



Watertown City Council
Work Session
October 27, 2020
5:50 p.m.

Mayor Steve Washburn
Deborah Everson
Lindsay Guetzkow
Adam Pawelk
Michael Walters

1. Call To Order And Roll Call
2. New Business
 - 2.I. 2021 Law Enforcement Work Plan & Contract Update

Documents:

[WORK SESSION MEMO 10.27.20.PDF](#)

3. Adjournment

309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388



To: Honorable Mayor and City Council
From: Shane Fineran, City Administrator
Date: October 27th, 2020
Re: 2021 Law Enforcement Work Plan & Contract Update

1. 2021 will be the first full year in which the City will have contracted for three (3) full-time equivalent deputy patrol for the community with the Carver County Sheriff's Office. This is the culmination of a multi-year effort to increase the budget for law enforcement purposes, with the end goal of adding additional FTE patrol coverage.

In 2021 we will have a new liaison, Robert Cripps. He has been with the Sheriff's Office for about a year and previously worked in Silver Lake doing patrol and as the Chief of Police. Our night deputies will be Nicholas Eischens and Charles Bennett, who joined the Watertown patrol assignment in July.

Corporal Randall has prepared a draft work plan for 2021 that highlights the priorities and engagement strategies of our law enforcement personnel. The purpose of the work session discussion will be priorities and customization that the Council would like to see addressed in the work plan.

2. Commander Mike Wollin has provided the final updated contract rates for 2021. The CCSO is moving to a different calculation and billing model to better account for actual costs rate changes necessitated by collective bargaining agreements. Effective rates for 2021 are the same as 2020, with the difference for Watertown being the full year FTE being accounted for. The preliminary levy for law enforcement was set at \$379,838. This will allow us to pay for the base contract rate of \$358,024, budget for backfilling of compensated absences of assigned deputies at \$16,420, animal control, and participation in the Southwest Metro Drug Task Force. The contract signed last year was for a two year period so no new contract is necessary other than the amendment attached that memorializes



OFFICE OF THE SHERIFF



City of Watertown 2021 Work Plan

Introduction

The Work Plan is designed as a guide for the delivery of law enforcement services and coordination with city resources. The work plan allows for input from the Community and Sheriff's Office to develop a list of goals, objectives, work direction and/or focus areas.

The Work Plan is not meant to be all inclusive of the law enforcement mission in the Contract Community, but instead, helps identify specific work direction, concerns, priorities, or areas of interest brought forth by Contract Community and Sheriff's Office officials and personnel.

The Work Plan has been divided into four main categories:

CONTRACT ADMINISTRATION

- Goals, objectives, work direction, focus areas related to administration of the police contract and the work conducted by the Contract Community and Sheriff's Office Staff

LAW ENFORCEMENT OPERATIONS

- Goals, objectives, work direction, focus areas related to the work conducted by the Contract Deputy(s) and other law enforcement services provided by the Sheriff's Office.

CRIME PREVENTION / PUBLIC SAFETY EDUCATION

- Goals, objectives, work direction, focus areas related to the coordination of work between the Contract Community and the Sheriff's Office.

COMMUNITY INVOLVEMENT / PARTICIPATION

- Goals, objectives, work direction, focus areas related to citizen involvement in law enforcement and crime prevention issues and the Sheriff's Office involvement in the community

CONTRACT ADMINISTRATION

Administration and Supervision

It is the desire of the Sheriff's Office to build a strong working relationship with the "town cop" in the City of Watertown. To accomplish this goal, the following supervision and administrative process will be created:

- Administration for the law enforcement contract and work plan will be the responsibility of the Sheriff's Commander of Operation and the staff of the Contract Community.
- Overall supervision for the contract patrol deputy(s) assigned to the community will be the responsibility of the Lieutenant of Patrol Services
- Daily supervision of the contract deputy(s) will be the responsibility of the on duty patrol supervisor.

Patrol Activity and Hours of Work

Assigned deputies are required to submit a signed time sheet verifying their hours of work. These documents will be available for review by the contract community on a regular basis.

Annual Work Plan Evaluation

A summary of annual accomplishments of the law enforcement services and work plan will be submitted to the contract community.

LAW ENFORCEMENT OPERATIONS

The contract deputy(s) will focus their patrol activities on the following in 2021:

- Work together with the Southwest Metro Drug Task Force by sharing information and deterring drug activity in the city. Assist in conducting search warrants.
- Work closely with the Sheriff's Office Investigation Unit to effectively resolve current or cold cases from the city.
- Team up with area deputies and target traffic complaints or problem areas around the city including school zones and residential neighborhoods.
- Make the parks a comfortable place for the community by building a rapport with the individuals using the park daily. Work as a team to keep the parks clean and deter vandalism.
- Maintain a good working relationship with the business owners with frequent business contacts. Work together to provide education and tips that aid in deterring criminal activity as it pertains to their business and the surrounding area.
- Proactive patrol of downtown area with regard to loitering, skateboarding, crosswalk violations, nuisances and damage to property.
- Proactive patrol during school hours and events to deter crime and erratic driving behavior. This will include periodic visits to the area schools where a walk through will take place.
- Proactive patrol of neighborhoods and secluded areas, to include park areas during and after open hours.
- Flex shift hours and days to offer more police presence at different times to better deter criminal activity and traffic violations including flexing hours during the school year to accommodate the traffic issues produced by commuters before and after school.

- Continue to build a positive rapport with juveniles through contact with juvenile organizations, and contact with juveniles in public areas.
- Work with the City to ensure public safety during community events.
- Work cooperatively with City employees to detect and eliminate public safety hazards.
- Work with the City and its residents to ensure compliance of City ordinances, either through education or enforcement.
- Maintain proactive communication with city staff for both routine and potentially high profile incidents especially high profile incidents happening after business hours.
- Continue to work with the City and provide information requested in order to evaluate coverage and patrol needs. Work with CCSO administration and the City in identifying coverage gaps related to plan absences and filling of vacant contracted patrol shifts.
- Work with the City to find alternative ways to help monitor high traffic areas for resident/visitor safety.
- The liaison will continue to work with the City and Community Education to hold public safety events. (i.e. Bike Rodeo, internet safety, and etc.)
- The liaison will work with the City to produce a pedestrian safety campaign to educate/enforce appropriate statutes.

CRIME PREVENTION / PUBLIC SAFETY EDUCATION

It is recognized that citizen participation in the public safety mission strengthens the quality of life in our community. The contract deputy(s) will promote neighborhood involvement in the law enforcement mission in the community. This can include; neighborhood watch meetings, bicycle safety and awareness, Night to Unite events, and children safety camp.

The contract deputy(s) will also meet with the Commission of Aging on a regular basis to offer guidance in the area of scams, schemes, and frauds that affect the aging population. This can include presentations to senior groups and the Commission of Aging.

The contract deputy(s) will work with the City and the Sheriff's Office to alert citizens of crime trends, events (i.e. drug take back, bike rodeo, #not me) via social media and use of various civic groups (i.e. chamber of commerce) to share information and market events.

COMMUNITY INVOLVEMENT / PARTICIPATION

Sheriff's Office staff will look for opportunities to discuss with the city council and city staff ways to promote future work plan initiatives. This may include hosting community meetings, public speaking engagements, news articles in the community newsletter and using the community newspaper to highlight law enforcement activity in the community.

AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT
Contract for Police Services

WHEREAS, Carver County and the City of Watertown entered into a Contract for Police Services and amendment to include CSO hours for 2020 and 2021, and:

WHEREAS, the cost for policing services for 2021 was projected as \$371,738.00.

WHEREAS, the actual costs for policing services in 2021 is \$358,024.00.

WHEREAS, the Sheriff shall invoice one half of the total amount of the 2021 police staffing option costs hereunder, or \$179,012.00 to be paid on or before June 30 of the 2021 contract year. The Sheriff shall invoice the amount, or \$179,012.00 to be paid on or before November 30 of the 2021 contract year.

WHEREAS, in this Amendment and to be incorporated under ARTICLE VI in successor police contracts, the City, if electing to terminate or discontinue contracted services, or decrease contracted police services, shall pay all unpaid personnel costs (e.g. OT and annual carryover), as determined by the County.

WHEREAS, under ARTICLE VII of the policing contract, if the City requests coverage for compensated days off as defined under 1.1.1 of Police Staffing Options, additional hours for deputies will be billed at \$68.42 for the contract year 2021.

WHEREAS, in this Amendment and to be incorporated under ARTICLE VII of successor police contracts, the County, upon receiving continuing education reimbursement, shall reimburse the city pursuant to the MN Administrative Rules, Peace Officer Standards and Training Board, Chapter 6700, part 6700.1800:

THEREFORE, BE IT RESOLVED that the above terms and conditions be in effect and the amended cost of the Contract for Policing for 2021 is \$358,024.00 and:

BE IT FURTHER RESOLVED that all other terms and conditions of this contract remain in effect as per the original contract and previous amendment.

City of Watertown

County of Carver

Mayor

County Administrator Date

City Administrator

Sheriff Date

DRAFT