LAKE CITY POLICE DEPARTMENT

PUBLIC SAFETY BOARD
Meeting Agenda
Wednesday, August 1, 2012
4:30 p.m.
2nd Floor Conference Room

1. Approval of Minutes from July 11, 2012 meeting

2. Port 104 Request for Street Closure for Street Dance 100 block North Washington

3. Request by Chamber of Commerce to Close 100 and 200 blocks of West Center Street and 100 Block of East Center Street for Johnny Appleseed Festival

4. Informational:

   June Clearance Rate – 36.36%
   Budget Report for six months ending June 30, 2012
   National Night Out August 7, 2012
   Hand Gun Replacement
   TZD Enforcement Grant 31K for 2013

5. Board Comments/Miscellaneous

Gary J Majchrzak
Chief of Police

Mailing Address: P.O. Box 448 · Shipping Address: 209 South High Street · Lake City, MN 55041
Telephone Police Emergency: 911 or 651-345-3391 · Administrative Offices: 651-345-3344 · Fax: 651-345-3345

Lake City Public Safety Board
Wednesday, July 11, 2012
4:30 p.m.
Regular Meeting

Members Present:	Board members Duane King, Rev David Badgley, Cindy McGrath
Members Absent:	Chairperson Elwood Gnotke, Board member Dale Nibbe
Others Present:	Chief Gary Majchrzak, Rene Lawson
Others Absent:	Administrative Assistant Kathy Holst

Board member Duane King called the meeting to order in the Chair's absence at 4:36 p.m. with a quorum present.

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 4, 2012

MOTION BY MCGRATH AND SECOND BY BADGLEY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 4, 2012. MOTION CARRIED 3-0-0.

REQUEST FOR STREET CLOSURE AND PARKING SPACES FOR RELAY FOR LIFE

The annual Relay for Life will be held Friday, August 3rd in Patton Park. The event begins at 6:00 p.m. Friday and goes through the night until 6:00 a.m. Saturday morning. A request has been made to close the 100 block of South Oak Street and also to cone off parking spaces in the 200 block of West Center Street on the park side of the street to accommodate event participants.

MOTION BY MCGRATH TO RECOMMEND APPROVAL OF THE REQUEST OF RELAY FOR LIFE TO CLOSE THE 100 BLOCK OF SOUTH OAK STREET AND TO CONE OFF PARKING SPACES IN THE 200 BLOCK OF WEST CENTER ON THE PARK SIDE OF THE STREET FROM 6:00 P.M. FRIDAY, AUGUST 3RD UNTIL 6:00 A.M. SATURDAY, AUGUST 4TH TO ACCOMMODATE EVENT PARTICIPANTS. BADGLEY SECONDED. MOTION CARRIED 3-0-0.

REVIEW LOCAL RETAILERS' REQUEST FOR PARADE PERMIT FOR SANTA'S ARRIVAL

Rene Lawson appeared on behalf of the local retailers in regard to an Application which was submitted by Lake Pepin Pearl Button Co. for a Parade Permit on November 24, 2012 to sponsor the arrival of Santa Claus in Lake City. Mr. Lawson also requested to close off parking on the west side of the 100 and 200 blocks of South Washington Street to allow a safe viewing area for parade watchers. The parade would begin at the 200 block of South Washington

Street, go north to Walnut Street, and return south on Washington St. back to Marion Street. The Lake City Federal Savings & Loan parking lot would serve as the staging area.

MOTION BY BADGLEY AND SECOND BY MCGRATH RECOMMENDING ISSUANCE OF A PARADE PERMIT ON NOVEMBER 24, 2012 FOR LOCAL RETAILERS TO SPONSOR THE ARRIVAL OF SANTA CLAUS IN LAKE CITY. MOTION CARRIED 3-0-0.

FURTHER MOVED BY MCGRATH AND SECONDED BY BADGLEY TO APPROVE THE REQUEST FOR NO PARKING ON THE WEST SIDE OF THE 100 AND 200 BLOCKS OF SOUTH WASHINGTON STREET FROM APPROXIMATELY 11:00 A.M. TO 12:30 P.M. TO ALLOW A SAFE VIEWING AREA FOR SPECTATORS, WITH THE PARADE BEGINNING AT MARION AND WASHINGTON TO WALNUT STREET AND RETURNING ALONG THE SAME ROUTE. MOTION CARRIED 3-0-0.

PORT 104 REQUEST FOR STREET CLOSURE – STREET DANCE 100 BLOCK NORTH WASHINGTON

Discussion was held regarding a written request from Chad Kruempel, General Manager of Port 104, to have a street dance in the downtown area on Saturday, September 29, 2012 from approximately 8:00 p.m. until midnight. The request included closing down the 100 block of N. Washington St. but leaving a single lane open for driving away from the ATM and bank deposit stations beside the drive-up service of Alliance Bank. The request was tabled until someone could appear to answer many questions which the Board had regarding licensing, projected layout, security, noise and containment of the event.

2011 YEAR-END REPORT

The Police Department's Annual Report for 2011 was reviewed with just one question regarding Juvenile Offenses.

NEW DEPARTMENT PROGRAMS AND UPDATES

Safe Driving Class Update – To date, twelve individuals have registered for the Safe Driving Class with registration fees paid in excess of $1400.00. Fees collected will be utilized for police equipment, thereby removing some cost burdens from the City.

Prescription Drug Drop Box – The Prescription Drug Box is seeing very good use from the public. One box of collected prescriptions has already been collected for destruction and another is near full. There is a minimal cost for the destruction of collected medications which the police department bears. This program allows more residents easier access to a safe deposit of unwanted prescription medications.

New Officers – The Police Department has added two new full-time police officers in the last three months to the Department roster. These officers were added to replace existing openings within the Department. No new positions were added. One part-time officer and two reserve police officers were also added from current eligibility lists to the Department. Part-time and

reserve officers work only on an "as-needed" basis. They primarily fill open shifts and work during special events.

2012 Ford Interceptor added to fleet – The new Ford marked police squad car was added to the fleet in late May. The car is purpose-built as a squad car with a police package. It boasts better fuel economy and channels more power to properly run police equipment such as LED lighting and in-car camera systems. The vintage black and white colors were selected by the officers.

INFORMATIONAL

Clearance rates: March 64.28%; April 30.00%; May 50%.

The Board reviewed the Budget Report for the 5 months ending May 31, 2012.

ADJOURNMENT

MOVED BY MCGRATH AND SECONDED BY BADGLEY TO ADJOURN AT 5:39 P.M. MOTION CARRIED 3-0-0.

Duane King, Acting Chairperson

DRAFT

Port 104 Street Dance

Previous Questions from July 11, 2012 Meeting

1. Have you checked with City Hall for additional licenses needed (serving alcohol outside, other)?
2. Leaving a lane of passage for Alliance Bank- who may use it?
3. Is this to be an annual event?
4. Have other businesses been spoken to regarding possible encroachments?
5. Band Stage- Where is the stage to be erected exactly?
6. Why is this event (Grand Opening) being held outside rather than inside?
7. What provisions have been made for the security at this event?
8. How do you intend to respond to noise complaints (close to residential area)
9. Do you intend to have an area for outdoor alcohol sales fenced off?
10. What restrictions will you have in place to see minors are kept from possessing and /or consuming alcoholic beverages at the event?

Port 104/VFW Street Dance Proposal

Projected date: September 29th 2012

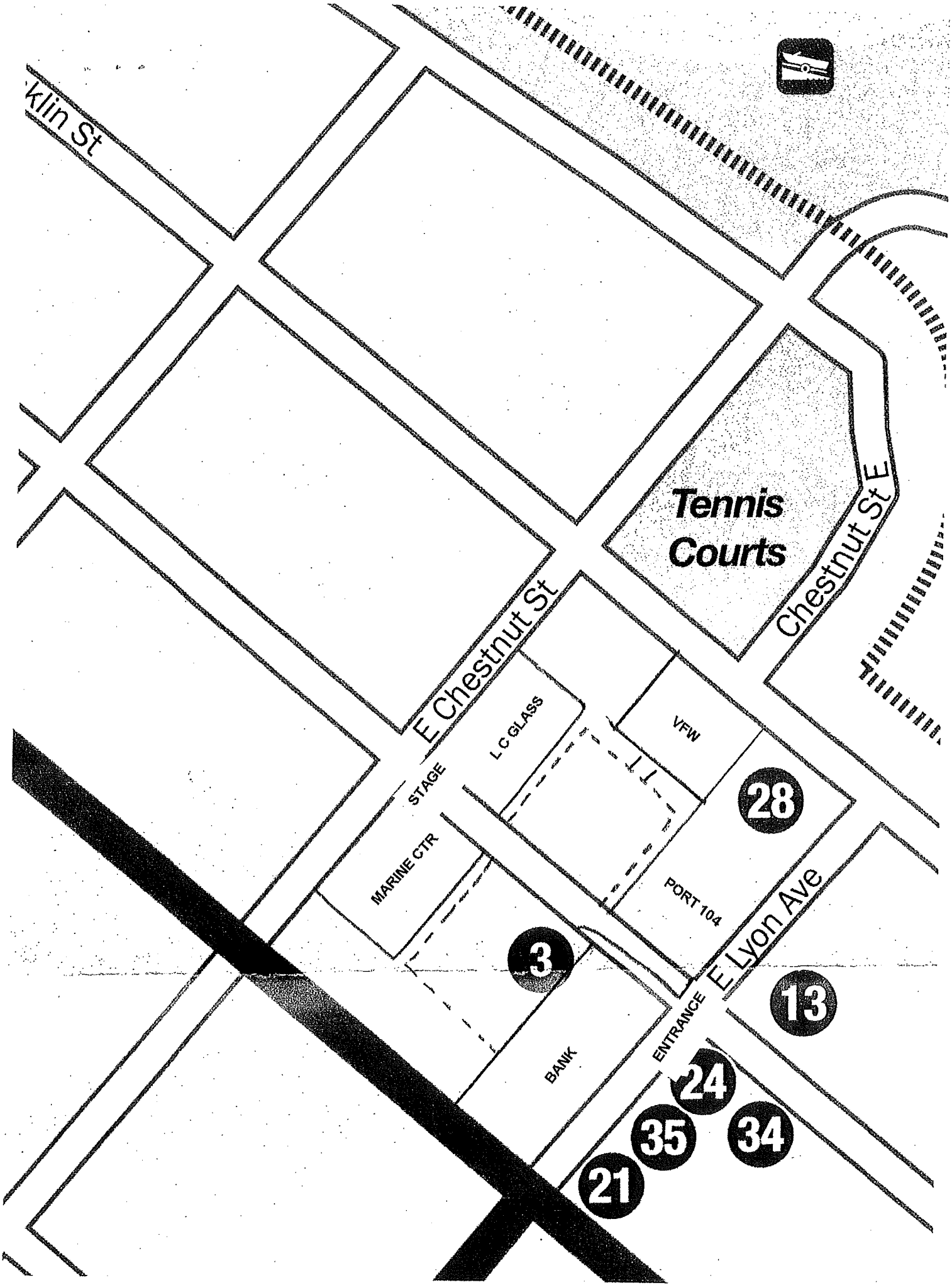
We are interested in have a Grand Opening/Anniversary street dance with live music from approximately 8p.m. to Midnight. Both the VFW and the Port 104 will be looking in to selling canned beer outside our facilities. We have consent from Alliance Bank to use their parking lot for overflow and porta potties. We also have consent of Lake City Glass and Marine Center to block off the street. Alliance Bank would like us to leave an exit from their ATM which would head south in the parking lane of Washington street towards Lyon avenue. We are looking to the City to help guide us in this venture which we would love to turn into an annual event.

Thank You,

Chad Kruempel

General Manager

Port 104/ J&J Liquor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Tennis Courts
Chestnut St E
E Chestnut St
L C GLASS
VFW
STAGE
28
MARINE CTR
PORT 104
E Lyon Ave
3
13
ENTRANCE
BANK
24
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34
21

CITY OF LAKE CITY REQUEST FOR PSB ACTION MEETING DATE: August 1, 2012	**Agenda Item Description:** Request for street closures for Johnny Appleseed Day, Saturday, October 6, 2012. **Attachments:** Yes X No If yes, list: Chamber Letter **Consent Agenda:**	**CITY COUNCIL ACTION** **Date: 8-1-12** ☐ Approved ☐ Denied ☐ Amended ☐ Tabled ☐ Other _____ _____

Originating Department: Police	**Board/Commission/Committee Action:** Public Safety Board

Action Requested: Request by the Chamber of Commerce for street closures for Johnny Appleseed Day, Saturday, October 6, 2012.

Introduction: The Chamber of Commerce is requesting is requesting that three streets be closed for the Johnny Appleseed celebration this year. As in prior years, the 200 blk of W. Center St (for petting zoo) and the 100 blk of E. Center St. (band stage with live music and seating). Additionally, this year the Chamber is requesting that the 100 blk of W. Center St. also be closed. This street area would then be used for a farmer's market and be limited, as are the other closed streets, to pedestrian traffic.

The event is limited to one day and the street closures would be from approximately 9:00 a.m. until 6 p.m. on that Saturday.

Background/Justification/Key/Legal Issues: Minnesota DOT would be contacted regarding both the 100 blocks of East and West Center Streets. Their approval with any restrictions would be heeded.

Budgetary/Fiscal Impact: None.

Alternatives:

1. Do not approve.
2. Table action pending further information from staff, or Mayor

Reviewed By:

Preparer: Gary Majchrzak, Chief of Police

LAKE CITY CHAMBER OF COMMERCE

101 West Center Street
Lake City, MN 55041

651-345-4123
800-369-4123
Fax: 651-345-4195

lcchamber@lakecity.org
www.lakecity.org

July 10, 2012

Dear Public Safety Board:

The Lake City Chamber of Commerce would like to request that the 200 block of West Center Street (in front of City Hall) and the 100 block of East *and* West Center Street be closed to vehicle traffic for the Johnny Appleseed Festival, Saturday, October 6, 2012.

We would like to use the 200 block of West Center Street for a petting zoo, food vendors, the kids' tractor pull. The arts and crafts fair will move from the high school to Patton Park this year, joining the children's activities.

The 100 block of West Center Street will be used for the farmer's market and to ensure safe foot traffic down Center Street. 0900-1800

The 100 block of East Center Street will be used for a small stage with live entertainment and limited seating for viewing the entertainment.

Closing these streets will help us be extra cautious and allow for safe foot traffic within the Center Street corridor. We appreciate you considering these requests and look forward to your response.

Sincerely,

Andrea Hamilton

Andrea Hamilton
Events Coordinator

TIMES
✓
MARY - JEFF P
CHAMBER CHAT

CITY OF LAKE CITY

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2012

FUND 101 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	POLICE					
101-44110-100	POLICE SALARIES-REGULAR	52,199.34	335,401.01	704,000.00	(368,598.99)	47.64
101-44110-110	POLICE SALARIES-OVETIME	3,347.62	8,199.56	27,000.00	(18,800.44)	30.37
101-44110-120	POLICE SALARIES-TEMPORARY	2,554.87	10,449.32	28,000.00	(17,550.68)	37.32
101-44110-140	POLICE PERA	7,794.71	46,733.22	103,000.00	(56,266.78)	45.37
101-44110-150	POLICE FICA	1,212.18	7,345.91	16,000.00	(8,654.09)	45.91
101-44110-160	POLICE GROUP HEALTH INSURANCE	10,214.71	68,749.57	150,000.00	(81,250.43)	45.83
101-44110-170	POLICE LONGEVITY	1,664.00	5,075.20	6,575.00	(1,499.80)	77.19
	PERSONNEL	78,987.43	481,953.79	1,034,575.00	(552,621.21)	46.58
101-44110-210	POLICE OPERATING SUPPLIES	2,331.46	11,846.82	30,000.00	(18,153.18)	39.49
101-44110-220	POLICE MAINT & REPAIR	52.22	2,614.93	17,000.00	(14,385.07)	15.38
101-44110-230	POLICE TOOLS/EQUIP	.00	359.63	300.00	59.63	119.88
101-44110-240	POLICE BOOKS/PERIODICALS	.00	.00	300.00	(300.00)	0
101-44110-270	POLICE UNIFORM	1,786.20	7,755.07	11,000.00	(3,244.93)	70.50
	SUPPLIES	4,169.88	22,576.45	58,600.00	(36,023.55)	38.53
101-44110-300	POLICE PROFESSIONAL SERVICES	303.00	1,343.19	2,000.00	(656.81)	67.16
101-44110-310	POLICE COMMUNICATION	722.02	4,324.65	10,500.00	(6,175.35)	41.19
101-44110-320	POLICE TRAVEL, CONF, SCHOOL	7,872.00	11,902.34	18,426.84	(6,524.50)	64.59
101-44110-340	POLICE PRINTING/PUBLISHING	.00	32.00	500.00	(468.00)	6.40
101-44110-380	POLICE RENTAL	70.00	70.00	200.00	(130.00)	35.00
101-44110-390	POLICE CONTRACTUAL	572.95	4,876.29	15,000.00	(10,123.71)	32.51
101-44110-400	POLICE MISCELLANEOUS	137.03	637.03	1,200.00	(562.97)	53.09
101-44110-900	POLICE PROJECTS/PROGRAMS	.00	664.27	2,500.00	(1,835.73)	26.57
	OTHER SERVICES	9,677.00	23,849.77	50,326.84	(26,477.07)	47.39
101-44110-530	POLICE CAPITAL OUTAY-MACH/EQUI	22,634.61	27,042.50	50,046.00	(23,003.50)	54.04
	CAPITAL	22,634.61	27,042.50	50,046.00	(23,003.50)	54.04
	TOTAL POLICE	115,468.92	555,422.51	1,193,547.84	(638,125.33)	46.54
	ANIMAL CONTROL					

CITY OF LAKE CITY

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2012

FUND 101 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
101-44196-100	ANIMAL CONTROL SALARIES-REGULA	295.68	1,902.89	3,900.00	(1,997.11)	48.79
101-44196-140	ANIMAL CONT EMPYR CONT P E R A	21.44	138.01	283.00	(144.99)	48.77
101-44196-150	ANIMAL CONTROL FICA	21.53	133.50	300.00	(166.50)	44.50
101-44196-160	ANIMAL CONTROL-GROUP HEALTH IN	79.56	484.47	1,000.00	(515.53)	48.45
	PERSONNEL	418.21	2,658.87	5,483.00	(2,824.13)	48.49
101-44196-210	ANIMAL CONTROL OPERATING SUPPL	.00	81.36	250.00	(168.64)	32.54
101-44196-220	ANIMAL CONTROL MAINT & REPAIR	.00	.00	100.00	(100.00)	0
101-44196-230	ANIMAL CONTROL TOOLS/EQUIP	.00	.00	50.00	(50.00)	0
	SUPPLIES	.00	81.36	400.00	(318.64)	20.34
101-44196-320	ANIMAL CONTROL TRAVEL, CONF, S	.00	.00	300.00	(300.00)	0
101-44196-340	ANIMAL CONTROL PRINTING/PUBLIS	.00	.00	75.00	(75.00)	0
101-44196-390	ANIMAL CONTROL CONTRACTUAL	.00	.00	400.00	(400.00)	0
101-44196-400	ANIMAL CONTROL MISCELLANEOUS	.00	.00	50.00	(50.00)	0
	OTHER SERVICES	.00	.00	825.00	(825.00)	0
	TOTAL ANIMAL CONTROL	418.21	2,740.23	6,708.00	(3,967.77)	40.85
	TOTAL FUND EXPENDITURES	115,887.13	558,162.74	1,200,255.84	(642,093.10)	46.50
	NET REVENUES OVER EXPENDITURES	(113,115.73)	(535,876.63)	(1,073,855.84)	746,206.99	49.90-

CITY OF LAKE CITY

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2012

FUND 101 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	POLICE REVENUES					
101-34110-33162	POLICE DONATIONS	5.00	5.00	.00	(5.00)	0
101-34110-33321	POLICE COPIES	107.75	431.75	500.00	68.25	86.35
101-34110-33328	POLICE KENNELS FOOD & CARE	20.00	40.00	400.00	360.00	10.0
101-34110-33342	POLICE COPS GRANT	.00	.00	30,000.00	30,000.00	0
101-34110-33354	POLICE STATE AID	.00	.00	70,000.00	70,000.00	0
101-34110-33370	POLICE - ADMINISTRATIVE FINES	.00	.00	5,000.00	5,000.00	0
101-34110-33371	POLICE FINES-PARKING	375.00	1,355.00	5,500.00	4,145.00	24.64
101-34110-33372	POLICE FINES-COURT	1,718.59	9,986.84	15,000.00	5,013.16	66.58
101-34110-33377	POLICE FORFEITURE FUNDS	.00	250.00	.00	(250.00)	0
101-34110-33524	POLICE MISCELLANEOUS	545.06	10,217.52	.00	(10,217.52)	0
	TOTAL POLICE REVENUES	2,771.40	22,286.11	126,400.00	104,113.89	17.63
	TOTAL FUND REVENUE	2,771.40	22,286.11	126,400.00	104,113.89	17.63

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Office of Traffic Safety

444 Cedar Street • Suite 150 • Saint Paul, Minnesota 55101-5150
Phone: 651.201.7065 • Fax: 651.297.4844 • TTY: 651.282.6555
www.dps.state.mn.us

Alcohol and Gambling Enforcement

Emergency Communication Networks

Bureau of Criminal Apprehension

Driver and Vehicle Services

Homeland Security and Emergency Management

Minnesota State Patrol

Office of Communications

Office of Justice Programs

Office of Traffic Safety

State Fire Marshal and Pipeline Safety

June 28, 2012

RECEIVED
JUN 29 2012
Lake City Police Dept

Officer Matt Klees
Lake City Police Department
209 S. High Street, PO Box 448
Lake City, MN 55041

Dear Officer Klees:

I am happy to inform you that the Lake City Police Department's application for a 2013 TZD Enforcement Grant has been accepted and you have been awarded $31,725.00 according to the following breakdown:

Activity	**Funding**
Seat belts, Distracted and Move over	$ 14,006.00
Speed	$ 7,144.00
Impaired	$ 10,575.00
Total Enforcement	**$ 31,725.00**
Dispatch	$ .00
Equipment Alcohol	$ .00
Equipment	$ .00
Administration	$ .00
Total Dispatch, Equip and Admin	**$ .00**
Total Grant	**$ 31,725.00**

We are joining a national effort of keep our citizens safe doing the most dangerous thing they may ever do. Below is important information that you will need to know to finalize the grant agreement.

Office of Traffic Safety (OTS) Coordinator – The OTS Coordinator that will manage your grant will be Bruce Johnson who can be reached at (651) 201-7067 or bruce.a.johnson@state.mn.us.

Grantee Meeting - A meeting will be scheduled very soon by the Law Enforcement Liaison in your area. Again this year joint meetings will be held in several areas of the state. It is very important that a person from each agency that is participating in the grant attend these meetings. It will be a chance for us to meet you again and pass on some additional information and for you to ask questions of us.

2013 Grant and Budget – Your budget and work plan may require some modification. If any changes need to be made your grant coordinator will be in touch with you.

EQUAL OPPORTUNITY EMPLOYER

Resolution - Only the lead fiscal agent is required to obtain a resolution from either the city council or county board for the agency to participate and sign the grant agreement. Remember that the Resolution must cover the 2 years of the grant. If you haven't already done so, start that process now so when the grant agreement is available for signature, the resolution is completed.

Toward Zero Deaths (TZD) Conference – The TZD Conference will be October 22-23, 2012 in Bloomington. We will need the list of attendees from you as soon as possible. Please keep us apprised of any changes to the list as time goes on. The OTS will cover the cost of registration and hotel room (if necessary) for **one person from each agency** in the grant. As always, you'll need to make hotel reservations and register for the conference on your own; you'll receive more information on making arrangements and attending the conference by e-mail soon.

On the last day of the conference in the afternoon we will be hosting two training opportunities. Sgt. Rick Munoz of the Minnesota State Patrol will be conducting the 4 hour SFST refresher course. This is the only one scheduled in the metro area. Any officers that plan on attending this training should contact Amber at DWItraining@state.mn.us

Also that afternoon the POST approved, 3 hour, Children and Restraint Systems (C.A.R.S) training will be offered. Both courses will be provided at no cost. This will be an opportunity for you to get the required training for your grant and to have additional officers trained in child passenger safety. If you plan on attending this training contact Heather Darby at heather.darby@state.mn.us

E-grant System – The 2013 TZD Enforcement Grant will be managed through the E-Grant system. Any training needed for the reporting process will be available upon request.

ROAR- All your activity must be reported through the Real-time Officers Activity Reporting system. Training on the system will also be available upon request.

We will not leave you hanging with either of these systems. They make things easier for you and for us.

October Seat Belt Mobilization – Publicity for the October Seat Belt Mobilization starts October 5 and enforcement begins October 12. These dates will be here soon and there is still a lot to be done to finalize the grants. Please do not hesitate to call your coordinator if you have any questions about the grant agreement.

Congratulations on receiving the grant! All of us in OTS look forward to working with you as we work towards our goal of Toward Zero Deaths.

Sincerely,

Bruce Johnson

Bruce Johnson
Enforcement Coordinator
651-201-7067