



**City of Newport  
Special City Council Workshop Meeting Minutes  
August 26, 2015**

**1. ROLL CALL -**

**Council Present** – Tim Geraghty, Tom Ingemann, Bill Sumner, Tracy Rahm, Dan Lund

**Council Absent** –

**Staff Present** – Deb Hill, City Administrator; Bruce Hanson, Superintendent of Public Works; Renee Eisenbeisz, Executive Analyst; Fritz Knaak, City Attorney; Scott Freemyer, Police Investigator

**Staff Absent** - Curt Montgomery, Police Chief; Steve Wiley, Fire Chief;

**2. DISCUSSION REGARDING POLICE CHIEF VACANCY**

Admin. Hill presented on this item as outlined in the attached documents. Below is a summary of the main discussion points.

**Appointing an Interim Police Chief**

Admin. Hill is recommending that the City hire an interim Police Chief beginning October 1, 2015, if not earlier, to free up time from the added work load and potential loss of another officer. Admin. Hill contacted three organizations that the City could contract with for an interim: Upper Midwest Community Policing Institute, MN Chiefs of Police Association, and Washington County. Additionally, Washington County could provide emergency scheduling and investigative services if needed, which Investigator Freemyer did not believe was needed at this time. Investigator Freemyer did note that Washington County helps now in terms of large investigations. Admin. Hill recommended contacting Washington County first, the MN Chiefs of Police Association second, and Upper Midwest Community Policing Institute last. The Council agreed and directed Admin. Hill to contact Washington County. Councilman Rahm requested that Investigator Freemyer interview the potential interim prior to them starting.

**Public Data Requests**

Mayor Geraghty asked about who will handle public data requests moving forward. Investigator Freemyer has been handling them lately and staff will bring forward a resolution at the September 3, 2015 appointing him officially.

**Filling the Police Chief Vacancy**

Admin. Hill is recommending that the City wait until an interim is appointed to post the ad for the position. Springsted has updated the job description and provided staff with a preliminary salary range of \$83,400 - \$104,000 with Inver Grove Heights or \$79,414 - \$100,987 without Inver Grove Heights. Admin. Hill will be seeking input from the Police Officers in regards to what they would like in a Chief. Councilman Rahm noted that the City Council needs to think about what type of Police Department they want and he would like a leader who can build the credibility of the Department. Additionally, he would like someone who will set expectations and examples of what he wants the Department to look like. The City Council will need to approve the job description and a salary range prior to posting the vacancy.

**3. ADJOURNMENT**

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz  
Executive Analyst



# MEMO

TO: Newport City Council

FROM: Deb Hill, City Administrator

DATE: August 26, 2015

SUBJECT: Interim Police Chief and Police Staffing

---

It is recommended to hire an Interim Chief externally to free up time from the added work load and potential loss of another officer.

The following are a few options for council to consider in regards to the recent resigning of Chief Montgomery. Currently Curt's salary and benefits come to \$110,995.67 per year or \$53.36 per hour.

### **Upper Midwest Community Policing Institute:**

UMCPI would assist us with the design of a process and the identification, selection and placement of an Interim Chief of Police. Their time would be \$150 per hour not to exceed \$4800. The cost of the Interim chosen to meet our needs would be negotiated but normally would be the cost per hour of our existing chief including benefits.

Contact Person: Dennis Cusick – Executive Director

### **MN Chiefs of Police Association:**

MCPA would assist us in retaining an Interim. They have helped place a retired Chief from a large metro city in a couple of communities. He is being contacted to see if there is interest. They will also inquire if any other retired chiefs would help us out for a few of months.

Contact Person: Andy Skoogman – Executive Director

### **Washington County:**

Washington County has Sergeant that will be retiring soon – he is well versed police operations and managing. It is possible to retain his services at the cost of his salary and benefit package. It is estimated that his per hour would be from \$50.50 to \$53.00.

Emergency Scheduling will be available to us. County Patrol Officers could take shifts when needed at equal cost to the county.

The County could temporarily take over investigative services to free up time for Officer Freemyre to perform patrol duties.

### **Springsted:**

The current salary range as it stands today is \$83,400 - \$104,000 with IGH and \$79,414 - \$100,987 without.

**CITY OF NEWPORT, MINNESOTA  
JOB DESCRIPTION**



**POSITION:** Chief of Police  
**DEPARTMENT:** Police  
**REVISED:** <Month, Year>  
**FLSA:** Exempt

**PRIMARY OBJECTIVE OF THE POSITION:**

Performs complex advanced protective services work planning, organizing and directing police operations, ensuring that laws, regulations and procedures are followed, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

Organizes, directs and coordinates all Newport Police Department activities.

Prepares all long and short term Police Department planning. Enforces all federal, state, and local law and ordinances.

Maintains public relations within the Newport Police Department.

Maintains crime prevention, public order, safety and protection of lives and property within the City of Newport.

Develops Newport Police Policy in consultation with the City Administrator and the City Council.

Develops, maintains, and evaluates effective Police Department activities.

Makes recommendations to the City Administrator on the selection of new Police Department employees.

Ensures effective utilization of all individuals within the Department.

Maintains overall Department morale. Consults with the City Administrator on necessary disciplinary action.

Develops and implements standards and procedures to accomplish plans and goals of the Department.

Develops, implements and measures standards and regulations for all Police Department field and office work duties.

Manages all Police Department activities including scheduling, assignment of work duties, reviewing reports, and monitoring of follow-up activities.

Maintains effective Community public relations. Attends meetings of various City organizations, clubs and the School. Attends City Council meetings.

Continually measures the needs of public safety and ensures prompt and effective management of all complaints.

Prepares all Department Budget requests. Manages all Department expenditures against City policy and the City financial budget.

Manages all physical property under the control of the Department including maintenance of same.

Develops personnel and equipment needs and specifications within City Administrator guidelines and City Council policies. Supervises all Department purchases. Provides monthly reports to the City Administrator and the City Council regarding Department activities.

Conducts annual employee performance reviews. Responsible for the performance of all major investigative duties not performed under any joint powers agreements.

Responsible for cooperation with neighboring Cities under the Crime Stop Program including coordination of dispatching, transcription of dictated reports and police record functions.

Responsible for providing assistance to neighboring governmental entities along with requests for assistance.

Performs patrol duties including deterrence and detection of all unlawful activities, takes calls, monitors traffic, handles accidents, apprehensions and processing of suspects and enforcement of City Ordinances. Provides fill-in patrol time in order to keep overtime costs to a minimum.

Coordinates activities of the Department in coordination with other City Departments and handling correspondence.

Responsible for undertaking continuing education and attendance at workshops to maintain the City's high standards of police development.

Performs other duties as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of police officers; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity; ability to establish and maintain effective working relationships with other City officials and with the general public.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with coursework in law enforcement, or related field and considerable experience in law enforcement administration and operations, or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or

equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and exposure to vibration and occasionally requires working near moving mechanical parts, exposure to the risk of electrical shock, working with explosives, wearing a self-contained breathing apparatus and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

First Responder certification.

MN POST licensure.

Chief Law Enforcement Officer training.

Valid driver's license.

Data practices training

Investigative training

Media relations training