



**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF STACY IN THE COUNTY OF CHISAGO
AND THE STATE OF MINNESOTA PURSUANT TO DUE
CALL AND NOTICE THEREOF**

**SPECIAL MEETING
AUGUST 2, 2017, 7:00p.m.
RICK DOYLE BUILDING, 30309 Forest Blvd**

Call to Order

The meeting was called to order by Mayor Utecht at 7:00pm.

Roll Call

Present: Jim Ness, Mark Utecht, Tony Olivolo, Chuck Lucia, and Mark Ness

Absent: None

Others Present: Rick Duncan, Mike Haehnel, Joan Haehnel, and Dick Benson

Purpose of the Special Meeting

The purpose of the Special Meeting is to discuss the sheriff's contract and items relating to.

Discussion

Sheriff Duncan presented information to the council regarding the services the department provides to Stacy; see Attachment A. He also presented a report detailing the calls to Stacy for the period January 1, 2017-June 30, 2017. The report presented is not typically a report requested by contract cities and not readily available; therefore, there may be a cost assessed to Stacy for this type of report. However, this may be changing in the near future due to a software update. Sheriff Duncan also encouraged the city to consider increasing their contract hours.

Points made by the council:

- The report contained the information that the council wanted; citizens have been stating we don't get what we're paying for this is the proof the council can show the citizen.
- Can the city request hours for patrol? Yes.
- Sheriff Duncan will provide the statute on what his office is required to provide Stacy.
- This meeting is not meant to slight the officer's serving Stacy; it is meant to assure we are getting what we pay for.
- It appears as we are getting what we are paying for; we need to communicate that to the citizens. The city website will be utilized.

Member T. Olivolo thanked the sheriff's department for their help on the National Night Out event.



**Meeting Adjourned at
8:27p.m.**

Motion by J. Ness to adjourn. Second by C. Lucia. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Sharon MT Payne

General Contract Services

The following services are provided in the Sheriff's Office contracted services (See attached contract fact sheet for description of each category)

Dedicated Patrol Coverage during Contract Hours	Crime Prevention Services
County-wide Patrol Coverage in Addition to Contract Services	Records Services
Investigation Services	Reserve Services
City Liaison	Liability
Backup Services	
Supervision	
Personnel Considerations	
Vehicle and Equipment	
Canine Services	

Current Stacy Contract

Scope of Services to be compensated by contract

- .) Patrol services with random patrolling of residential areas, businesses, parks and other public property areas
- Enforcement of State and city ordinances
- Traffic Enforcement including the use of speed detection devices and speed deterrent strategies
- Criminal investigations and crime lab services
- Jail detention
- Response to medical, fire, and other emergencies
- Dispatching and other necessary communication devices
- Attendance at City Council meetings

Current Stacy Contract

Scope of Services that Sheriff's Office does not use contract hours:

- Criminal Investigative and Crime Lab
- Jail Detention
- Response to medical, fire, and other emergencies (unless it is during the contract hours).
- Dispatching
- Attendance at City Council Meeting

Based on the contract all calls for services mention above can be charged at contract rate, which includes all 911calls, however this is not how the Sheriff's Office utilized the contract hours.

If the Sheriff's Office did use contract calls for all of these services, the City of Stacy would not get any proactive enforcement all calls for service would exceed the total contract hours.

General Provisions of Current Contract

The Chisago County Sheriff's Office shall submit to the Municipality quarterly activity reports detailing the activities of the Sheriff's Office within the Municipality. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued; however no information will be provided which would violate the State Data Practice Act or impeded an active investigations.

The Municipality may contract with the County for additional law enforcement services above and beyond those provided in this agreement. Additional agreement upon services shall be reduced to writing and duly executed by the authorized parties to this agreement .

General Provisions of Current Contract

City of Stacy does get a quarterly report, as do all of the contract cities regardless if they are full-time contracts or not.

No contract city has ever asked for the detailed report of hours worked, date and time of start and finish of deputies in contract hours.

If this was asked by contract cities this detail of report would be only provided to contract cities, free of charge, to those that request full-time services.

City of Stacy Contract hours

Current contract hours are average of 20 hours a week (1/2 FTE)

Contract hours are only calculated when a deputy is assigned to work the City of Stacy.

NO 911calls for service are calculated in the contract hours unless it is during the hours when deputy is assigned.

NO contract hours are calculated when a non-contract deputy is using the office at the Stacy Fire Hall.

NO contract hours are utilized for preparing reports or investigations

Stacy Contract Hours by Hours

Attached report provided to City Council of 2017 (Jan 1-June 3Qth) contract hours by date and time, Start and finish time, and Deputy.

Total Hours contract hours (1/1/2017-6/30/2017): 567 hours and 42 minutes

Total Hours per Month: 94 hours and 37 minutes

Total Hours per Week: 23 hours and 39 minutes

Total Hours per Day: 3 hours and 22 minutes

This is 3 hours and 39 minutes over the contract hours per week, just in contract hours (not included are the number of hours of 911calls outside of contract hours)

Non Contract Hours

This page reflects the hours spent on 911calls for service from the time Deputy arrives to the time Deputy clears the call. This does not include investigative calls or general patrol outside of dedicated contract hours (to include squads at fire hall)

Total Hours of calls for service (1/1/2017-6/30/2017) 355 hours and 39 minutes

Total Hours per Month: 59 hours and 16 minutes

Total Hours per Week: 14 hours and 49 minutes

Total Hours per day: 2 Hours and 7 minutes

Total Hours Calls for Service & Contract Hours

This is the total hours within the City of Stacy (not including general patrol and Investigative hours) between 1/1/2017-6/30/2017.

Total Hours: 923 hours and 21 minutes

Total Hours per Month: 153 hours and 53 minutes

Total Hours per Week: 38 hours and 28 minutes

Total Hours per Day: 5 hours and 30 minutes

Current Stacy Contract calls for 20 hours a week, Sheriff Office is well above that in total time(38 hours) for City of Stacy.

TRAFFIC ENFORCEMENT 1/1/2017-6/30/2017

Total Traffic Stops in City of Stacy = 158

Total Traffic Stops related to intersection of Stacy Trl/Forest Blvd = 123

Percentage of Traffic Enforcement related to Stacy Trl/Forest Blvd = 80%

No Contract with Sheriff Office

Response to Emergency 911calls only

Respond and handle all of the CCSO responsibilities (See Sheriff Office and City responsibility sheet)

General Patrol or proactive police work based on priority of the county and crime trends

Traffic Enforcement will be general and priority based on crime trends and statistical data

Contract with other Agency

County Sheriff's Office will not respond to 911calls (unless mandated by law or mutual aid agreements in place of other agency)

All investigation will be referred to the other contracted agency

All non-emergency calls will be referred to other contracted agency

All complaints will be sent to other contracted agency

Chisago County Sheriff's Office will basically provided the same services we provided to other local law enforcement.

Chisago County Sheriff Office

Exceeds the total hours of the current contract

Provides Traffic Law Enforcement on Stacy Trail/30 including Noise (80% of the traffic enforcement in the City of Stacy)

Sheriff Office does not have to respond to all 911calls for service if not contract was in place, just those within the responsibility of the Sheriff Office .

Sheriff's Office presence is basically double the amount of the total contract hours (more if you include general patrol hours and investigative hours)

Presence at the Fire Hall is not included in the contract hours and gives the City of Stacy additional Law Enforcement presence.

Contract hours should be increased not eliminated, based on the services provided.

City Protocol For Non-contracted CCSO Response

CCSO Responsibility	City Responsibility
Predatory Offender Tracking	Theft Reports
Crimes against Persons	Medicals
Death Investigations*	Burglary Reports
Stolen Vehicles/Firearms	Alarms
Missing Person/Runaways	Nuisance Complaints
Investigate Sex Crimes	Barking Dogs/Animal Complaints
Personal Injuries Crashes (First Aid Purposes)	Motor Vehicle Crash Investigations
Waterway Enforcement*	Crime Watch Groups
ATV crashes	Permit to Purchase Firearms
Felony Crimes (In progress)*	Investigation of Crimes not mandated
* Denotes Statutory Mandates	Property Damage Reports
	Fraud
	Vehicle Impounds
	Motorist Assists
	Suspicious Vehicles
	Suspicious Persons
	Suspicious Phone Calls
	House/Property Checks
	Firearm Discharges
	Trespass
	Check Welfare
	Traffic Control
	Liquour and Tobacco
	Backgrounds/Licensing/Complaince
	Civil Disputes: Child Custody,Neighbor
	Lockouts
	Crime Prevention
	K-9 Demo/Requests
	Reserve Requests
	Traffic Violations/Complaints
	Found Property
	ATV/Snowmobile/Dirt Bike Complaints
	Ordinance Violations
	Domestic Escorts
	Extra Patrol Requests
	Juvenile Activity
<i>Note this list is not all inclusive, but rather a guide of examples. Calls for service will be evaluated on a case by case basis by supervisors to determine if it is a baseline or mandated service. If it is not a mandated, the call would be referred to City Hall.</i>	The Calls for service represented in this column were some of the actual calls types handled by CCSO in the past