



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

**POLICE COMMUNITY ADVISORY  
BOARD MEETING MINUTES**  
**Thursday, July 18, 2024**  
**4:00 PM**

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The Purpose of the Grand Rapids Police Community Advisory Board (The Board) shall be to establish and enhance communication between Grand Rapids residents, Police Department and City Council. Together, the Advisory Board and Police Department will identify and focus on public safety issues and collaborate with community leaders, community organizations and stakeholders in developing solutions to multi-faceted community concerns. The Board provides recommendations to the Chief of Police and City Council as to how issues should be addressed.

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**CALL TO ORDER:** Pursuant to due notice and call thereof, the Police Community Advisory Board will hold a regular meeting on Thursday, July 18, 2024 at 4:00 PM in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids.

First Chair Connolly called the meeting to order at 4:00 PM.

**ROLL CALL:**

**PRESENT**

Board Member Dan Butterfield  
Board Member Pam Dowell  
Board Chair Stephen Connolly  
Board Member Tom Neustrom  
Board Member Wendy Uzelac  
Board Member Cassey Casteel  
Board Member Nikki Roberts  
Board Member Jessica Malmquist

**ABSENT**

Board Member Kerry Clausen

**STAFF**

Chief Andy Morgan, Captain Kevin Ott, City Attorney Chad Sterle

**PUBLIC INPUT** (if anyone wishes to address the Board):

No one from the public wished to speak.

## SETTING THE AGENDA:

Chief Morgan asked to add introduction of Sarah Phillips, Summer Intern to the agenda.

## CORRESPONDENCE:

## APPROVE MINUTES:

1. Discussion on errors in the May 16th, 2024, minutes. Corrections were discussed and minutes will be amended for approval at the next meeting.

Motion made by Board Member Dowell, Seconded by Board Member Neustrom to amend Minutes of May 16th, 2024. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Chair Connolly, Board Member Neustrom, Board Member Uzelac, Board Member Casteel, Board Member Roberts

## BUSINESS:

2. Discussion on meeting policies and procedures.

Chief Morgan went over policies and procedures for public meetings, focusing on public comment and staff (law enforcement) role within the group. Reviewed attachments and had a question/discussion time with the board.

Attorney Sterle introduced himself and gave an overview of the concept of public forum, focusing on ground rules, consistency, Robert's Rule of Order and Grand Rapids City protocol.

Discussion followed.

3. Pride Festival

Chief Morgan updated board on the event. There were questions and discussion between the board and Chief Morgan/Captain Ott.

4. Upcoming Events:

- Tall Timber Days, Aug. 2-4
- National Night Out, Aug. 6
- Itasca County Fair, Aug. 14-17
- Safety Camp, Aug. 22

Chief Morgan spoke on the upcoming events and Riverfest in September. Captain Ott spoke about Party in the Park, White Oaks Tractor Club where the GRPD will have a booth set up with Itasca Co. Human Services for Child Safety Seat Check,.

5. DWI Officer Grant

Captain Ott gave a Power Point presentation on the DWI Officer Grant. There was a question/discussion time.

UPDATES:

None

ANNOUNCEMENTS:

None

SET AGENDA FOR NEXT MEETING:

Next meeting is set for Thursday, Sept. 19th, 2024 at 4:00 PM.

ADJOURN:

Meeting was adjourned at 4:57 PM.

Motion made by Board Member Neustrom, Seconded by Board Member Dowell to adjourn the meeting. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Chair Connolly, Board Member Neustrom, Board Member Uzelac, Board Member Casteel, Board Member Roberts, Board Member Malmquist

Respectfully Submitted



Amanda Mitchell

MEETINGS AND ATTENDANCE

The Board shall meet at minimum, four times each year as determined by the chair. A regular meeting may be cancelled by the chair or a majority of the Board. Every Board member shall be required to attend at least 75% of all meetings each calendar year. Board members who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his or her reason for non-attendance.

BOARD MEMBERS AND TERM EXPIRATION

Dan Butterfield	12/31/2026	Wendy Uzelac	12/31/2025
Stephen Connolly	12/31/2026	Cassey Casteel	12/31/2024
Pam Dowell	12/31/2026	Kerry Clausen	12/31/2025
Tom Neustrom	12/31/2025	Nicolette Roberts	12/31/2024
Jessica Malmquist	12/31/2024		