

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
JUNE 18, 2007
4:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the City Council workshop meeting of June 18, 2007 to order at 4:00 p.m.

ROLL CALL

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson, and Sharon Ridgway

Members Absent: None

Others Present: Administrator Mike McGuire, Interim Police Chief Laura Eastman, and Assistant City Administrator Sara Taylor

Mayor Nowaczek stated the purpose of the City Council workshop was to learn about the operations, challenges and strategies of the Police Department, as well as discuss priorities and resources. He suggested it would be beneficial to review all major city departments, i.e., Public Works, Fire Department and Administration, on a yearly basis using a similar workshop format.

Police Department operational review: Interim Chief Eastman discussed the Police Department's operational organization, including current paid staff, along with their experience and training. The officers' general duties were reviewed, and Chief Eastman stated 1,997 calls were handled by the department in 2006. There is one officer on duty at all times, with additional part-time officers on duty during busy periods, as the budget allows. A breakdown of the calls was examined, noting the majority of the calls were related to public assistance. The Police Reserves program, consisting of nine non-sworn reserve officers, was reviewed. Chief Eastman concluded her presentation with an overview of the department's mission and goals.

Chief Eastman answered questions relative to police activities on Highway 95. She indicated officers are instructed not to conduct traffic stops in front of businesses, specifically taverns, whenever possible. The number of calls in the past five years has remained about the same, noting that officers handle some minor public assistance calls without generating a report. The practice of mutual assistance with other agencies was discussed. Interaction with Andersen Corporation and the Department of Corrections facility was reviewed. In response to a question regarding the need for a staff person with a social service background, Chief Eastman noted that a crisis line is available around the clock for domestic situations and officers are instructed to assist residents in contacting the appropriate help line or social worker on call. The department is also exploring programs to assist the residents of Croixdale. The department's relationship with the local press was discussed, as well as public versus private information.

Chief Eastman stated that having a sergeant on duty to assist the full-time officer, especially on the night shift, would be beneficial. She reviewed factors affecting the upcoming budget, specifically communication and vehicle needs. She stated officers use their discretion when dealing with speed limit issues, and one of her goals is to provide training on commercial vehicle inspections. Monitoring

crosswalk activity on Highway 95 after church services was recommended, and councilmembers noted crosswalk safety as a priority. Last year, the Police Department was unsuccessful in obtaining a grant to purchase a permanent speed monitoring device. Staff and councilmembers agreed the device would be helpful in controlling speeding through town, and hopefully the price will come down on these units. Chief Eastman stressed the importance of using police reserves as an added presence in town and retaining part-time officers. Compensation issues for part-time officers were discussed. In addition to providing a summary of police calls to newspapers, it was suggested that the information also be posted on the city's website.

Administrator McGuire stated the city received no written comments from the public on the workshop prior to the meeting. Councilmembers stated they had received comments regarding the need to patrol all city streets and alleys, not just Highway 95.

Chief Eastman discussed community-oriented policing to strengthen ties with the community, with an emphasis on fostering relationships with the city's juvenile population. One of the department's goals is to obtain a grant for a community-oriented police officer position.

Discuss and prioritize the Police Department's role in the city: Councilmembers presented their top priorities/goals for the Police Department, as follows:

Councilmember Ridgway:

- ✓ Patrolling streets and alleys for suspicious activity, with a goal of every street/alley at least once per 12-hour shift
- ✓ Encourage residents to contact Police Department with concerns

Councilmember Kraftson:

- ✓ Patrolling Highway 95

Mayor Nowaczek:

- ✓ Explore opportunities to increase positive interaction between police officers and the community, e.g., current police crosswalk patrol at Andersen Elementary

Councilmember Johnson:

- ✓ Identify Police Department needs and future plans

Councilmember Carlson:

- ✓ Patrolling streets and alleys for suspicious activity, with emphasis on alleyways
- ✓ Increased public interaction so residents know police officers by face/name
- ✓ Increased interaction with youth to promote better relationships
- ✓ Maintain open communication with City Council

Discuss approach for hiring new police chief: Administrator McGuire stated he would like to make a recommendation for hiring a new police chief at the July City Council meeting, and requested input on concerns surrounding the appointment.

Councilmember Carlson:

- ✓ Chief must possess good communication skills to interact with staff and public
- ✓ Presence in the community and good leadership skills
- ✓ Open-minded

Councilmember Johnson:

- ✓ Does our personnel policy require that an outside search be conducted? How can we shorten the hiring process to achieve the optimal result?

Administrator McGuire reviewed the process for hiring an internal candidate and stated the City Council needs to decide whether an outside search should be conducted. He noted a professional search would run in the \$15,000-\$20,000 range, and the general consensus of the councilmembers was to pursue internal options first.

Councilmember Kraftson:

- ✓ Recommended using a law enforcement advisor during the hiring process, similar to the process used by City of Stillwater

Mayor Nowaczek:

- ✓ Needs good management skills, people skills, organized, good rapport with staff and clients
- ✓ Hands-on management style – spend part of their time on the street
- ✓ Law enforcement experience, with emphasis on management

Councilmember Ridgway:

- ✓ Working police chief – combination of office and patrol work

Administrator McGuire stated he would be prepared to make a recommendation for hiring a new chief at the next City Council meeting.

Summary of workshop: Mayor Nowaczek concluded the workshop by recognizing the Bayport Police Department as an important community asset. He recognized opportunities for improvement and the need to keep the lines of communication open between the City Council and city departments. He recognized the efforts of the Police Department, and stated he would like the new chief to present department strategies to incorporate councilmembers' goals at a future City Council meeting. Councilmembers are in favor of an internal search for the city's new police chief.

Chief Eastman responded to a question regarding the department's pursuit policy, specifically regarding the use of speed and sirens within the city.

ADJOURNMENT

The workshop concluded at 5:55 p.m.