

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **March 10, 2004**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Bob Bowen, Barry Anderson, Donna Baysinger, and Lt. Dave Erlandson - Interim Chief, Human Resource Director Brenda Ewing, City Attorney Marc Sebor and Jane Otto from the Hutchinson Leader. The meeting was called to order.

Lt. Erlandson stated that the department had progressed with the selection process for police officer. He said that there were six applications through recruitment however, two did not respond to a letter sent stating interviews would be taking place. Four initial interviews were given with three advancing to the testing phase. The following names achieved the necessary scores to be placed on the eligibility roster: Jesse Mathwig and Jason Peterson. Bob Bowen, seconded by Donna Baysinger, made the motion to accept the eligibility roster as presented to the commission. Motion carried.

Marc Sebor then addressed the commission with regard to the selection process for the chief of police opening. He stated that the position was advertised in late November to which there were 27 applicants. The applications were then reviewed with there being seven individuals who advanced to the interview phase as a semi-finalist. The interviews were conducted two weeks ago. The interview panel consisted of Mayor Marlin Torgerson, City Administrator Gary Plotz, City Attorney Marc Sebor, Human Resource Director Brenda Ewing, Police Commissioner Bob Bowen, and City Councilman Casey Stotts. The scores for the interviews were averaged and then the applicants ranked. The field was then narrowed to three individuals who will be invited to the second round of interviews. Sebor then stated that the commission could require additional testing i.e. skills, physical and/or psychological. Lt. Erlandson informed the commission that in order to be licensed in the state of Minnesota all individuals go through a skills course. After some discussion a motion was made by Bob Bowen, seconded by Barry Anderson, to by-pass the additional testing. Motion carried.

Brenda Ewing then gave the names and a brief background of the three applicants that remained. Those being: Michael Carey, Daniel Hatten, and Michael Kutzke. She also stated that the other applicants had been Sgt. Chris Dobratz, Lt. Dave Erlandson, Kevin Rabbit of Maplewood and Gordon Wyberg of Florida. Ewing then stated with the approval of the eligibility roster backgrounds on the applicants would be completed within the next two weeks. Barry Anderson made a motion, seconded by Donna Baysinger, to accept the eligibility roster. Motion carried.

Donna Baysinger then asked about the policy and procedures manual update that had discussed at a previous. Lt. Erlandson stated that a review of the manual was still planned however, in light of the circumstances that it has been tabled until after the chief's position has been filled. Baysinger also stated that she had been to the police web site and noticed some outdated information. Lt. Erlandson stated that the person who handles the web site in the department would be given this information and the updates made to the site.

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With there being no further business to discuss a motion was made by Bob Bowen, seconded by Barry Anderson, to adjourn the meeting. Motion carried.

Time of adjournment was 8:05 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **April 15, 2004**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Bob Bowen, Barry Anderson, Donna Baysinger, and Lt. Dave Erlandson - Interim Chief, Human Resource Director Brenda Ewing, City Attorney Marc Sebor, Council Member Casey Stotts, Finance Director Ken Merrill, City Administrator Gary Plotz, and Mayor Marlin Torgerson. The meeting was called to order.

Lt. Erlandson stated he wanted to update the commission on the selection process for the police officer position. He stated that it was in the final stages and that Jason Pederson would be having his psychological next week. Donna Baysinger asked about the other individual on the eligibility roster. Erlandson stated that Jesse Mathwig was still in school, would be graduating in May, and taking his licensing test in July. He will remain on the roster and most likely applying for the park patrol position.

Lt. Erlandson then updated the commission with regard to the Southwest Metro Drug Task Force. He stated that Sgt. Dobratz was filling in as our agent with the departure of Jake May until the end of June. He is also serving as the coordinator to the end of the year. The funding for the task force depended upon the legislation and what they end up deciding. He also stated that the officers are looking a unionizing and that he, along with Brenda Ewing had met with an attorney to look at what needed to be done. A vote by the officers has not been set as of this date.

The minutes from the prior meeting were reviewed. A motion was made by Bob Bowen, seconded by Barry Anderson, to accept the minutes. Motion carried.

Lt. Erlandson also informed the commission that the photographs of the officers had been removed from the department's web site. He stated that there is a state statute that states the department must have permission in order to display the photographs and it was decided to just remove the pictures.

The commission was then informed that Michael Kutzke, one of the candidates for the chief position had withdrawn from the process and two candidates remained. The next step in the process is for the commission to make a recommendation to the city council for them to take a vote. Brenda Ewing stated that the city had hired Richard Setter and Associates to complete the background checks on the candidates and they should be completed by April 27th. It was agreed that the commission did not want to make a recommendation until the backgrounds have been received and they are able to review the information. Donna Baysinger then requested that each attendee at the meeting who had been involved in the interview process state their thoughts regarding the two candidates. After this was completed it was decided that the commission would meet again on **April 29th at 7:00 a.m.** to review the backgrounds and come up with a recommendation for the city council.

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With there being no further business to discuss a motion was made by Bob Bowen, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 8:30 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **April 28, 2004**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Bob Bowen, Barry Anderson, Donna Baysinger, and Lt. Dave Erlandson - Interim Chief, Human Resource Director Brenda Ewing, City Attorney Marc Sebora, Council Member Casey Stotts, City Administrator Gary Plotz, and Mayor Marlin Torgerson. Also in attendance were Officers Roger Bakken, Steve Sickmann and Travis Heinrich, and Communication Specialist Robin Shoen. The meeting was called to order.

Bob Bowen stated that the background checks had been received and copies given to each commissioner for review. Marc Sebora stated that the purpose of the meeting was for the commission to make a recommendation for the city council. He stated that according to data practices the information in the backgrounds was private information, however the open meeting law states that the information may be referred to at the meeting and then destroyed. Donna Baysinger inquired as to the differences in the information included in each of the backgrounds. Marc Sebora informed her that they were limited to the information the various agencies had – some agencies have a shorter retention schedule than others.

At this point in the meeting commissioners in turn discussed their opinion with regard to each of the finalists. Once this discussion was complete the commissioners each stated who they would recommend for the position of Director of Police / Emergency Management Services. The recommendation was as follows: Bowen – Daniel Hatten, Baysinger – Michael Carey, Anderson – Michael Carey.

Lt. Erlandson then informed the commission that he had extended an offer to Jason Pederson for the police officer position and he accepted. He will begin on payroll May 2nd. There was some discussion on the recruitment application process.

With there being no further business to discuss a motion was made by Barry Anderson, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 8:10 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **May 10, 2004**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Bob Bowen, Barry Anderson, Donna Baysinger, Tom Schwartz, Human Resource Director Brenda Ewing, City Attorney Marc Sebor, Council Member Casey Stotts, and Sgt. Tom Gifferson. Also in attendance were Sgt. Joe Nagel, Officers Andy Erlandson and Amanda Alsleben. The meeting was called to order.

Bob Bowen stated that the special meeting of the commission was called to discuss the recommendation to the city council for the position of Director of Police / Emergency Management Services. Commissioner Anderson stated that he wanted to change his vote that had been taken at the April 28th meeting. He stated that after the meeting he was uncomfortable with his vote supporting Michael Carey. A discussion was held with comments from Barry Anderson and Donna Baysinger. Once the discussion was complete the commissioners stated their recommendation that is as follows: Bowen – Daniel Hatten, Baysinger – Michael Carey, Anderson – Daniel Hatten.

A suggestion was made that either Marc Sebor or Brenda Ewing attend future commission meetings to insure that the civil service rules are followed. It was also requested that written agendas be sent out so that everyone may come prepared. Casey Stotts questioned Bob Bowen calling the meeting and he was informed that his term did not end until May 31st.

With there being no further business to discuss a motion was made by Barry Anderson, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 7:25 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **July 14, 2004**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, Human Resource Director Brenda Ewing, City Attorney Marc Sebor, Lieutenant David Erlandson and Chief Daniel Hatten.

Chief Hatten called the meeting to order and the commission elected its officers. Barry Anderson nominated Donna Baysinger for Secretary, seconded by Tom Schwartz. The vote was unanimous. Donna Baysinger nominated Barry Anderson for Chairperson, seconded by Tom Schwartz. The vote again was unanimous.

Tom Schwartz was sworn in as a police commissioner by City Attorney, Marc Sebor. The minutes from the May 10, 2004 meeting were read and approved. Chief Daniel Hatten introduced himself to the Commission and gave a brief personal background.

Chief Hatten informed the Police Commission that Officer Travis Heinrich was granted eight weeks of family leave, four of which will be paid, and four weeks unpaid.

Chief Hatten addressed the commission in regard to possible officer vacancies in the near future. Chief Hatten has been informed by two police officers in the patrol division that they are both currently on Minnetonka Police Department's eligibility roster. It is anticipated that both officers will be accepting a position with Minnetonka by the end of the year. Lieutenant Erlandson stated that Hutchinson Police Services has proceeded with the selection process for a full time police officer. He said that there were three applicants, however, one did not respond to a letter sent stating interviews would be taking place. Two initial interviews were given with both applicants advancing to the testing phase. The following names achieved the necessary scores to be placed on the eligibility roster: Adam Schuman and Eric Hansen. Tom Schwartz, seconded by Donna Baysinger, made the motion to certify the eligibility roster as presented to the commission. Motion carried.

Chief Hatten informed the commission that Jesse Mathwig will be hired as a part-time police officer. Jesse has completed a two-year program at Alexandria Technical College, is eligible to be full-time licensed, and is on the eligibility roster which was approved on March 10, 2004.

Chief Hatten also informed the commission that communications specialist Robin Shoen accepted a position with the Minnetonka Police Department as a records supervisor. Robin's last day of work with Hutchinson Police Services will be July 17, 2004. Due to the vacancy in communications, Chief Hatten asked for authorization to post an open advertisement for the position of a full time communications specialist. Brenda Ewing explained the process of open advertising to the commission. Tom Schwartz made a motion, seconded by Donna Baysinger, to open advertising to fill an eligibility roster for full time communications specialist. Motion carried.

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The commission was informed by Chief Hatten that part-time communications specialist, Nancy Redetzke, had submitted her resignation as of June 4, 2004, in conjunction with her retirement from her full time teaching position with the Hutchinson school district. Due to combined service pension requirements, PERA requires annuitants to be out of public employment for 30 days. After that time annuitants may be re-employed, but no longer contribute to the retirement fund. Lieutenant Erlandson advised the commission that interviews were held to add names to the part-time communications eligibility roster. There were three applicants, however, one did not respond to a letter sent stating interviews would be taking place. Initial interviews were given which included Nancy Redetzke and one other applicant. Nancy Redetzke was the only individual who achieved the necessary score to be placed on the eligibility roster. Donna Baysinger, seconded by Tom Schwartz, made the motion to accept the eligibility roster as presented to the commission. Motion carried.

Donna Baysinger inquired as to the status of positions within the department working with the Southwest Metro Drug Task Force. Chief Hatten stated that Sergeant Chris Dobratz is currently the coordinator for the program, and Officer Adam Ament has been assigned to a position as an agent with the task force. Both assignments will end December 31, 2004.

Barry Anderson inquired about a recent grant application for Homeland Security. Lieutenant Erlandson stated the grant application was not successful.

The commission was informed that after a petition to unionize, the police officers and sergeants voted down unionizing by a vote of 12-7.

Chief Hatten spoke about the city's web page updates that include the boards and commissions of the city, along with its members. The web page now has the dates that the terms expire for the commissioners and board members.

The question was asked as to when Chief Hatten will be sworn in. It was discussed that Chief Hatten is required to complete firearms, defensive tactics and fitness training before he is sworn in at the next station meeting which is tentatively set for August 12, 2004. Chief Hatten is also in the process of becoming POST licensed in Minnesota.

With there being no further business to discuss, a motion was made by Barry Anderson, seconded by Tom Schwartz, to adjourn the meeting. Motion carried.

Time of adjournment was 8:10 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on September 20, 2004, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, Human Resource Director Brenda Ewing and Chief Daniel Hatten.

Chief Hatten called the meeting to order. Barry Anderson made a motion, seconded by Tom Schwartz, to approve the minutes from the July 14, 2004 meeting. Motion carried.

Chief Hatten then updated the commission with regard to the status of the communication specialist opening. Chief Hatten stated that there had been 72 applications, with 47 of those being interviewed. He stated that this was to fill the full time vacancy created when Robin Shoen left the department. Hatten stated that if the commission approved the roster he would then have a one-on-one interview with the top three candidates on the list. A conditional offer could then be made with the background, physical and psychological to follow. A motion was made by Barry Anderson, seconded by Donna Baysinger, to accept the eligibility roster for communication specialist as presented. Motion carried.

Chief Hatten informed the Police Commission that Officer Travis Heinrich had resigned his position with the department and would be joining the Minnetonka Police Department. This resignation opened up a full-time police officer position. He stated that Jesse Mathwig had been hired as a part-time officer and was currently in the process of field training. He requested that the department be allowed to move Officer Mathwig from the part-time position to the open full-time position. A motion was made by Barry Anderson, seconded by Donna Baysinger, to change the status of Jesse Mathwig from part-time to full-time. Motion carried.

Chief Hatten then updated the commission on recent events. He stated that the garage facility project was near conclusion and that he planned on having an open house for the facility. The Arts and Crafts festival had been held with great success. He stated he did not have any numbers yet on the events attendance. Chief Hatten had met with Ron Johnson, the new principal of the high school and the two had attended the most recent school board meeting. This was done to address the school liaison program and look at what is being done and anything issues that need to be addressed. He then addressed the issue of the policy and procedure manual. He stated that the update process has begun and that the entire manual will be reviewed and updated as needed. Chief Hatten stated that he had attended the McLeod county fair on most days and that the public safety booth, which includes both police and fire, won a blue ribbon for the display. The last item the chief addressed was regarding having a separate meeting which would include Marc Sebor who would discuss with the commissioners the role the commission plays and the responsibilities placed upon it.

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With there being no further business to discuss, a motion was made by Donna Baysinger, seconded by Tom Schwartz, to adjourn the meeting. Motion carried.

Time of adjournment was 7:40 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a special meeting on **December 9, 2004**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, Human Resource Director Brenda Ewing, City Administrator Gary Plotz, City Councilmember Casey Stotts, Mayor-elect Steve Cook, Lt. Dave Erlandson and Chief Daniel Hatten.

Chief Hatten arranged for Richard Setter of Setter & Associates to present to the commissioners the background of police commissions – why they were established, how they have evolved, and where they are headed. Also addressed was what the role and responsibilities of the police commission entails as well as how some of these are duplicated by city government human resources.

With there being no further discussion the special meeting was adjourned.

Donna Baysinger