



**CROSSLAKE PUBLIC SAFETY COMMISSION
AGENDA – MONDAY MAY 8, 2023 9:00AM**

Attendees: Heales, Chief Lee, Kevin Lee, Chief Lohmiller, Knapp, Herzog, Mowers, Karlson, Seibert-Volz

Guests : Mike Lyonais, Sergeant Jake Maier

1. Call to Order – 0900

Approval of the Minutes March 8, 2023

Motion Matt Karlson, Second Curt Mowers – All in Favor

2. Administrative Assistant for Police Department, Chief Lee

- Chief Lee – Council Member Jackson Purfeerst reached out to Chief Lee regarding the Police Department Administrative Assistant position and that he will be bringing this to the Next Council meeting. Chief Lee thought it would be good topic to run through the public safety commission since it has been discussed in the past.
- Chief Lee submitted two Job Descriptions from neighboring Police Departments. (Breezy Point/Pequot Lakes) Attached in email.
- Currently Chief Lee and Sergeant Maier spend 70 percent and 40 percent of their time respectively doing administrative duties.
 - Administrative Assistant Benefits
 - Free up officers for more patrol.
 - More time out of the office with other county teams and events.
 - Help with audit.
 - More Community Outreach for Officers
 - Supports the Police Department Staff with transcription, data entry, and records maintenance
 - Answers phones and walk ins at the office.
 - Other duties as assigned

- Full Time Position
- Training needed depending on experience

Motion: Recommendation to the City Council to hire Police Administrative Assistant.

Motion: Matt Karlson

Second: Curt Mowers

All in Favor

Seibert-Volz / Herzog – abstain from Vote

3. Side by Side ATV from Parks Dept. for Police Department, Chief Lee

- Chief Lee – TJ from the Community Center has a side by side the Council voted to put up on bid for sale last month. Chief Lee thought it would be a good asset to the Police Department at no cost and would like the city to keep it.
 - Police Department does not have a side by side currently.
 - Can be used for incidents as well as community events.

Motion: Recommendation to City Council to have the side by side taken off bid for sale and transferred to the Police Department.

Motion: Chief Lohmiller

Second: Curt Mowers

All in Favor

Seibert – Volz / Herzog – Abstain from Vote

4. Old Business

- Update on Curb Painting – Chief Lee will reach out to County for the painting of CR 66 near Moonlight and Event Center on County Road 3.
- Bob Heales would like to see a Crosswalk at Swann and CR 66 for school access and safety.
- Town Square painting and striping needs to be updated.

5. New Business

- Chief Lee stated he received notice from the City of Emily requesting a bid for Police Coverage. They were looking for 60 Hours a week.
 - Chief Lee will not submit a bid for this request. With limited staffing and the hours requested it would be impossible.

- Chief Lee and Sergeant Maier will be looking for Part-Time Officers to get some trained and possibly transition into full time employment in the future.

6. Adjourn 0955 Herzog/Knapp

Breezy Point/Pequot Lakes Police Administrative Assistant Job Descriptions included in email.