

**MINUTES
SPECIAL BUDGET & FINANCE COMMITTEE**

APRIL 19, 2017

Jean Soine called the meeting to order at 4:45 p.m. Other members present were Len Gilmore, Elliot LaBeau, Belinda Ludwig, Finance Specialist; and Renee Eckerly, City Administrator. Also present were Ron Mergen, Public Works Director; Bob Liestman, Fire Chief; and Paul Wegner, Police Chief.

Motion was made by Ludwig to approve the minutes from the March 7, 2017 Budget & Finance Committee meeting. Seconded by Gilmore and unanimously carried.

FIRE DEPARTMENT – PURCHASE OF FIRE TRUCK

Liestman explained that there is a need to replace the #6 1967 Pumper Truck taking #11 Front Line Pumper and move back to City Pumper. The New Pumper would respond to all calls.

Costs include:

\$305,000.00	Truck
\$ 15,000.00	Hose
<u>\$ 4,279.00</u>	Radio
\$324,300.00	TOTAL

The large equipment fund has \$343,082.71 in it. The #6 truck would be surplus. It takes 300 days to get a truck and the chassis is paid for upfront. There would be an enclosed cab for the operator. The truck will hold 1,200 gallons of water, which is the same capacity as the current truck. 1,200 gallons is the standard size for a community our size.

The 1993 truck has just been repaired in the amount of \$20,000.00. All of the firefighters are able to operate and drive the 1993 truck. No one wants to drive the 1967 truck. The other vehicles are:

2001 Rescue Van
2008 Grass Rig
1986 Tanker

Firefighters are looking at replacing the snowmobile, 4 wheelers, and two trailers. The transfer to the large equipment fund each year is \$25,000.00. The small equipment fund as \$128,420.00 and the building fund has \$237,272.00.

The Committee is concerned with dropping the capital improvement fund so low. There is a need to plan better for purchases like this so they can be budgeted for.

800 mghz radios are now obsolete so parts are going to start getting hard to find. The estimated cost is \$3,000.00 – \$4,000.00 each and the fire department has 14 – 16 radios. The average calls per year is 120.

The Committee suggested paying for the radios and hoses out of the small equipment fund.

Motion was made by Soine to approve the purchase of a new Pumper Truck with funds from the small equipment fund (for radios and hoses) and from the large equipment fund (the chassis) for a total of \$324,300.00 and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

The new truck will last 20-25 years.

SCHOOL RESOURCE OFFICER

Proposed Joint SRO Program between Paynesville Police Department and ISD # 741- Paynesville & ISD # 2364- Belgrade, Brooten, Elrosa

Purpose: To provide support to staff, faculty, and students within the Paynesville School District and the Belgrade, Brooten, Elrosa School District. Support will include programs geared towards troubled youth, school safety, building security, program on drugs and bullying, and any other programs deemed important within the school setting.

Goal: To establish a long lasting partnership between the Paynesville Police Department and both districts to enhance the learning environment within all district buildings. Officers of the Paynesville Police Department will consistently and routinely provide support to staff and address concerns within the buildings as well as work with students on issues faced with student life, including bullying, suicide, drugs, internet safety and sex trafficking. Officers would also be responsible for building rapport with the students to assist with gathering information on issues that need to be addressed.

Cost: \$50,000 (\$25,000 per district)

- Breakdown:
- Wages - \$33,616.80
- Benefits- \$8340.00
- FICA- \$459.08
- PERA- \$5,445.92
- Training/Equipment- \$2,000
- **Total: \$49,861.80**

Expected Coverage:

- 50/50 split between the two districts. Officers would alternate days at each district- most likely Monday & Wednesday in Paynesville and Tuesday & Thursday at BBE. Fridays would alternate every other week. This is one option and would be based on both districts yearly schedule and scheduled days off for school. Regardless of which school the officer was at, he/she would be available to respond to either school in the event of an emergency. Paynesville Police would staff an officer each day at one of the schools during the school year.

Possible Programs/Activities:

- Dare
- Anti-Bullying Class
- Classroom presentations
- Hallway Monitoring
- Presence at special events

Wegner reported that the BBE school superintendent has requested a school resource officer. Wegner met with Bob Huot, BBE Superintendents and Eckerly to discuss the concept. The

A $\frac{3}{4}$ part-time officer is \$50,000.00 per year. A \$25,000.00 split between the schools was discussed and superintendents felt there should be some buy-in from the Cities of Belgrade, Brooten, Elrosa, and Paynesville. The City of Belgrade stated last Monday that they would participate. The City of Brooten will be discussing this. The schools can afford \$15,000.00 - \$20,000.00 each. The four cities could then contribute at \$5,000.00 each. There is 60 hours per pay period.

Wegner was in attendance to discuss hiring a $\frac{3}{4}$ part –time officer to fill the position. The Committee discussed vehicles.

The Committee discussed a $\frac{3}{4}$ part-time officer on a year to year basis. Could this be tried with the officers we have. Wegner stated no, as we don't have enough people to put someone on permanently in the school. A current full-time officer would go to the school position.

The Committee discussed the commitments from the other schools; they would agree to a 2 year contract.

The Belgrade Police Department does go to the school and the officer has lunch with the students, but that is it. The goal is to have the schools pay \$25,000.00 each, but neither school said they could afford it. The goal is to work with the students and in the end reduce crime.

Breakdown:

\$20,000.00 from each school (minimum)

\$5,000.00 Belgrade & Brooten

Elrosa should cover something

\$2,500.00 Plus Paynesville would be covering all the overhead

It would be okay for the schools to go to \$17,500.00 as BBE could cover the rest. The Committee discussed that the school requested the officer; therefore, they should pay for it. The schools do have some safe school monies that could be used for this.

Motion was made by Ludwig to request \$20,000.00 from each school; \$5,000.00 from Belgrade and Brooten; \$1,000.00 from Elrosa, and the City of Paynesville would cover the rest and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

ADDITION OF OFFICER TO THE STEARNS COUNTY SWAT TEAM

This was added to the agenda. Wegner reported that the Sheriff's office opened up the SWAT to all agencies in the county. Officer Johnson is interested and put in an application, if the City Council will approve it. There is no cost for any use of the SWAT team for a county agency. There is approximately 15-20 SWAT calls per year. The City is required to pay the wages when the officer is responding to a SWAT call.

The Stearns County Sheriff's Office is looking to add officers from area law enforcement agencies to their SWAT team making it more of a regional SWAT team. Officer Nathan Johnson has expressed interest in joining the unit and being the representative from the Paynesville Police

Department. Officer Johnson has submitted a letter of interest to the Stearns County SWAT team and has tentatively been accepted pending interview with them and approval by the city council.

The addition of Officer Johnson to the team will allow for valuable in-house training for the department and further increase the cooperative working relationship between the two departments as well as other agencies in the county.

If Officer Johnson is approved to join the team, the department would need to purchase some additional gear for him and also send him to additional training specifically designed for the SWAT team.

Training Costs: \$795.00 is already in the budget includes training and housing at Camp Ripley. Additional cost would include meals and normal worked hours. Funds for the training are already budgeted in the 2017 training budget. Training is in late August.

Equipment Costs: \$4,000.00 for tactical equipment is the expense for equipment with the exception of a portable radio. The radio would be purchased to replace Officer Johnson current portable radio and would function for both SWAT calls and regular patrol. Estimated Cost is \$4,000 for the radio, but might come down to \$3,500.00 and the radio will be used on the officer's regular shift. Funding for the equipment could be taken out of the departments CIP. The Forfeiture fund would be used to purchase some of the equipment for the new squad in 2018.

It was asked what the City gains by having an officer on the SWAT team. Wegner stated the ability to have someone trained on tactics and that officer can train other officers. The callout was questioned. Wegner explained that it works like the fire department pager. You go if you can. The gear will be kept at the officer's residence.

The Committee discussed whether Johnsons plan is to move closer to Paynesville at any time. Wegner explained that their network for their family is in St. Cloud.

Motion was made by Eckerly to approve the addition of Officer Johnson to the Stearns County SWAT Team, once approved by the Sheriff's Office and purchase the necessary equipment out of the CIP and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

2018 PURCHASE OF NEW SQUAD CAR

The Paynesville Police Department is seeking permission to purchase a new squad car in 2018. The new squad car will replace the 2013 squad - Ford Explorer as the second primary patrol squad. It currently has 107,108 miles. The 2013 would then transition to the departments training, School Resource Officer and back-up squad replacing the 2011 Ford Crown Victoria would be surplus to assist in off-setting the costs of the new squad.

The department has budgeted for the replacement of a squad for many years and has established a replacement schedule for the squads every 5 yrs. The Department currently has in excess of \$67,000.00 (includes the 2017 transfer) in the CIP fund for this purchase with the expectation of an additional \$16,000.00 budgeted funds going into the CIP in 2018 (as always this amount may vary in 2018, but this will be the budgeted amount).

The purchase must be made at the state bid price. The Ford Explorer has more space and is 4-wheel drive. Equipment will not transfer from Explorer to Explorer. Ford changes the interior so it doesn't fit.

Motion was made by Gilmore to proceed with the purchase of a 2018 Ford Explorer and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

PURCHASE OF BUILDING OFFICIAL VEHICLE

Mergen was in attendance to discuss purchasing a pickup that could be used in both the Public Works and Building Official departments. The Public Works Committee recommends purchasing new for the warranty.

Motion was made by Eckerly to have the water/sewer CIP purchase 100% of the vehicle; plus tax and title. Starting in 2018, so the City can budget a transfer from the building department to water/sewer a payment each year for approximately 10 years. The total cost of the truck would be divided equally; a topper and tool box would be additional and those expenses would come from water/sewer CIP and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

2018 BUDGET

The following items were not discussed and will put back on the next agenda:

1. Police Department – Squad Car
2. Wage Comp Study
3. Comprehensive Plan
4. New Computers - \$4,000.00
 - a. Ron Mergen
 - b. Belinda Ludwig
5. Strategic Planning Session

NEXT MEETING

The next meeting is scheduled for Tuesday, June 6, 2017 at 4:45 p.m.

There being no further business, the meeting was adjourned at 6:25 p.m.