

# **Township of Breitung Agenda-Regular Board Meeting**

**Township of Breitung Regular Board Meeting 08/15/2024**

**Breitung Community Center 6:00 PM**

- Call the meeting to order/Roll Call
- Acceptance of Agenda
- Approval of Minutes
  - 07/18/24 Regular Board Meeting
- Approval of July 2024 Treasurer's Report
  - Checks Written 48939 – 49051
  - Total Disbursements - \$231,870.77
  - Fund Balance - \$363,016.89
  - Voided Checks - None
- Correspondence
- Public Input

## **Reports:**

- Police-Attached
- Fire-Attached
- Road and Bridge-Attached
- Recreation
- Wastewater Board
- Ambulance Commission
- Housing-Attached

## **Old Business**

- 2024 Infrastructure – IRRR
- 2024 Culture & Tourism – IRRR
- Blight
- Ordinance Number 90-03A – Water & Sewer
- Flood
- McKinley Park

## **New Business**

- Pay Bills as presented
- Police Clerical Support Request
- Police Pursuit Model Policy

- 2025 Levy discussion

**Next Board Meeting**

Continuation of Annual Meeting: August 15, 2024 at 7:00 PM at the Breitung Community Center

Regular Board Meeting: September 19, 2024 at 6:00 PM at the Breitung Community Center

**Adjourn**

**Township of Breitung Regular Board Meeting 07-18-24 at 6:00 PM. In Person Meeting at the Breitung Community Center**

**Present In Person:**

**Board Members:** Chairman Tim Tomsich, Supervisor Matt Tuchel, Supervisor Erin Peitso, Clerk Amber Zak

**Public:** Tom Gorsma, John Jamnick, Terry Carlson (The Tower News), Jodi Summit (The Timberjay), Jim Battin, Trudy Hendricks, Mike Korpi, Karen Wellander, Rick Newton, Kalee Bjorgo (last four left at 6:43 PM)

Call to Order at 6:00 PM by Chairman Tim Tomsich

**Acceptance of Agenda**

Motion by Supervisor Tuchel to accept the agenda as presented

2<sup>nd</sup> by Supervisor Peitso

Motion Passed 3-0

**Approval of Minutes**

Motion by Supervisor Tuchel to approve the minutes of the 06/18/24 Regular Board Meeting as presented

2<sup>nd</sup> by Supervisor Peitso

Motion passed 3-0

**Approval of Treasurers Report**

Motion by Supervisor Tuchel to approve the June 2024 Treasurers Report as presented

2<sup>nd</sup> by Supervisor Peitso

Motion passed 3-0

**Correspondence**

- Tower-Soudan Historical Society – Thank you
- IRRR Meeting Recap – Breitung Township highlighted, page 4
- St. Louis County – Cannabis Business Moratorium
- Ely Area Community Foundation

Correspondence so noted.

**Public Input**

Several Breitung Township residents were in attendance to discuss flood impacts on their homes and to issue complaints regarding ATVs in town:

Karen Wellander: Experienced sewage back up into her home during the June 18<sup>th</sup> flood, questioning what could be done to help in the future, requested the Breitung Township do something, wondered if there could be some sort of compensation.

Kalee Bjorgo: Experienced sewage back up into her home during the June 18<sup>th</sup> flood, concerned it will happen again. Indicated that insurance coverage available was very poor, wondered if there was anything available through the county.

Rick Newton: Stated that since this same thing had happened before (1999), there was precedence and something should have been done the first time, was interested in compensation to help with repairs as it was not only an aesthetic issue, it was also a health issue. Questioned whether there could be some sort of diverter system.

Chairman Tomsich: Any changes go through the Water & Sewer Commission first, then it would come to Breitung Township board. Suggested that backflow preventers could potentially be installed, could discuss with an engineer on how to fix, indicated that renovations on South Street were expected in the next 5 – 10 years at which time changes could be made to the way the laterals are set. Noted that residents had never been compensated before for damages and was not aware of any compensation given by the water commission previously. Mentioned that the clerk would be meeting with FEMA to see what is reimbursable, but was under the impression that the claims would be for town infrastructure, not private structures.

Supervisor Tuchel: The issue is due to the elevation of the basement in relation to the elevation of the lift station. The ownership of the sewer, lift station, etc. is that of the Wastewater Board. An Equalization Basin could be a potential fix but it would be a \$1M job.

Mike Korpi: Raised the issue of ATVs and motorcycles being a problem on South Street and the bike trail; requested that enforcement be taken in the form of arrests, tickets, etc. – something more than a warning. Further complained about lack of police presence and indicated that it was a major safety issue as well as he had seen young children riding without helmets.

Jim Battin: Encouraged Mike to call 911 when the incident was occurring and indicated that he could remain anonymous by state law; cameras are not admissible by state law, therefore a phone video would not be considered evidence. Stated that adults are allowed to drive ATVs on county roads, not kids. Stated that offenders should not be physically confronted, 911 should be called each time there is an incident.

Trudy Hendricks: Questioned whether there would be any way to have an additional full-time officer hired.

Chairman Tomsich: Hiring an additional full-time officer would be extremely costly, could discuss the option with the City of Tower to see if they are seeing the same needs. The DNR has been working with our enforcement officers to curb ATV issues.

Supervisor Tuchel: If there were enough people requesting additional law enforcement, it would be something that could be considered.

## Reports

- Police – Attached
- Fire – Attached
- Road and Bridge – Attached, Tom Gorsma indicated a very busy June and July, as per usual. Noted that they were well under way with the process of checking for lead water lines and that was keeping their crew busy
- Recreation – None
- Wastewater Board – Tuchel noted that they had experienced a well fail, stated that the water plant project has not begun
- Ambulance Commission – Tuchel stated they would be meeting on 7/29/24, would be taking a look at the Ely EMS Study
- Housing – Attached

Reports so noted.

## Old Business:

### Animal Ordinance – 91-04A

Motion by Supervisor Tuchel to pass Ordinance 91-04A, Amendment to Ordinance 91-04 as present  
2<sup>nd</sup> by Supervisor Peitso  
Motion Passed 3-0

### Stuntz Bay Access Road

Supervisor Tuchel has been in contact with Mesabi Bituminous who had stated they would commit to keeping the road open the entire length of construction, however there would be extensive delays at times; the road would be kept passable at night as well. At this time, there was no start date, but it would now likely be in September.

### 2024 Infrastructure – IRRR

Chairman Tomsich stated that they had submitted the pre-application without the inclusion of broadband. Of the project, approximately \$10.7M is funded with an additional \$700K remaining; the board would be asking the IRRRB for the max grant leaving the township to fund the remaining approximate total of \$400k. More information to come on the status of the LRIP.

### Blight

Chairman Tomsich updated the board that blight letters had been sent, some properties were needing 2<sup>nd</sup> and 3<sup>rd</sup> visits, any additional blight issues should be brought to Chief Reing's attention.

### 31 Jasper Street – Handicap Parking Request

Supervisor Tuchel indicated the issue had been resolved and no action would need to be taken on this request

### Ordinance Number 90-03A – Water & Sewer

Chairman Tomsich stated the ordinance was still under review by the Water Commission at this time.

### **New Business:**

#### **Pay Bills as Presented**

Motion by Supervisor Tuchel to Pay Bills as Presented

2<sup>nd</sup> by Supervisor Peitso

Motion Passed 3-0

#### **Request to be heard: Debra Lekatz**

Resident was not in attendance, Tom Gorsma agreed to reach out to her to discuss driveway issues

#### **IRRRB Culture & Tourism Grant**

Chairman Tomsich indicated that the grant cycle would be opening back up and that the recreation committee should consider what projects to pursue. Options discussed included the baseball field structure improvements, paving of the rink and potential uses, playground equipment for younger children. For any of these items, cost estimates would be necessary

#### **Resolution #2024-20**

Chairman Tomsich discussed the IRRRB FY25 Regional Trails Grant Program; he indicated that the township had received a \$20K grant from the Blandin Foundation to get the Hoodoo Point Loop Trail Project started and stated there was an approximate \$43K still needed for planning and reviews. A pre-app to the IRRRB had been submitted and with the applications opened by the IRRRB, a resolution would be needed. If funds were received, there would be a remaining balance of approximately \$2K to be covered 50/50 by Breitung and Tower.

Motion by Supervisor Peitso to pass Resolution #2024-20

2<sup>nd</sup> by Supervisor Tuchel

Motion Passed 3-0

#### **Wastewater Capacity Logging**

Supervisor Tuchel discussed a logging project suggested by the City of Tower; to obtain core samples via drill rig, logging would need to be performed in the area that is being considered for the rapid filtration system. The wastewater board was in agreement to the logging, it would be an approximate 10 acres of Breitung's land adjacent to the township gravel pit with no modification to the gravel pit, the DNR would be administering the logging contracts. Further, although small, it would be revenue positive to Breitung. Tom Gorsma stated a concern for the newly installed bike trail; Chairman Tomsich agreed that it would be an issue that would need to be discussed with the logger.

Motion by Chairman Tomsich to approve logging as outlined on map provided

2<sup>nd</sup> by Supervisor Peitso

Motion Passed 2-0, Supervisor Tuchel abstaining due to conflict of interest

#### **2022 Infrastructure Improvements**

Motion by Supervisor Tuchel to pay \$81,050.41 to Mesabi Bituminous for Project No. 22-003 as recommended by JPJ Engineering

2<sup>nd</sup> by Supervisor Peitso

Motion Passed 3-0

### McKinley Park

Supervisor Peitso provided an update on several concerns happening at the park:

- During the off-season, there is no phone line to get ahold of McKinley Park management for guests, is there a way call forwarding could be set up, or a message available to callers for the off-season months?
- Shower coin receptacles had recently been broken into several times. Tom Gorsma was working on making them more secure. Installing cameras outside of the building was considered, increased police presence also a possibility.

### Next Regular Board Meeting

Thursday, August 15<sup>th</sup>, 2024 at 6:00 PM at the Breitung Community Center

### Continuation of Annual Meeting

Thursday, August 15<sup>th</sup>, 2024 at 7:00 PM at the Breitung Community Center

### Adjourn

Motion by Supervisor Tichel to adjourn the meeting at 7:40 PM

2<sup>nd</sup> by Supervisor Peitso

Motion passed 3-0

Respectfully Submitted

Amber Zak

Clerk, Breitung Township

# TOWNSHIP OF BREITUNG

Jul-24

GENERAL	79,005.14
ROAD & BRIDGE	78,764.96
FIRE	51,437.45
PARK	19,336.31
RECREATION	14,503.78
POLICE	60,788.94
PROJECTS	(15,013.93)
WATER DEPT	74,194.24
ARPA	0.00
TOTALS	363,016.89



## BREITUNG POLICE DEPARTMENT

SERVING BREITUNG TOWNSHIP, THE TOWN OF SOUDAN, AND THE CITY OF TOWER

PHONE: (218) 753-6660

41 1<sup>ST</sup> AVE • P.O. BOX 6

DANIEL REING

FAX: (218) 753-2407

SOUDAN MN 55782

CHIEF OF POLICE

### July 2024 Police Report

**Calls for Service (ICRs) 158**

**Arrests 4**

1 adult female arrested for a 4<sup>th</sup> Degree DWI  
3 juveniles males arrested for 2<sup>nd</sup> Degree Felony Assault  
(4<sup>th</sup> juvenile male arrested by an outside agency)

**Citations 20**

1 adult female citation for 4<sup>th</sup> Degree DWI  
1 adult male citation for speed (80/60)  
1 adult male citation for speed (80/60)  
1 adult male citation for speed (76/60)  
1 adult male citation for speed (81/60)  
1 adult female citation for speed (77/60)  
1 adult male citation for speed (80/60)  
1 juvenile male citation for speed (65/40)  
1 adult male citation for speed (70/50)  
1 adult male citation for speed (84/60)  
1 adult female citation for speed (69/50)  
1 adult female citation for speed (81/65)  
1 adult male citation for speed (69/50)  
1 adult male citation for speed (81/60)  
1 adult male citation for speed (82/60) and No Proof of Insurance  
1 adult male citation for No Proof of Insurance  
1 adult female citation for Driving After Revocation (DAR) and speed (70/50)  
1 adult female citation for No Proof of Insurance  
1 adult male citation for Driving Through the Barricades on the 4<sup>th</sup> of July  
1 adult male citation for Driving Without a Driver's License



# BREITUNG POLICE DEPARTMENT



**SERVING BREITUNG TOWNSHIP, THE TOWN OF SOUDAN, AND THE CITY OF TOWER**

PHONE: (218) 753-6660

41 1<sup>ST</sup> AVE • P.O. BOX 6

DANIEL REING

FAX: (218) 753-2407

SOUDAN MN 55782

CHIEF OF POLICE

July was a very busy month. The 4<sup>th</sup> of July festivities were very busy. It was nice to see so many people in the area. I attended G.R.E.A.T. Training in Phoenix for the family portion of the program. I hope to work with families that would like to participate. The feedback was positive from the classroom participation, I would like to add another layer.

As a reminder, please pull over when you see emergency lights and hear sirens. It is the right thing to do and it's the law. It can be frustrating when we are responding to an emergency and the drivers can make it more difficult for us to make it to a scene.

This month the biggest complaint was juveniles riding on ATVs, dirt bikes, and other off-road vehicles in the streets and on the highways. We have started to crack down more so on these offenses. If it is not street legal and/or if you are underage, do not drive on the highway.

The second complaint was juveniles being out in the street past curfew. As everyone is aware, we have seen an increase of juvenile related crime after hours. If you are under 18, make sure you are home during curfew hours, you can be issued a citation. We want to be in a safe community.

The third complaint was for general speeding in our area. We have stepped up enforcement as you can observe. We also understand many of the offenders are tourists not following our speed limits.

I hope everyone had a safe July. August is coming fast. Enjoy the summer weather, fall will be here soon.

Daniel Reing  
Chief of Police  
Breitung Police Department

**Breitung Fire & Rescue**  
**Box 337**  
**33 1<sup>st</sup> Ave.**  
**Soudan, Mn. 55782**

**July 2024 Fire Dept Report**

Our regular monthly fire department meeting was held on 07/10/2024.

This month's training for July was focused on Ropes, Ladders and hand Tools. This training was handled in house by our training officer.

We received no calls for the month. We participated in the 4<sup>th</sup> of July Parade and the Breitung Picnic making and serving food.

## **Road and Bridge August 2024**

Usual mowing and trimming

Bituminous patching around town

Cleaning storm drains and culverts

Brushing and tree removal

Continued flood repairs

Set up Old Settlers picnic

Continued with sewer lateral replacements

Building and grounds maintenance at ball field

Repaired scoreboard

Set up election

# Housing Committee Report

August 2024

Dianna Sunsdahl

- MHP Housing Workshop was on July 17<sup>th</sup> and 18<sup>th</sup> in Grand Rapids. The group met with 6 developers from around the state and spent 15 minutes with each. Next workshop in October to meet with different funding sources.
- Tower Area Collaborative met August 14<sup>th</sup> @ Tower City Hall. 3 developers from the last workshop reached out to the group, and the group will look to extend the conversation from the workshop. City of Tower exploring the Brownsfield program to have remediation done at the old Forest Service Property next to the football field in Tower. Inquiry for now.
- NTS was the lower bid for soil borings for the property on Main St., will work with IRRR for funding source and then move forward with NTS to do soil borings
- The TAC Team will discuss in further detail the planning of a Community Meeting after meeting with developers and possibly after soil borings-maybe open house type of meeting
- MHP is hosting an Emerging Developers Initiative 2024 for the Iron Range-Next meeting is August 24<sup>th</sup> in Cloquet.

If anyone has any questions, feel free to contact Dianna Sunsdahl @ [deputyclerk@breitungtownship.org](mailto:deputyclerk@breitungtownship.org)

*Dianna Sunsdahl*

**From:** Joshua Brinkman <BrinkmanJ@StLouisCountyMN.gov>  
**Sent:** Friday, August 2, 2024 5:44 PM  
**To:** Joshua Brinkman  
**Cc:** Duane Johnson; Gordon Ramsay; Alexander Jaye  
**Subject:** FEMA inspectors to begin touring St. Louis County on Saturday  
**Attachments:** FL 01 DR4797 Registration Flyer ENG-SPA\_Three Ways to Apply.pdf

Good afternoon,

FEMA Individual Assistance has been declared and FEMA is now accepting applications for assistance for homeowners and renters. The two primary forms of assistance at this time will be for financial assistance for structure repair as well as for personal belongings lost due to flood damage. This assistance comes in the form of check or direct deposit and will not need to be re-paid.

I have provided FEMA with all 597 private damage reports that we have received, and they will use that list to assist with going door to door to help people get the initial application in. Homeowners and renters can also apply online, through an app or by phone – I have attached a flyer that I would encourage you to push to your residents.

FEMA will be asking very minimal questions and then sending an 'inspector' to verify loss and damage – a process that I'm told takes less than 15 minutes.

FEMA contractor staff will be starting tomorrow in the City of Virginia and working their way around to heavily impacted areas to help expedite the application process. They will all have FEMA badges for identification. I understand this spinning up late on a Friday is not convenient to get information out and many of you will not see this till Monday, and that is perfectly fine. Again, this is only to help expedite assistance options and waiting would have put us behind 19 other counties.

Within the next week or two we should be able to open up the Disaster Recovery Center (most likely within or close to Virginia). This will be an additional resource to help people sign up for assistance as well as offer assistance to business owners. This facility will likely be open for 6-7 days a week for 12 hours a day until the demand has subsided. I will send additional information when this is offered.

If there are any questions through this admittedly confusing process do not hesitate to reach out.

**Josh Brinkman**

Emergency Management Coordinator  
St. Louis County, MN Sheriff's Office  
Office: 218-625-3966  
Cell: 218-269-4025

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**From:** St. Louis County MN <stlouiscountymn@public.govdelivery.com>  
**Sent:** Friday, August 2, 2024 15:03  
**To:** Joshua Brinkman <BrinkmanJ@StLouisCountyMN.gov>  
**Subject:** FEMA inspectors to begin touring St. Louis County on Saturday

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**WARNING:** External email. Please verify sender before opening attachments or clicking on links.

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FEMA

# Disaster Assistance

## Please have the following available:

- Your address with **zip code**
- Condition of your damaged home
- **Insurance information**, if available
- **Social Security number**
- **Phone number** where you can be contacted
- **Address** where you can get mail or **email** address to receive electronic notifications

**Direct Deposit:** Disaster assistance funds can be sent directly to your bank account. Please provide your bank account type, account number and bank routing number.

**Stay in touch with FEMA:** When you apply, you will receive a FEMA registration number. Save it. You will need the number whenever you contact FEMA.

Disaster assistance is available without regard to race, color, religion, national origin, sex, age, disability, English proficiency, or economic status.



**DisasterAssistance.gov**

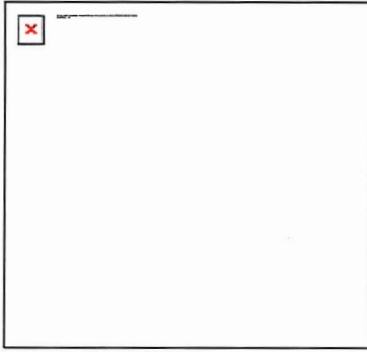
## 3 Ways To Apply

**Online:** [DisasterAssistance.gov](https://DisasterAssistance.gov)

**Mobile:** Through the FEMA app

**Call:** (800) 621-3362 | 711 or Video

**Relay Service (VRS)**



# ST. LOUIS COUNTY SHERIFF'S OFFICE NEWS RELEASE

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Sheriff's Office • 100 North Fifth Avenue West • Duluth, MN 55802  
Phone: (218) 726-2340 • [www.stlouiscountymn.gov](http://www.stlouiscountymn.gov)

Gordon Ramsay  
Sheriff

**FOR IMMEDIATE RELEASE**  
**Date: August 2, 2024**

**Media Contact: Josh Brinkman**  
**Emergency Management Coordinator**  
[brinkmanj@stlouiscountymn.gov](mailto:brinkmanj@stlouiscountymn.gov)

## **FEMA housing inspectors to begin touring St. Louis County; residents affected by June flood encouraged to fill out online form to request visit as means**

FEMA housing inspectors have just arrived in St. Louis County and have notified county emergency management that they will be ready to begin inspecting residences damaged in the June flood event as early as tomorrow (Saturday, August 3). The inspections are necessary for anyone seeking financial assistance through FEMA.

Because the June flood event is now a Presidentially Declared Disaster, federal financial assistance is available for eligible homeowners and renters in the form of grants to cover costs of temporary housing and home repairs, low-interest loans to cover uninsured property losses, and other programs to help individuals recover from the effects of the disaster.

Homeowners and renters who sustained damage in the flood are encouraged to fill out the online form at [disasterassistance.gov](http://disasterassistance.gov). This will get their address added to the list for a FEMA inspector to visit.

To fill out the form, people will need to provide

- Their address with ZIP code
- Condition of their damaged home
- Insurance information, if available
- Social Security number
- Phone number where they can be contacted

- Address where they can get mail or an email address

People who are unable to fill out the form online can call 1-800-621-3362.

All FEMA inspectors will be wearing a FEMA Contractor ID badge that displays their photo and name. These are no cost inspections and inspectors never ask for money.

These inspections are for residential properties only. Inspections for commercial properties damaged in the flood will be at a later date.

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This email was sent to [brinkmanj@stlouiscountymn.gov](mailto:brinkmanj@stlouiscountymn.gov) using GovDelivery Communications Cloud on behalf of: St. Louis County Minnesota · 100 North 5th Avenue West · Duluth, MN 55802



**clerk@breitungtownship.org**

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**From:** Hollie Mahler <hollie@gotc.com>  
**Sent:** Tuesday, August 13, 2024 1:19 PM  
**To:** clerk@breitungtownship.org  
**Subject:** Campground Phone Questions

Good morning, Amber,

I reached out to a few of my team members here and we could forward the calls coming into the campground to another line, however we wouldn't be able to seasonally disconnect the phone if you want calls to forward. If we seasonally disconnect this line, calls will not go through to that number making it unable to forward the call. The same thing would be true for the voicemail, if the line is seasonally disconnected callers won't get a voicemail. If you would like to keep the line connected and add a call routing to direct calls to a different number, we could certainly do that, it would be a \$2/month additional charge to that line.

Let me know if you have any questions,

**HOLLIE  
MAHLER**  
Business Support Specialist

D: 218-454-2112  
F: 218-829-6071  
[gotc.com](http://gotc.com)



## Charge Detail

### McKinley Park Campground

#### Business Phone (218-753-5921)

##### Recurring Charges (Aug 12 - Sep 11)

Business Line Charge	24.95
Business Line Credit	3.75cr
SLC Multi-Access	5.00
Business Features Package	10.00

##### Taxes, Fees, and Surcharges

911-TAP-TAM MN Surcharge	0.87
Federal Tax	1.14
Federal Universal Service Charge	1.72
St Louis County Sales Tax	0.19

#### Total for 218-753-5921

\$ 40.12

### High Speed Internet

##### Recurring Charges (Aug 12 - Sep 11)

High Speed Internet Discount	100.00cr
Static IP Address	5.00
CTC Wireless Access Point	15.95
Static IP Discount	5.00cr
Router	15.95
Business Router Credit	15.95cr
High Speed Internet 250M/250M	250.00

##### Taxes, Fees, and Surcharges

St Louis County Sales Tax	0.08
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#### Total for High Speed Internet

\$ 166.03

### Total for McKinley Park Campground

\$ 206.15

### Police Department

#### Business Phone (218-753-2407)

##### Recurring Charges (Aug 12 - Sep 11)

Business Line Charge	24.95
Business Line Credit	3.75cr
SLC Multi-Access	5.00

##### Taxes, Fees, and Surcharges

911-TAP-TAM MN Surcharge	0.87
Federal Tax	0.84
Federal Universal Service Charge	1.72
St Louis County Sales Tax	0.14

#### Total for 218-753-2407

\$ 29.77

### Business Phone (218-753-6660)

##### Recurring Charges (Aug 12 - Sep 11)

Business Line Charge	24.95
Business Line Credit	3.75cr
SLC Multi-Access	5.00
Business Features Package	10.00

##### Taxes, Fees, and Surcharges

911-TAP-TAM MN Surcharge	0.87
Federal Tax	1.14
Federal Universal Service Charge	1.72
St Louis County Sales Tax	0.19

#### Total for 218-753-6660

\$ 40.12

### High Speed Internet

##### Recurring Charges (Aug 12 - Sep 11)

08/12/2024

To: Breitung Township Board members

From: Chief of Police

During the course of my employment with Breitung Police Department, I've noticed there are some office duties that go unfulfilled. With the minimal availability of our part time officers, I am working out of the office more frequently. I find myself working in the office longer hours and accruing more overtime. I experience delays and miss deadlines with time sensitive materials. I would like to bring your attention to the current projects that's are undergoing changes and updates to help this department maintain state and federal standards:

\* Report filing

\* Grant discoveries /filing/ maintenance

\*Marijuana expungement files

\*Update and file POST Policy /Procedures

\*Filing of all office documents pertaining to the operation of the department

\*Assist with department and officers with functions (Tacos with COPS /July 4<sup>th</sup> / GREAT program/ BIG TRUCK NIGHT) and other department on duty and of duty activities.

\*Attend council meeting as needed

My analysis shows these unfulfilled tasks are causing the police department extensive file backups. Our team is currently insufficient to handle these tasks. I ask that you take this proposal into advisement and help our department stay on task and up to date by hiring additional clerical staff.

 8/12/24

# Police Clerk

Department: Police

FLSA Status: Non-Exempt

## General Definition of Work

Performs administrative support work generating, retrieving, processing, and filing agency records and reports; transcribing police reports and witness and suspect statements, and related work as apparent or assigned. Work is performed under the moderate supervision of Police Chief.

## 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 an individual with disabilities to perform the essential functions.*

## Essential Functions

Serves as receptionist for the Police Department.

Receives, screens, and routes calls; greets visitors; provides information, explanations, and assistance to the public and other employees or refers to appropriate person.

Communicates with Police Officers by radio.

Prepares documents, such as memos, correspondence, reports, minutes, and statements; proofreads documents to ensure accuracy of copy, grammar, punctuation and syntax.

Enters and retrieves data from computer and manual filing systems.

Transfers data from Officers' reports into records system.

Transcribes and compiles reports and statements.

Performs other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of the township and department policies and procedures; general knowledge of the laws, ordinances, and regulations underlying a municipal organization related to law enforcement; skill in the use of personal computers, associated software packages, hardware, and job-specific peripheral equipment; skill in handling public complaints and general information requests regarding various services through phone and or/or personal contact; skill and ability to work with basic mathematical calculations and keep track of money and receipts; ability to interpret and apply policies, regulations, and procedures; ability to learn and apply basic terms, materials and practices involved in general police practices; ability to understand and comply with Open Meeting Law and Data Practices Act; ability to handle private and confidential information with discretion; ability to work with limited supervision and as part of a team; ability to work under time constraints; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the department operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, attorneys, and the general public.

## Education and Experience

High school diploma or GED in clerical support, administrative assistant, or related field, and moderate experience in a clerical role preferably in a police-related office environment, or equivalent combination of education and experience. Associates/Technical degree preferred.

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# **Police Clerk**

## **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Must pass background check and submit to fingerprinting as mandated by the Bureau of Criminal Apprehension (BCA) for access to computerized data system.

Must obtain certification in Criminal Justice Information System including training on Basic Entry and Hot Files. Valid driver's license in the State of Minnesota.

Last Revised: 08/12/2024

**Breitung Police Department**  
**POLICE PURSUIT MODEL POLICY**  
Minn. Stat. § 626.8458

**I. POLICY**

The primary purpose of this policy is to ensure officers and any member of the Breitung Department respects the sanctity of life when making decisions regarding vehicle pursuits. Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The intent of this policy is to provide officers with guidance in balancing the safety of the public, safety of other officers and themselves, and law enforcement's duty to apprehend violators of the law, while minimizing the potential for pursuit related crashes.

**II. GUIDING PRINCIPLES**

- A decision to pursue should be based upon the totality of information and circumstances reasonably known to the officer at the time the decision is made, recognizing that law enforcement must often make immediate decisions with partial information.
- The safety of all persons involved in or by a police pursuit is of primary importance. It also must balance the risks of the pursuit to the public and peace officers with the consequences of failing to pursue (Minn. Stat. § 626.8458 Sub. 2 (1)).
- No officer will be disciplined for terminating a pursuit.
- Officers, when responding to an emergency call or pursuing a fleeing vehicle shall, when approaching a stop sign or red light, slow down as necessary for safety, but may proceed cautiously if they sound a siren or display at least one red light to the front (Minn. Stat. §169.03(2)).
- The speed limitations do not apply to an authorized emergency vehicle responding to an emergency call or vehicle pursuit, although this does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of persons using the street, nor does it protect the driver of an authorized emergency vehicle from the consequence of a reckless disregard of the safety of others (Minn. Stat. §169.177). Officer(s) should consider reducing their speeds and ensuring that the way is clear before proceeding thru an intersection or other locations where there is an increased likelihood of a collision with another vehicle or pedestrian. Evaluation of vehicle speeds should take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.
- Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

### III. DEFINITIONS

- A. Pursuit:** An active attempt by a sworn member operating a patrol unit or specialty unmarked unit to apprehend a driver of a motor vehicle who, having been given a visual and audible signal by a peace officer directing said driver to bring their vehicle to a stop, increases speed, extinguishes motor vehicle headlights or taillights, refuses to stop the vehicle, or uses other means with intent to attempt to elude a peace officer (Minn. Stat. §609.487).
- B. Termination of a Pursuit:** A pursuit is terminated when the pursuing officer(s) notify dispatch, turn off their emergency lights and sirens, and reduce speed to the posted speed limit.
- C. Divided Highway:** Any highway that is separated into two or more roadways by:
  - 1. A physical barrier, or
  - 2. A clearly indicated dividing section constructed so as to impede vehicular traffic.
- D. Channeling:** To direct vehicular traffic into a progressively narrowing passageway or lane location on the roadway.
- E. Compelling Path:** The use of channeling technique with a modified roadblock located at its narrowed end. The compelling path differs from a termination roadblock in that the driver or any vehicle traveling the path has an exit option at the narrowed end.
- F. Pursuit Intervention Technique (PIT):** A driving maneuver designed to stop a fleeing motorist by applying precision vehicle-to-vehicle-contact resulting in a predictable spin of the suspect's vehicle, bringing it to a stop.
- G. Flee:** The term "flee" means to increase speed, extinguish motor vehicle headlights or taillights, refuse to stop the vehicle, or use other means with intent to attempt to elude a peace officer following a signal given by any peace officer to the driver of a motor vehicle (Minn. Stat. § 609.487 Subd. 1).
- H. Primary Unit:** The law enforcement unit that initiates a pursuit or any other unit that assumes control of the pursuit.
- I. Support Units:** The primary responsibility is to remain in close proximity to the pursuing vehicle(s) so that officers are immediately available to render aid or assistance to anyone who may require it as a result of the pursuit. Support officers may also assume responsibility for radio traffic, and do not take over/assume control of the pursuit.

- J. Other Assisting Units:** Units not actively involved in the pursuit itself but assisting by deploying stop sticks, blocking intersections, compelling paths, or otherwise working to minimize risk.
- K. Ramming:** The deliberate act of impacting a fleeing offender's vehicle with another vehicle to functionally damage or otherwise force the violator to stop.
- L. Portable Tire Deflation Device:** A device that extends across the roadway and is designed to puncture the tires of the fleeing offender's pursued vehicle.
- M. Blocking or vehicle intercept:** A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.
- N. Boxing-in:** A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.
- O. Paralleling:** The practice of non-pursuing squad vehicles driving on streets nearby to the active pursuit, in a manner parallel to the pursuit route. Parallel driving does not exempt officers from obeying traffic laws. Minn. Stat. § 169.14, subd. 1.

#### **IV. PROCEDURE**

##### **A. Pursuit Considerations – Minn. Stat §626.8458 Subd. 2 (2).**

1. Pursuit is justified when the need for immediate apprehension or the risk to public safety outweighs the risk created as a result of the pursuit.
2. Factors to be considered when weighing risks:
  - Severity of the offense (in cases of non-violent offenses, officers should consider terminating the pursuit).
  - Speed of the pursuit
  - Area of the pursuit (including the geographical area, time of day, amount of vehicular and pedestrian traffic)
  - Divided highways and one-way roads (Minn. Stat. § 169.03 Subd. 3)
  - Approach to intersections that are controlled by traffic signals, signs, or other location where there is an increased likelihood of a collision (Minn. Stat. §169.03)
  - Environmental conditions (weather, visibility, road surface conditions)
  - Special hazards (school zones, road construction, parades, special events)
  - The ability to identify the offender at a later time
  - Age of the suspect and occupants

- Other persons in or on the suspect vehicle
3. Standards applied to the ongoing evaluation of a pursuit, as well as the decision to continue a pursuit shall include the following considerations:
    - The immediate need to apprehend the offender outweighs the risk created by the pursuit.
    - The dangers created by the pursuit exceed the dangers posed by allowing the offender to escape.
    - Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

**B. Procedures & Tactics for an Officer Engaging in a Pursuit– Minn. Stat. § 626.8458 Subd. 2 (3)**

1. Emergency vehicles shall be driven in a safe manner and with due regard for public safety.
2. Emergency vehicles operating in emergency mode are permitted to violate certain traffic regulations, when necessary, as long as the operator continues to exercise due care in vehicle operation.

**C. Responsibilities of the Primary Unit – Minn. Stat. § 626.8458 Subd. 2 (4)**

The driver of the primary unit shall notify dispatch of the pursuit and shall provide at least the following critical information to dispatch when possible:

- Travel direction/location/traffic and road conditions
  - Reason for initial contact (specific violations)
  - Identity of fleeing driver, if known
  - Plate number, if available, and/or vehicle description
  - Speed of fleeing vehicle
1. Provide relevant evolving information to dispatch
  2. No officer will intentionally make vehicle-to-vehicle contact unless this action is in conformance with agency policy on use of force (see agency policy on use of force)
  3. Roadblocks must conform to the agency's policy on use of force
  4. Only law enforcement vehicles with emergency lights and siren will be used as pursuit vehicles
  5. Unmarked and low-profile agency vehicles may engage in pursuits until a marked vehicle can take over as the primary vehicle. Officers shall not become engaged in

pursuits while operating a non-departmental (private) motor vehicle or departmental vehicles not equipped with required emergency equipment.

#### **D. Procedures & Tactics for support units**

1. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.
2. When possible, non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, obeying all non-emergency traffic laws.
3. All participating units should operate under emergency conditions.

#### **E. Supervision of Pursuit Activities**

1. The use of a detached supervisor that is not directly involved in the pursuit, when available, should be considered.

Based on the known information the supervisor, when available, shall monitor the pursuit in order to take appropriate action to continue or terminate the pursuit (Minn. Stat. §626.8458 Subd. 2 (4)).

2. Procedures regarding control over pursuit activities should include:
  - Verbally acknowledge they are monitoring the pursuit.
  - Assess critical information necessary to evaluate the continuation of the pursuit. Evaluate and ensure pursuit is within policy.
  - Direct that the pursuit should be discontinued if it is not justified to continue under the guidelines of this policy or for any other reason.
  - Communicate to all involved units if the pursuit should be terminated
3. Options to keep in mind during a pursuit include, but are not limited to:
  - Parallel pursuits
  - Channeling techniques
  - Creating a compelling path
  - Air support
  - Spike strips or other tire deflation device
  - Pursuit Intervention Techniques (PIT)
  - Blocking or Vehicle Intercept
  - Boxing-in
  - Other apprehension or GPS tracking methods - Minn. Stat. §626.8458 Subd 2 (3)
4. *Post-pursuit chain of command notifications are required and shall be identified in each agency's policy.*

## **F. Dispatch Responsibilities**

Upon notification that a pursuit has been initiated, Dispatch will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4):

- Coordinate pursuit communications of the involved units and personnel.
- Notify and coordinate with other involved or affected agencies as practicable.
- Ensure that a supervisor, if available, is notified of the pursuit.
- Assign an incident number and log all pursuit activities.
- Broadcast pursuit updates as well as other pertinent information as necessary.

## **G. Factors Influencing the Termination of a Pursuit:**

The driver of the primary unit and the supervisor shall continually evaluate the risks and likelihood of a successful apprehension of the suspect and shall consider terminating the pursuit under the following conditions.

1. The officer deems the conditions of the pursuit too risky for the safe continuation of the pursuit.
2. A supervisor orders it terminated.
3. Information is communicated that indicates the pursuit is out of compliance with policy.
4. Communication is broken.
5. Visual contact is lost for a reasonable period of time or the direction of travel cannot be determined.
6. The suspect is known and could be apprehended later, and delaying apprehension does not create a substantial known risk of injury or death to another.

## **H. Interjurisdictional Pursuit – Minn. Stat. § 626.8458 Subd. 2 (5).**

1. The primary unit shall update critical information to the dispatcher before leaving its jurisdiction.
2. The primary law enforcement vehicle shall remain the primary vehicle in other jurisdictions unless the controlling pursuit authority transfers its authority to another jurisdiction.

3. Upon receiving notification the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.
4. When a pursuit enters this law enforcement agency's jurisdiction:
  - The dispatcher shall update the critical information to the shift supervisor or other authorized individual identified by the law enforcement agency.
  - The controlling pursuit authority shall determine if the pursuit is in conformance with policy and shall provide appropriate direction to their units.
5. When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5)).

If a pursuit from another agency enters the Department's jurisdiction, Dispatch should update the on-duty supervisor. No pursuit will continue into another state unless permission is received from a supervisor, if available and as soon as is practical. Prior to, or as soon as possible after crossing the state line, the dispatcher will notify the appropriate out of state authority to coordinate the pursuit and the channels to be used for communications.

#### **I. Fresh pursuit outside state boundaries**

Subject to the conditions identified under H.5. above the officer may continue the pursuit across state lines with those states, which grant reciprocity. This would include North Dakota, South Dakota, Iowa, and Wisconsin (Minn. Stat. §626.65, Uniform Law on Fresh Pursuit; Reciprocal.)

#### **J. Air Support**

1. When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)). The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

## **K. Pursuit Summary Report**

1. The primary officer and the supervisor shall file a pursuit summary report.
2. To ensure compliance with Minn. Stat. § 626.5532, the chief law enforcement officer shall ensure the completion of the State pursuit report form and forward it to the Commissioner of Public Safety within 30 days following the pursuit.
3. As required in Minn. Stat. §626.5532, the report must contain the following elements:
  - a) the reason(s) for, and the circumstances surrounding the pursuit;
  - b) the alleged offense;
  - c) the length of the pursuit in distance and time;
  - d) the outcome of the pursuit;
  - e) any injuries or property damage resulting from the pursuit; and
  - f) any pending criminal charges against the driver.
  - g) other information deemed relevant by the Commissioner of Public Safety.

## **L. Care and Consideration of Victims**

If during a pursuit an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the dispatcher to have the appropriate emergency units respond. Rendering assistance includes, but is not limited to:

Minn. Stat. §626.8458 Subd. 2 (6)

- Calling an ambulance
- Rendering first aid until the officers are no longer needed at the injury scene
- Summoning additional units to the scene for assistance with the injured persons and/or traffic control

## **M. Use of Firearms**

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not discharge firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

## **N. Capture of Suspects**

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects shall be consistent with the agency use of force policy and Minn. Stat. §609.06.

## **O. Evaluation and Critique**

After each pursuit, the supervisor and law enforcement agency units involved with the pursuit will evaluate the pursuit and make recommendations to the chief law enforcement officer on ways to improve the agency's pursuit policy and tactics.

## **P. Training**

In accordance with POST requirements, all sworn members shall be given initial and periodic updated training in the department's pursuit policy and safe emergency vehicle operation tactics.

In accordance with Minn. Stat. §626.8458, the chief law enforcement officer shall provide in-service training in emergency vehicle operations and in the conduct of police pursuits to every peace officer and part-time peace officer employed by the agency who the chief law enforcement officer determines may be involved in a police pursuit given the officer's responsibilities.

This training shall comply with learning objectives developed and approved by the board and shall minimally consist of at least eight hours of classroom and skills-based training every five years. Continual training should also be considered for those officers authorized to use the PIT maneuver, tire deflation device deployment, GPS tracking, and related pursuit intervention procedures, tactics, and technologies.

If the chief law enforcement officer determines an officer will not be involved in police pursuits, the CLEO must notify POST of the officer's exemption status.

Township of Breitung  
Budget Changes

	<u>2019 vs 2018</u>	<u>2020 vs 2019</u>	<u>2021 vs 2020</u>	<u>2022 vs 2021</u>	<u>2023 vs 2022</u>	<u>2024 vs 2023</u>	<u>2025 vs 2024</u>
Previous Year levy	\$510,000	\$542,000	\$616,000	\$616,000	\$656,000	\$656,000	\$690,000
<u>Police:</u>							
Wages - Full and part time							
<u>Fire Department</u>							
Programs & Rebuilding	10,000						
Ambulance subsidy		2,500					
<u>Recreation</u>							
Engineering/Architectural planning	2,000						
Skating rink boards				10,000			
<u>General</u>							
Cemetery assistance		1,500					
Liability & workers comp insurance							5,000
Town Hall improvements loan payment		40,000					
<u>Road &amp; Bridge</u>							
Training-replacement employee		30,000					
Medical insurance, benefits & wages						4,000	5,000
Road maintenance & snow removal	5,000			30,000		30,000	40,000
Water Commission - infrastructure	15,000						
<u>Energy</u>							
gasoline and diesel fuel pricing							
Heating fuel - propane							
Total Change in budget	<b>32,000</b>	<b>74,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>34,000</b>	<b>50,000</b>
 Total levy	 \$542,000	 \$616,000	 \$616,000	 \$656,000	 \$656,000	 \$690,000	 \$740,000
<b>Percent change in levy</b>	<b><u>6.27</u></b>	<b><u>13.65</u></b>	<b><u>0.00</u></b>	<b><u>6.49</u></b>	<b><u>0.00</u></b>	<b><u>5.18</u></b>	<b><u>7.25</u></b>

# Township of Breitung Levy

