

City of Winsted
City Council Work Session
Lewis Room
Tuesday, September 4, 2018
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Mike Henrich
Council Member Tom Ollig
Council Member George Schulenberg

Staff Present: Ms. Patty Fitzgerald, Temporary Acting City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief

I. Call to Order

II. Winsted Police Department – Purchase and Implementation of Body Worn Cameras

Mr. Justin Heldt, Winsted Police Department Chief, reviewed the memorandum that was provided in the City Council packet for this Work Session as follows.

The Winsted Police Department serves the citizens of the City of Winsted. Primary responsibilities are life safety, the protection of property, and crime prevention. In carrying out these duties, it is imperative that police officers conduct themselves in a professional manner and adequately gather information from those served. It is also imperative that police officers conduct duties and interactions as transparently as possible to build trust with the community served. To this date, the Winsted Police Department has not utilized Body-Worn Cameras (BWCs).

At the January 12th, 2017 City Council Goal Setting Retreat, the City Council selected Police Department BWCs as a priority for 2017. At this Retreat, the City Council selected BWC funding as part of their Legislative Platform and City Administrator, Daniel Tienter, indicated that over a period of four years the BWC program would cost approximately \$34,000.00. Funding at the State Legislature for BWCs did not occur in 2017. The purchase of BWCs and their implementation was, in part, included in the 2017 Capital Equipment and Police Department budgets.

At the August 1st, 2017 City Council Work Session, Mr. Heldt provided the City Council with a review of BWC costs, statute requirements, and how the implementation of the program would take place with the agency. This presentation was completed at the August 15th, 2017 City Council Work Session. At the meeting, the City Council requested that contact be made with area law enforcement agencies that are currently using BWCs and inquire as to the amount of data requests they have received and the length of time it takes to complete those requests.

At the September 19th, 2017 City Council Work Session, Mr. Heldt provided information to the City Council regarding the data requests. In speaking with the Hutchinson and Big Lake Police Departments, city staff learned that data requests from citizens do occur, but these are minimal. One agency indicated that it takes approximately four hours per week to handle the request and dissemination of BWC data.

At the January 16th, 2018 City Council Goal Setting Retreat, the City Council selected Police Department BWCs as a priority for 2018. At this Retreat, the City Council selected support for BWC funding and support for Minnesota Government Data Practices Act (MGDPA) Reform as part of their Legislative Platform. Funding at the State Legislature for BWCs did not occur in the 2018 Session. MGDPA reform, specifically for allowing local governments to meaningfully recoup the costs associated with the fulfillment of data requests, did not occur in the 2018 Session. The purchase of BWCs and their implementation was, in part, included in the 2018 Capital Equipment and Police Department budgets.

In July of 2018, Mr. Heldt again made contact with the Hutchinson and Big Lake Police Departments in regards to the progress of their BWC programs. The Hutchinson Police Department stated that since April of 2017, they have received three data requests for BWC data from the public. The Hutchinson Police Department said the redaction process is user friendly. The Big Lake Police Department stated that they have received one data request for BWC data from the public since their program began in 2016. Both agencies recommended that the BWC data be stored on the cloud and that the unlimited storage option be chosen as it is difficult to predict how much data will be created in a given year.

In August of 2018, Mr. Heldt obtained updated quotes from Axon for six BWCs and the related equipment, software, and data storage. These quotes indicate that there is a five-year agreement and payment plan broken down each year for the equipment and data storage. Mr. Heldt also obtained a quote from Computer Integration Technologies (CIT) for the setting up of the BWC program in the police department.

Prior to the implementation of a BWC program with the police department, a Public Hearing must be held in regards to the proposed plan. Prior to the adoption of the finalized BWC Policy, a Public Hearing must be held in reference to the proposed Policy.

Proposed Timeline:

- *November 7th, 2018 BWC Program Public Hearing*
- *November 20th, 2018 BWC Policy Public Hearing*
- *November 20th, 2018 Request Authorization to Purchase BWC Equipment. Order equipment.*
- *December, 2018 Receive/Install BWC Equipment. Train officers on use and policy.*
- *January 1st, 2019 Implementation of BWCs.*

FINANCIAL/BUDGET:

The funds for the purchase of the BWCs and equipment would come from the 2018-2022 Capital Equipment Fund. There is approximately \$22,500.00 allocated in this fund for the purchase of BWCs. Per the Winsted City Attorney Police Department Forfeiture Funds may be utilized for the purchase of BWCs and related equipment. There is approximately \$44,000.00 in the Police Department Forfeiture Fund.

OPTIONS:

- 1) *Approve the implementation plan of the Body-Worn Camera program with the Winsted Police Department.*
- 2) *Other.*

RECOMMENDATION:

Approve the implementation plan of the Body-Worn Camera program with the Winsted Police Department.

ATTACHMENTS:

- 1) *Axon Quote #1 – Six cameras, equipment, and a set amount of data storage per year.*
- 2) *Axon Quote #2 – Six cameras, equipment, and unlimited amount of data storage per year.*
- 3) *CIT Quote for technology set up of the BWC program on the city network.*

Ms. Patty Fitzgerald, Temporary Acting City Administrator, stated that the proposed timeline for the BWCs was planned to include the new City Administrator. Ms. Fitzgerald continued by stating that if the City Council acts this year, the quotes provided are valid through December 31, 2018.

Council Member Henrich asked how long data must be held. Mr. Heldt reviewed the data retention requirements for different types of data, and how data would be removed when retention was met.

The City Council Members agreed to move forward with the proposed process.

III. Recommended 2019 Budget

Ms. Fitzgerald stated that the City must certify a preliminary tax levy amount to the McLeod County Auditor by September 30, 2018. Ms. Fitzgerald stated that she has been reviewing the budget information that Mr. Dan Tienter, the former City Administrator, used.

Ms. Fitzgerald reviewed General Fund expenditures and projections for future years included in Mr. Tienter's budget information, plus changes recommended from discussions with department heads. Ms. Fitzgerald stated that some of the more notable expenditure requests include a new computer system for the Winsted Municipal Airport, an All Terrain Vehicle for the Public Works Department, new election equipment, and continuing to fund the Streets Capital Improvement Plan.

Mayor Stotko stated that the budget information should be reviewed to make sure that the City's portion of expense to re-route the Northern Natural Gas line at the Winsted Municipal Airport is included.

Council Member Ollig stated that he would like expenditures to include reimbursing the Winsted Summer Festival for the portion that it had to pay outside of fundraising to bring the 9/11 Memorial Exhibit to the City of Winsted.

Council Member Ollig stated that the light poles along a portion of McLeod County Road 1 are very rusty. Should the City Council consider refinishing those soon? Mayor Stotko stated that the City Council has discussed work to the mentioned light poles if and when it is determined if a portion of McLeod County Road 116 will be turned back.

Ms. Fitzgerald stated that Mr. Tienter has offered to come to Winsted to spend a few days working with the new City Administrator on the budget process.

IV. Other

a.) Telecommunications Service Agreements and Addendums – TDS Telecom

Ms. Fitzgerald stated that the Consent Agenda for tonight's regular City Council Meeting includes agreements with TDS to utilize fiber optic technology, which will increase capacity, especially with the body worn cameras that are planned to be purchased. Ms. Fitzgerald stated that city staff reviewed the changes with TDS and are comfortable with the change. The price change per month is not significant.

The City Council Members approved of moving forward with the change.

b.) Winsted Fire Board Meeting – August 21, 2018

Ms. Fitzgerald stated that there was a meeting of the Winsted Fire Board on August 21, 2018 where Mr. Vance Swisher, consultant to create the Winsted Volunteer Fire Department Strategic Operations Plan, reviewed some of the changes from the proposed plan.

c.) Winsted Lake Fountain

Council Member Ollig stated that the fountain is not operating. A new control panel is needed and has been ordered. The repair for this is under warranty.

d.) Winsted Public Cemetery Flagpole

Mayor Stotko stated that there is a request for use of the Winsted Fire Department ladder truck to install a rope on the flagpole at the public cemetery. This will allow for a flag to be displayed at the cemetery. The Winsted American Legion has contacted other truck owners with lift buckets, but those trucks do not lift high enough.

The City Council Members did not object to the use of the ladder truck for this purpose.

V. Adjourn

Council Member Ollig made a motion to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 4-0.

The Work Session was adjourned at 5:51 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff
Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted