@westhennepin.com>; Mike Wocken <mwocken@ci.orono.mn.us>; 'carver@tommycarvers.com' <carver@tommycarvers.com>; Susan Schultz <sschultz@ci.orono.mn.us>; Jay Dembouski <JDembouski@ci.orono.mn.us>; Jay McCoy <JMcCoy@ci.orono.mn.us>; Michael Fournier <MFournier@ci.orono.mn.us>; Steve Sturm <Ssturm@ci.orono.mn.us>; Kyle Kirschner <kkirschner@ci.orono.mn.us>; Jami Wittke <JWittke@ci.orono.mn.us>; Chad Stensrud <CStensrud@ci.orono.mn.us>; Jane Szczepanik <jszczepanik@ci.orono.mn.us>; Edward Rundle <erundle@ci.orono.mn.us>; Bradley Schoenherr <BSchoenherr@ci.orono.mn.us>; 'Joshua Brozek' <JBrozek@westhennepin.com>; 'qgrabau@plymouthmn.gov' <qgrabau@plymouthmn.gov>

Cc: Correy Farniok <CFarniok@ci.orono.mn.us>; 'Gary Kroells' <GKroells@westhennepin.com>; 'Carrie Notch' <Carrie.Notch@hennepin.us>; 'Jessica Curtis' <jessica.curtis@orono.k12.mn.us>; David Goman <dgoman@ci.orono.mn.us>

Subject: OHS Forensics Day Tuesday 1/7/20

Hello All,

Thank you all for being a part of this again. I have attached the new schedule and assignments. Please let me know if you have any questions or concerns.

Jason Barnes #6542

Investigator / SRO Orono School District

Orono Police Department

Office: (952) 249-4733

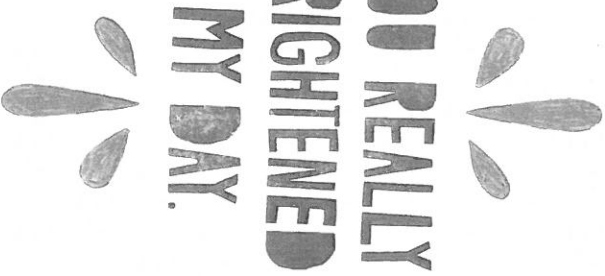
One night leaving Buffalo

on my way to Wpts I had
3 things to do. Post office,
Bank & get gas. Well I
forgot the third and ran
out "in the dark" on Ely Rd 19

south of Detroit - north of Maple Run.
My ankle I was not much help & when

I saw headlights pull up behind me my stomach sank.
So relieved when it was the nicest help I could
have received I will be forever grateful for
the kind deed done for me that night. Thank-you
for making it a safer world with much gratitude,

Rebecca M. Wells



Blake Tyra

Josh Walters

Helpful Linda &
vel you care to share with!



Mental Health Annual Check-Up

POLICY

The West Hennepin Public Safety Department is committed to enhancing resiliency of staff by educating, influencing and assisting staff to invest in themselves to ensure stability and longevity in their personal and professional lives. It is the policy of West Hennepin Public Safety Department to promote mental health by providing staff with cost-free partnerships with mental health professionals that specialize in working with first responders.

DEFINITIONS

Approved Metal Health Professional: A licensed mental healthcare provider who has undergone the approval process with the police department and has established a current contract or working relationship with the city.

Privacy: The expectation of an individual that disclosure of personal information is confined to or intended only for the recipient of the information.

Confidentiality: A professional or ethical duty to refrain from disclosing information from or about a recipient of support services, barring any exceptions recommended to be disclosed at the outset.

Privilege: The legal protection from being compelled to disclose communications in certain protected relationships, such as between attorney and client, doctor and patient, priest and confessor, or in some states, peer support persons and sworn or civilian personnel.

Operational Guidelines

This confidential in-house program allows staff access to qualified mental health professionals specifically contracted by the West Hennepin Public Safety Department to provide individualized assistance, under the following guidelines:

- The program is mandatory for full and part time licensed officers. Spouses, family members and significant others are excluded, but may qualify for the City Employee Assistance Program (EAP).
- All licensed officers will complete one (1) check-in session annually, typically 60-75 minutes, with the approved mental health professional.
- Licensed Officers may complete their annual check-in session one of the following ways:
 - Meeting with the contracted mental health professional
 - Meeting with one of the vetted, first responder friendly, mental health professionals. A list of current contracted and vetted mental healthcare providers will be maintained by the Sergeant.
 - Officers may choose their own licensed mental health professional for their annual check-in session. If a Officer decides to use a licensed alternate healthcare professional for their annual check-in, the staff member will complete a Release of Information form to allow their provider to confirm with

the contracted mental health professional that the annual check-in has been completed. The contracted mental health provider will then report to the Sergeant the attendance of the officer with an alternative mental health professional.

- The cost of the yearly mandatory session will be paid for by the West Hennepin Public Safety Department, as long as it is with one of the approved mental health professionals or those offered on the vetted mental health professional list or their own alternative licensed health care professional.
- The West Hennepin Public Safety Department also maintain an independent list of mental healthcare professionals that may be utilized.
- If needed or beneficial, Officers may request **or** the approved mental health professional may suggest, additional check-in session. These suggested additional sessions are not mandatory, and an Officer may elect not to attend any additional sessions.
- If additional sessions are requested, West Hennepin Public Safety will pay up to 5 additional sessions with the approved mental health provider for each Officer.
- After the 5 additional sessions, the Officer is responsible for payment and scheduling of any additional sessions with the mental health professional.
- Officers will be paid 2 hours of comp time (1.5 hours per hour) for the mandatory annual check-in session if held outside of work hours, which includes the session and drive time.
- Officers will be paid 2 hours of regular pay (straight time) for each additional session outside of work hours, up to a total of 5 additional sessions, as long as the additional sessions are with an approved mental health professional and the same documentation of attendance used for the required annual check in is forwarded to the department.
- Annual check-in sessions with the approved mental health professional are confidential, private, and will be billed anonymously, per contract. Billing needs to indicate who attended and date.
- The approved mental health professional shall **not** conduct fit for duty evaluations.
- Though this programs intent is not to give a diagnosis of Officers, the approved mental health professional may assist or treat Officers if a diagnosis is determined.
- Approved mental health professionals shall be prohibited from sharing any annual check-in information about Officers, other than annual Officer compliance confirmation. Everyone will be protected under HIPPA through informed consent.
- The approved mental health professional and the sergeant will work together to ensure all staff complete annual check-ins.

I. OPENING PARAGRAPH

This Professional Services Agreement ("Agreement") is made effective as of the 1st day of **February 2020** by and between the West Hennepin Public Safety Department, a Minnesota municipal corporation (the "City") and Peterson Counseling and Consulting, LLC, a Minnesota limited liability company (the "Contractor") for services to be provided under the terms of this Agreement for a term of 12 months.

II. RECITALS

WHEREAS, the Contractor is a Minnesota limited liability company focused on counseling services for incidents arising in the City;

WHEREAS, the Contractor represents that it has the requisite skills to assist City employees, officials, contractors, and agents and policy makers in providing psychological services including counseling, consultation, and training to the City ("Professional Services");

WHEREAS, the City believes that the provision of Contractor's Professional Services to the City promotes public health, safety, morals, and the general welfare;

WHEREAS, the City desires to engage the Professional Services of the Contractor, and the Contractor desires to assist the City with its Professional Services; and

WHEREAS, the parties wish to set forth in writing the terms and conditions of this Agreement.

NOW, THEREFORE, in return for the mutual agreements set forth below, the parties agree as follows:

AGREEMENT

III. SCOPE OF AGREEMENT

Peterson Counseling and Consulting agrees to provide psychological services including counseling, consultation, and training to the City. Examples of this service include:

- Provide confidential counseling services to Public Safety employees by means of mental health check –in, including assistance for stress related mental health issues that may affect work performance. Provide referrals, as necessary, for Public Safety employees seeking and/or needing further evaluation and intervention;
- Provide training to promote the psychological and emotional health;
- Respond, when requested by City supervisory personnel, to critical incidents;
- Be on call and able to request to needs after normal business hours;
- Respond when requested and available, to support and advise the Crisis Intervention Team/Negotiators of the City; and
- Any other services mutually agreed upon in writing between the parties.

Confidential services will be provided at a location agreed upon by the Public Safety employee and Contractor. In lieu of the on-site location, one off site location will be located at 7924 Victoria Dr. Suite 201A, Victoria, MN.

IV. COMPENSATION

The Contractor shall be compensated as follows:

- \$110 per hour for individual sessions
- \$150 for mental health check- ins done annually or per request
- \$150 per hour for training sessions \$75 per hour for training preparation
- \$110 per hour for consultation on mental health and training initiatives
- \$150 per hour for a crisis response for critical incident, with minimum \$300 per response
- \$225 for chemical health assessment
- Mileage will be charged at the City of Eden Prairie mileage reimbursement rate when travel includes going on site for services and for a critical incident response. The total compensation under this Agreement for Professional Services (including reimbursement expenses)
- \$120 per month as a retainer to be available by phone after hours

The Contractor shall be required to submit a monthly work time report, invoiced to the City by the 15th of the following month.

The City will honor no claim for services not specified in this Agreement.

V. RECORDS

The Contractor shall maintain such records as are deemed necessary by the City to insure that the Professional Services are provided as represented by the Contractor. The Contractor shall maintain the records in a manner that insures confidentiality to service recipients; however the Contractor shall provide disclosure of identities to the City or a third party if so required by law or regulation. All reports provided to the Contractor shall be securely maintained in locked file drawers or a locked room.

VI. EXCHANGE OF INFORMATION

The Contractor acknowledges that the City may withhold information, data, or reports when the release of such information could compromise an ongoing criminal or civil investigation, when it contains information regarding child sexual abuse or juvenile offenders, or when dissemination is prohibited by law or regulation.

The Contractor agrees that it will not distribute department information, data or reports to any third party, except the following under mandated reporter requirements: City Attorney's Office, County Attorney's Office, and County Probation Office. The Contractor further agrees that it will not provide copies of department information, data or reports to victims or offenders and will refer any individual or entity that requests such information to the City Police Department. The Contractor agrees that it will not attach department information, data or reports to an Order for Protection. The Contractor's use of department information, data or reports for training or technical assistance must be pre-approved in writing by the City's Chief of Police, and Contractor's usage of such reports must be consistent with the requirements of any applicable local, state, or federal law, rule, or regulation.

The Contractor agrees that no personal client information will be shared without a consent/ release form being signed by the individual clients. Individual clients will receive an informed consent form when seeking counseling, whether part of the department annual mental health check-in or other service offered by the Contractor.

AGREEMENT

PETERSON
COUNSELING *and* CONSULTING

Rachael Peterson MS LPCC LADC CCTP

In witness whereof, the parties have executed this Agreement to be effective as of the date listed below

Signed: _____

Title: _____ Date: ____ / ____ / ____

Confirmed Peterson Counseling and Consulting, LLC, Rachael Peterson MS LPCC LADC CCTP

Signed _____

_____ Owner –Peterson Counseling and

Consulting LLC Date: ____ / ____ / ____