

**MINUTES  
POLICIES & PROCEDURES BOARD**

**JUNE 10, 2020**

The meeting was called to order by Chairperson Shawn Reinke at 5:34 p.m. Members present were Len Gilmore, Belinda Ludwig, Treasurer/Acting City Administrator; and Ron Mergen, Public Works Director/Acting City Administrator. Also present was Jennifer Welling Administrative Assistant/Zoning Administrator and Paul Wegner, Police Chief.

**Motion was made by Gilmore to approve the minutes from the May 13, 2020 Policies & Procedures Board meeting. Seconded by Reinke and unanimously carried.**

**CHAPTER 36 – ZONING ORDINANCE AMENDMENT**

This was put on the agenda so that it is kept on the radar for staff to complete.

**POLICE DEPARTMENT – USE OF FORCE & DEADLY FORCE POLICY**

Wegner presented the existing policy that is State mandated. The policy was reviewed noting the following:

- Vascular neck restraints may become unlawful in light of what happened in the cities
- Needs to reframe from military verbiage to more community focus language
- Draft a form to use for officers to sign off on that they have reviewed the policy and use as a refresher on an annual basis
- Annual training on use of force
- De-escalation training
- Wegner wants “community based policing” – getting the officers out talking to people
- The militant language has always been, like a hierarchy
- It was suggested to change “tour of duty” to “shift”
- Other life-threatening restraints
- Trainings are expensive; it was suggested to get estimated costs and get them into the 2021 budget
- Use of tasers
- Deadly force – used to protect someone or self
- Goal is to never use force on juveniles
- Wegner stated the problem with policies; they never cover every situation

The following will be added into the policy:

- The Paynesville Police Department understands the inherent value and sanctity of life in every human being and deadly force should only be used as a last resort. An officer is authorized to use deadly force only when the officer perceives it is necessary given the circumstances known to the officer at the time in order to....
- Due to the potential adverse consequences associated with the vascular neck restraint, Officers are not permitted to utilize the vascular neck restraint or any other similar hold unless deadly force would be authorized.

- The use of force shall be terminated by the officer once the subject is under control. Officer's will offer medical assistance to any subject where force is applied as soon as reasonably possible. In all physical encounters where a prolonged struggle occurred, officers are encouraged to have EMS personnel check out the subject for any adverse effects.
- Officers of the Paynesville Police Department will be trained in Crisis Response, Conflict Management, and Cultural Diversity on an annual basis and will do so in accordance with Minnesota State Statute 629.8469.
- Officers will attend an in-person training on conflict management and cultural diversity at least once during the licensure period.

Additional review of the police policies:

- Section 300.01 – Loyalty – must report misconduct or illegal matters to appropriate supervisor. Not prohibited, but encouraged
- 15 minute response time from where the officer resides
- Community service hours performed by the officers to connect with the community

### **POLICE DEPARTMENT COMMUNITY ENGAGEMENT**

This item is to be added to the Special City Council Working Session agenda on June 18, 2020.

### **STORAGE ORDINANCE AMENDMENT IN C1 & C2**

This proposed ordinance was mentioned and will not be brought back to the Policies & Procedures Board.

### **STAFFING**

Ludwig informed the Board that Motor Vehicle is busier than ever and gave comparisons to other offices that only do motor vehicle and no other business. Staff is finding it impossible to get through the customers in line by 4:30 p.m. and complete the necessary dealer work that is dropped off. The Board discussed allowing for some overtime versus hiring. This item will be added to the Special City Council Working Session agenda on June 18, 2020.

### **ORDINANCE NO. 14, 3<sup>RD</sup> SERIES – SMOKING – PAYNESVILLE CLEAN INDOOR AIR ACT**

At the May 29, 2020 Special City Council meeting the Council discussed adopting an ordinance from issues raised of congregations of people smoking on sidewalks outside of businesses. Ordinance No. 14, 3<sup>rd</sup> Series – Smoking – Paynesville Clean Indoor Air Act was presented. This amendment prohibits smoking and the use of electronic delivery devices within 50 feet of the entrance, exits, open windows or ventilation intakes of any public place or place of work. This was presented to the City Council on June 8, 2020 so that the 10 day posting can be completed.

The Board had a number of points they wanted to discuss further which included:

1. Primary Business Entrance (Main Entrance)
2. Open Business
3. Footage

4. Place Of Residence Not Included
5. Only Applicable In C1 Central Business District
6. Enforcement.

Therefore, the Board asked that it be added to the Special City Council Working Session on June 18, 2020 for further discussion. The Board did not approve, deny or make any type of recommendation.

### **DOWNTOWN SAFETY**

Staff is to add this item to the Special City Council Working Session agenda on June 18, 2020.

### **EMPLOYEE PERFORMANCE EVALUATIONS**

**Motion was made by Reinke to allow the City Administrator and Department Heads to approve the performance evaluations. Seconded by Gilmore and unanimously carried.**

### **EMPLOYEE PERSONNEL POLICY**

Staff reported that this is still being reviewed and updated.

### **NEXT MEETING**

The next meeting is scheduled for Wednesday, July 8, 2020 at 5:30 p.m.

There being no further business, the meeting was adjourned.