

The Cannon Falls City Council met in a work session on Tuesday, August 20, 2019 at 7:17 p.m. in the City Council Chambers. Present were Mayor John Althoff, Council Members Mary Jill Bringgold, Bill Duncan, Steve Gesme, Derek Lundell and Morris Mattson. Council Member Matt Montgomery was absent. Also present were Dave Maroney, City Administrator; Lanell Endres, Finance Director/Assistant City Administrator; Jeff McCormick, Police Chief; Joe Berg, Police Lieutenant; Tim Malchow, EMS Chief; Sulo Kyyra, EMS Lieutenant; and Nicole Miller, Library Director.

Purpose                      The purpose of the work session was to review the proposed 2020 departmental budgets for the police, ambulance and library.

Police Presentation      Police Chief McCormick and Police Lieutenant Berg presented information on the Police Department. They reviewed departmental activities such as patrol, administration and emergency management. They provided information on staffing levels, work schedules, and the many duties and issues their department deals with and responds to. Chief McCormick and Lieutenant Berg also provided information on their vehicle fleet and community engagement programs in which they participate. They presented data on calls for service, the Springsted pay study and plan implementation, and discussed comparisons to other police departments. They noted it was difficult to do city-to-city comparisons due to many variables within each department such as level of patrol officers, wage scale and placement due to longevity of employees, community needs, proximity to larger cities and the needs and expectations of the community. They reviewed County contracting options previously explored and issues this would present such as cost, local control, response issues, and lower clearance rates. They discussed efficiencies that have been put into place and some ideas that could be implemented. They discussed revenue generation and charges for services.

Chief McCormick and Lieutenant Berg also reviewed the expenditure budget noting the personnel costs were 88% and operational costs were 10% in the 2019 budget. They noted the 2020 personnel budget costs included step increases, COLA (Cost of Living Adjustment), and health insurance increases. The 2020 budget also has increases due to the emergency management siren maintenance agreement changes, replacement of handguns and purchase of ammunition. They reviewed their wish list which was to fully fund the Capital Improvement Plan (CIP) which would need \$40,000 to \$45,000 annually to build up the fund. They stated this could be done by transferring left over budget amounts at a certain percentage. They also discussed the need and desire for a police garage.

Council Member Duncan questioned their operation with one less officer that is out due to an injury. Chief McCormick clarified they were using the part-time officers to fill in the hours for that position and that he and Lieutenant Berg also worked additional hours when needed.

Ambulance  
Presentation

EMS Chief Malchow, presented information regarding the various types of services the ambulance department provides including calls for service, working events, mock crash, CPR/First Aid training, Stop the Bleed, initial EMT training and event standbys. He noted they have specialized equipment that other larger departments were only now implementing. He reviewed the issues regarding training such as costs, time and annual training requirements. He also discussed new training possibilities for an Advanced EMT classification. Chief Malchow reviewed statistics for their call history, back up calls, and transfers. He discussed budget expenses including the possibility of adding an additional full-time paramedic. He noted they try to run with a 3-person crew when possible. He reviewed the overtime and part-time budgets noting overtime was mainly due to working holidays and the part-time employees saved the City \$225,000 annually. He informed the Council that his department has lost potential full-time candidates due to the insurance package that is offered by the City and noted it was hard to compete with the insurance packages offered by hospitals. He also discussed the need to replace the mannequins for training, higher fuel costs and building repair needs such as roof replacement and HVAC upgrades.

Chief Malchow reviewed the budget revenue items and discussed adding billing for lift assists, fire standbys, and accidents. He also reviewed upcoming changes in Medicare payments. He discussed their capital needs noting the 2020 ambulance had been ordered, the need for a new SUV in 2020 and new ARMER Radios in 2021. He noted their need for computerized dispatching, emergency medical dispatching, a secured and permanent funding source, funding of initial training and future training of employees, upgrading the upstairs kitchen and the need for IV pumps.

When asked about his department size, Chief Malchow stated they currently had 1 full-time EMT, 5 full-time paramedics and a roster of 24 on-call staff ranging from EMTs to a paramedic noting that some are very active and others are not.

Library Presentation

Library Director Miller presented and reviewed information on the Library proposed budget. She noted the Library Board reviewed and approved the preliminary budget as it was presented. She also noted the personnel costs were 80-90% of the overall budget and included

the step and COLA increases and health insurance increases. She indicated their general liability insurance was increased along with utilities. She stated that Waste Management had increased their rates twice already in 2019. She also stated the building and repair line item was increased due to bathroom doors being damaged and needing replacement as well as other items needing repairs.

Council Member Gesme questioned the line item for building rental expense. Finance Director Endres explained this was rent charged by the City and used to reflect building cost in the SELCO formula for funding.

Adjournment

A motion was made by Council Member Duncan and seconded by Council Member Mattson to adjourn the meeting. All present voted aye. The meeting duly adjourned at 9:19 p.m.

Adopted by the City Council of the City of Cannon Falls on the 3<sup>rd</sup> day of September, 2019.

---

John O. Althoff, Mayor

ATTEST:

---

David Maroney, City Administrator