

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, AUGUST 21, 2017 - 8150 BARBARA AVENUE**

A. CALL TO ORDER/ROLL CALL: The City Council of Inver Grove Heights met in work session on Monday, August 21, 2017 in the City Council Chambers. Mayor Tourville called the meeting to order at 6:00 p.m. Present were Council members Bartholomew, Hark, Perry and Piekarski Krech; City Administrator Lynch, City Clerk Tesser, Community Development Director Tom Link, Finance Director Kristi Smith, Public Works Director Scott Thureen, Parks and Recreation Director Eric Carlson, Fire Chief Judy Thill and Interim Police Chief Folmar.

1. 2018 PROPOSED BUDGET

City Administrator Lynch gave a brief overview of the purpose of today's meeting which is for Department heads to discuss potential budget additions allowing the council to ask any clarification questions. Lynch went over the timelines of the budget proposal for September through December. He briefly went over small changes to the budget sheets including the exhibits and base budget plus additions.

Lynch stated the Dept. Heads will go over budget additions for the preliminary budget, each presentation will be brief and less than 20 minutes allowing council to ask any questions that they may have.

Interim Police Chief Folmar stated this is the budget request for 2018. This outlines the Police K-9 Handler budget. He stated he is asking in the 2018 budget for (1) additional officer to start a K-9 program.

The K-9 program has been a part of police departments for over 100 years. He stated a dog sense of smell is 50 times more sensitive than a human's and the skills of tracking is imperative to the success of the department. It stated it's a tool against physical violence and resistance against police officers. He stated instead of utilizing a current police officer, they would need a new officer who is trained as a police dog handler. He discussed the hours of training that is required for dog handling. He discussed that the dog will be at home with the officer. The K-9 unit enhances the tools the department has and helps to find, fight and prevent crime.

He discussed community engagement that will help with public relations campaign including school presentations and community demonstrations at Fairs, Night to Unite, IGH days, etc. The K-9 and officer would work during the busiest days and times. He stated the officer would be utilized like an officer in that the K-9 police officer will take calls just like normal officers.

He stated that calls for police service have increased by approximately 5,000 calls.

Interim Chief Folmar discussed the mental health and social services are increasing and officers are spending more time on calls. He described suicides, emotional disturbed people and children with disabilities. He stated K-9s can find and help these people. Benefit time usage is

approximately 14,000 hours used in 2016 is equal to 6.73 FTE including sick, vacation and personal leave.

He discussed the cost to implement the program. He stated the department has been approached by community members that have shown an interest in donating to support a K-9 program for the city. The additional police officer cost is \$99K. The K-9 startup cost is approximately \$20k. Food and grooming is \$1,500 and veterinarian care is \$500.00. The yearly cost will be offset by donations. Folmar stated most cities already have a K-9 program in Dakota County except for Rosemount and Mendota Heights.

Councilmember Piekarski Krech commended Folmar on his presentation but questioned why a K-9 unit would be necessary in the city. Folmar stated for example, Inver Grove Heights would need a K-9 when someone has fled a scene. He stated that the department is only successful 60% of the time receiving a K-9. He discussed an incident that occurred last week with the Verizon store. He stated a St. Paul K-9 was called for the Verizon store scene. The dog came from 30-40 mins away and at that time the perimeter had expanded too far to be useful for a K-9. Councilmember Piekarski Krech stated that she only knows of two occurrences where a police dog would have been needed for the department. Councilmember Piekarski Krech discussed her opinion that the costs budgeted for the K-9 is grossly underrated. She commented that the dog food and care of the dog expenses is higher than estimated. Folmar discussed that the budget was taken from other comparable cities K-9 budgets.

Councilmember Hark asked about the term of service of a K-9. Folmar stated its about 6-7 years. The dogs are 1.5-2 years old when they start service. He stated 10 years is old for a service dog. Folmar discussed the need of an additional officer and K-9 stating that calls/stops were 1100 and now it's at 1600 due to the 12 hours shift change. Councilmember Bartholomew asked about liability. Folmar stated League of MN Cities (LMC) stated that no additional insurance was needed.

Mayor Tourville discussed the communities desire to have the program. He also stated the officers really want a K-9. The purpose for the program is important because it's for safety. He discussed how the K-9 would increase the officer's safety. Mayor Tourville stated that sometimes there is no K-9 available. There are times where it is needed and the K-9 can do different kinds of work than an officer. Folmar discussed that the program does make for a positive interaction with children and adults.

Councilmember Piekarski Krech asked for the interested donors to show their support. Folmar stated he will pull information on incidents of a K-9 dog was requested. Mayor Tourville stated that he has had conversations with residents that show support for the program.

Councilmember Bartholomew asked about the community's overtime for the police officer with the other K-9 dog. He asked if communities charge for the use of the K-9 dog. Folmar stated in the affirmative. Councilmember Hark stated this is a financial commitment. Councilmember Hark

stated that he is not convinced that it's a need because we can get dogs from other surrounding communities.

Councilmember Hark asked about the school dogs that sniff lockers at high school. Folmar stated they are drug dogs with the DEA.

Community Development Director Link presented on his budget. He stated that assistance will be needed for the rental license program and is asking for seasonal office support. Link stated it will be used on an as needed basis to process permits and recordkeeping. Primarily it is to provide customer service and schedule inspections quickly. Link discussed code books and training for staff. He stated the cost of the training is \$400. It's a total of \$5900. Councilmember Hark asked about code books and the purpose. Link stated two code books are required by law to be kept at City Hall, one of the Building Inspector and another for the public. Councilmember Piekarski Krech questioned overtime of rental license specialist. She would like to try and handle that with comp time. Link discussed ways they will try and eliminate the costs of overtime.

Fire Chief Judy Thill presented on her budget. She discussed the Fire Relief Association, fire and brush fire gear, replacement of uniforms, three sets gear and 10 helmets for an estimate of \$17,400. Councilmember Piekarski Krech asked about the license for firefighters cost of \$800. Thill stated the \$800 is for 3 staff and not 28. It is a three-year license. They discussed the stipend of Battalion Chief & Fire Op Supervisor, 6 air cards in the amount of \$3,700. Thill discussed iPad, water rescue suits, 4 rehab cooling chairs, sounds system and 2 AEDs \$5,600

Councilmember Piekarski Krech asked when the firefighter increase pay will be. Thill stated that the increase is scheduled for this year. Mayor Tourville asked about the stipend of the cell phones. Thill stated that currently staff uses their own cell phones. Thill stated its a stipend for two cell phones to offset costs related to cell and time usage.

Lynch presented on the Administration budget. The City Clerk is requesting \$7,200 for secretarial support to draft council meeting minutes and work sessions meeting minutes during the Election year.

He discussed the \$9,000 is the customer service training for all staff. Two groups will train and support to implemented and educate current staff and onboarding staff new hires and seasonal staff. Lynch stated the software is completed by the service. For example, training session will be done in September. The training will go into their file for documentation purposes. Councilmember Piekarski Krech asked about competency of the training. Lynch stated there is measurement of training and acknowledgement. He stated its an online equivalency. Councilmember Perry stated it's an annual training therefore equivalency and continued education will happen.

Councilmember Piekarski Krech asked about the Clerk's presence at Council meetings. City Clerk Tesser stated she will still attend meetings except in October and November 2018. .

Mayor Tourville asked that staff outline when the Clerk will be absent in 2018 at City Council meetings. Lynch discussed the increase of the budget showing the labor intensity of elections. He stated in 2016 the work session minutes were contracted by an individual. City Clerk Tesser discussed the difficulties with the continued changes of election law by the legislature to have time to draft minutes. She reminded the council that Early Voting passed in May of 2016 which changed how elections took place, she stated the 45 days of Early Voting could still pass in May of 2018 which would put even more strain on election staff. She stated the \$7,200 is a proposed amount with those possible legislative changes in mind. Lynch stated that we will outline the Clerk's possible absence in the Friday memo.

Public Works Director Scott Thureen discussed increasing demand for engineering services and the needs for an additional staff engineer program. He went over the demands of services and programs. He discussed that many projects will be coming up in September's presentation to council. He stated an alternative would be to use more consultants to do the amount of work needed to keep up. Councilmember Bartholomew asked Thureen if he has numbers on how much consultant fees would decrease if a position was added. He stated he will give that information to the council at a later date. Councilmember Piekarski Krech stated she wanted to see a decrease in consultant fees. Thureen discussed the amount of work that is increasing because of the NWA development and reconstruction of the existing infrastructure therefore the savings will not be a lot but it will be some. Councilmember Hark stated consultants don't have benefit payments like an additional staff person. He stated we are in growth mode and we need to make decisions on what we are going to do and it will be difficult.

Thureen discussed the program \$1000 educational and training. He stated this would benefit the department and the city. Councilmember Hark asked if this was allocated in the past. Thureen stated not in the last couple of years. Lynch stated the policy states \$1000 is the max for each division.

Thureen discussed streets that are well beyond the use and design. He went over cracking and patching of the streets and the PMP. He illustrated the streets on a map. He stated he will present the details on the September 5th work session. Mayor Tourville stated he appreciates Barry Underdahl's work on the asphalt to help extend the life of the streets.

Lynch stated the finance department is asking for \$1,500 for a Fire Relief Association analysis. Per the agreement, the consideration and review is ensuring fiscally stable process. And if there is a benefit increase request will the asset be sustainable. Councilmember Bartholomew asked for allocations of professional service, maintenance, and expenses accounts for the budget year. The allocations he stated are large.

Parks and Recreation Director Carlson stated that \$125K annually is needed for the replacement fund as previously discussed. He stated they need \$250k to sustain all the parks assets. He stated the funds are expiring and there is a gap on the funding and the funding is not sustainable.

They are requesting a maintenance person, he stated in 15 years there hasn't been an increase in a maintenance staffing but the work load has increased. He went over the infrastructure changes and upgrades over the course of 15 years.

He stated in 12-24 mos the streets will continue to expand. That would be additional work load to our maintenance staff. Councilmember Piekarski Krech asked about street costs for additional road. Lynch stated this from the general fund.

Parks and Recreation Director Carlson stated the EAB management plan has \$94k in the fund, there is not enough monies for remove and replace the rest of the trees. There will be shortage of \$38,600 over the next 4 years or \$9,700 per year. Councilmember Piekarski Krech stated to take the trees down at a longer extended period of time. Carlson stated that is what the plan has been doing. The removal is every 10 years. He stated there will be a shortage in the budget for that amount. Councilmember Piekarski Krech asked to push it out more. Carlson stated that the program is for 10 years. Councilmember Piekarski Krech stated we can't save the trees there is no reason to rush it. Lynch stated the EAB conflict is scheduling and prioritization of staff person dedicated to this program. If its extended than the cost is added to the program. Carlson stated the fund will be depleted at that time. He stated we will still need that amount for the removal and replacement of the trees if its 4 years or 8 years. There is not enough in the fund. Tourville stated the positive is to complete the project in a timely basis. Tourville stated that the state program are going slower for EAB. Carlson went over that large trees in bunches are not being removed. Councilmember Piekarski Krech stated she wants the trees that do not have EAB to stay. Councilmember Bartholomew agreed.

The council asked for staff to tell us why the program should continue on the schedule. Carlson stated at the work session in September this information will be included.

Lynch went over clean-up work on the budget and exhibits that were passed out and summarized. He went over the schedule of the budget proposal on September 6th and September 11th.

Councilmember Piekarski Krech asked about seeing the constant tax rate with the impact of the homes. Tourville stated the Base budget amounts and additions is about a 6% increase on home values and businesses is a 5%. Councilmember Piekarski Krech stated just the base budget the amount is a decrease. Tourville stated that some of the additions have to happen. Councilmember Bartholomew stated that there is a possibility to keep the amount the same.

B. ADJOURN: Motion by Perry, seconded by Piekarski Krech to adjourn the meeting. Motion was carried unanimously. Meeting adjourned at 7:38pm.