

Approved 8/31/17

**CITY OF KEEGO HARBOR STUDY SESSION MEETING MINUTES
CITY HALL, 2025 BEECHMONT
MONDAY, JULY 17, 2017, 7:00 P.M.**

CALL THE MEETING TO ORDER: Mayor Rubin called the meeting to order at 7:04 p.m.

ROLL CALL: Mayor, Sidney Rubin, Mayor Pro Tem, Joel Yoder; Council Members John Fletcher, Rob Kalman and John Newberry

PUBLIC COMMENT: (As to non-agenda items only)

Dave Albery, GWBCCC, introduced Focus Groups starting in July and August

Gino Santia, Planning Commission, mentioned Planning Commission meetings will be televised 10 times throughout the year. The first meeting televised will be Thursday, August 3rd at 7:00 p.m.

Closed to the public

Study Session Topics:

Job Description for Chief of Police

Mayor Pro Tem Yoder would like to agree on Thursday to have the position advertised and posted for 30 days and move forward on the hiring process have City Attorney Ryan receive the resumes'.

Council discussed having a working Chief, for a small community like Keego Harbor, who can see and get to know the Chief by patrolling the streets. Looking internal or external for the appropriate fit for the city, the Chief of Police Job Description needs to have a few amendments to the language and it would be ready for approval.

Open to the Public:

Eric Gubka, 2066 Maddy Lane, asked if the police chief was going to be required to perform patrol officer duties.

Gino Santia, 1999 Cass Lake Road, to consider a working chief but can the person do that type of work, patrol officers have certain requirements and chief of police have other requirements.

Karen Meabrod, 2255 Maddy Lane, the as needed for the chief of police to cover patrol shifts, who would decide the as needed.

Closed to the public

Mayor Lorenz indicated that Sylvan Lake Mayor/Council will discuss sharing services with Keego Harbor for a Chief of Police. Serious consideration with Sylvan and hiring a working Chief of Police with administrative qualifications, share equipment, IT Department, DPW Equipment, Clerk & Treasurer, try to start small and move to more arrangements and relationship with merging and sharing with each other.

Council would like to share the police chief job description with Sylvan Lake to read and review and bring forward any changes to the description to have Sylvan Lake involved in the interview process. Would need to work for both communities, keeping the identities of each city separate there is a lot to be learned.

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Mayor Lorenz indicated a \$100,000 for a chief is the lowest salary, hiring part time officers train then they leave for full time positions. Cost of having a police chief could save a ½ mill which would be approximately \$60,000. Once you start working together and if works out then more could be done down the road, a trial period would need to be set of approximately 2 years to see how it is working, start with joint meetings would like to work towards a merge sooner than later and have both cities work together from start to finish.

Council Members discussed the state helping with this type of collaboration agreement, need to push forward and keep moving forward with hiring a chief of police.

Open to the public

Gene Shieh, Part time Police Officer Keego Harbor, indicated he worked for Sylvan Lake and is currently working for Keego Harbor, it's nice having a chief that supports you, it's nice having a chief that is available to help and answer questions when you are on the road, if the chief was out on the road and got into trouble the social media would be all over the story.

Karen Meabrod, asked how much time do we have, Sylvan Lake to be part of the process from start to finish, need to move forward and would hate not to give them the opportunity to be on it from the beginning. Thinks there is enough support for a millage and the millage should be placed on the ballot no matter we discuss merging with Sylvan Lake or not.

Closed to the public

Mayor Rubin indicated there is a need to have a police command structure put in place.

Consensus by Council for Mayor Rubin to work with John Martin, Sylvan Lake City Manager on the description for the Chief of Police for both cities having a document completed by August 1st, 2017.

Public Safety Millage

Council discussed saving some funds if Sylvan Lake and Keego Harbor share a police chief, but needs to move forward with the Public Safety Millage if the merge fails, plus the savings with the merge of the police chief would be an addition to the millage. The millage would be dedicated to the police department which would help with capital expenses like fleet vehicles and live scan system. The fund balance would help with payroll 1 more fulltime police officer, more funding for police officer training. Will have public meetings to educate the residents.

Open to the public

Karen Meabrod mentioned creating a newsletter to explain the millage and how it will benefit the residents and the police department.

Closed to the public

Council discussed the millage and different amounts of the millage they need to decide on at the regular Council Meeting on Thursday July 20, 2017.

Proposal submitted by EMPCO

Council Member Kalman indicated City Council has an understanding of what to look for in a Police Chief, but Empco has a process that would keep the choosing of a Police Chief simple by reviewing the applications and narrowing it to the top 5 applicants, the cost would be \$8,000.

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Some Council Members discussed not wanting to spend that kind of money, but getting a committee to filter through and narrow the applications and have Sylvan Lake involved with the process, discussed hiring a municipal consultant, which would take the politics out of the process.

Mayor Lorenz indicated Sylvan Lake will hold a special meeting to discuss the process and report the outcome back to Keego Harbor.

Motion to ratify or enter into a new contract to extend Chief Hurst's contract in an open meeting by Mayor Pro Tem Yoder; seconded by Council Member Newberry.

Ayes: 5

Motion Carried

Motion to remove from the Council Meeting Agenda the Proposal submitted by EMPACO, Selection Process for a Police Chief, Establishment of grievance committee per the Union Contract, and Clarification of Police Promotion Procedures and Administrative positions discussion by Mayor Pro Tem Yoder; seconded by Council Member Fletcher.

Ayes: 5

Motion Carried

Add to the Council Meeting Agenda for July 20, 2017 Contingency Plan discussion for outside temporary command service.

Selection Process for a Police Chief

Due to City of Sylvan Lake working with the City of Keego Harbor on a Police Chief Merge, this process will be further discussed at a later date.

Establishment of grievance committee per the Union Contract

Manager Voll indicated the POLC Union Contract has the grievance process where the officer puts in writing his grievance to the Chief of Police, the chief of police has 5 business days to respond, if the officer is not satisfied with the response then the officer puts in writing to the City Manager the grievance, the Manager has 5 business days to respond, if the grievance can't be resolved then it will be taken to the arbitrator to start the grievance process. This process must be followed per the POLC Union Contract.

Clarification of Police Promotion Procedures

Council discussed and clarified the process per the POLC Union Contract, the contract specifies two union officers, two council members and City Manager to be on the promotion committee to collect information and form a criteria.

ADJOURNMENT

Being no further business, Mayor Rubin adjourned the meeting at 10:09 p.m.



Sidney Rubin
City of Keego Harbor its Mayor



Linda Voll
City of Keego Harbor its City Clerk

