

MINUTES

Metro Management Council

Wednesday, December 14, 2016
3:32 PM – 4:33 PM
County Admin Building
415 N Dakota Ave

Members Present: Mayor Mike Huether, Council Member Michelle Erpenbach, Council Member Rick Kiley, Commissioner Jeff Barth.

Members Absent: Commissioner Dick Kelly.

Attendees: Keith Allenstein, Matt Burns, Justin Faber, Dr. Jeff Luther, Jesseca Mundahl, Carol Muller, Jill Franken, Paul Niedringhaus, Ona Reker, Jim Sideras, Brian Sohel, Robert Wilson.

1. Approval of Agenda

Motion made by Commissioner Barth, seconded by Council Member Erpenbach, to approve the agenda. Motion carried.

2. Approval of Minutes

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve the minutes of the meeting dated August 17, 2016. Motion carried.

3. Presentation of Financial Statements for August–November, 2016, including payroll, monthly overtime report and expenditures

Business Manager Ona Reker presented the monthly financial statements and overtime reports for August-November, 2016.

She reviewed asset balances, continued stability of 911 surcharges and increased EMS transfer fee revenues, along with reduced overtime offset by increased temporary staffing and insurance premiums expenses. Reker projected the agency would exceed total revenue for the year due in great part to 911 surcharge revenue returning to pre-2016 budget projections, while personnel and operating expenses would remain within annual budgeted program totals, and capital outlay would exceed original budget as planned per earlier council direction to purchase two additional consoles for the center.

Council Member Erpenbach reminded the group that they need to be proactive with the 911 surcharge sunset and encouraged Director Niedringhaus to work at the state level with legislature.

Motion made by Commissioner Barth, seconded by Council Member Kiley, to approve the financial statements as presented. Motion carried.

4. Adoption of 2016 Budget Amendment

Director Niedringhaus presented a request for a budget amendment to recognize an additional \$24,000 from surcharge revenues to cover needed console equipment added in 2016.

Motion made by Council Member Kiley, seconded by Council Member Erpenbach, to approve amendment of the 2016 budget by increasing 911 surcharge revenues and capital outlay by equal amounts of \$24,000. Motion carried.

5. Approval of Resolution #16-03, Non-Bargaining Unit Pay

Director Niedringhaus presented resolution #16-03, providing for a 2.25% COLA along with base and maximum step adjustment for non-bargaining unit positions in 2017. This supports earlier council action resulting from salary survey & compensation study for bargaining unit staff, along with preventing compression between pay scales within the agency.

Motion made by Commissioner Barth, seconded by Council Member Erpenbach, to approve resolution #16-03 Non-Bargaining Unit Pay as presented. Motion carried.

6. Approval of Resolution #16-04, Employee Benefits

Director Niedringhaus presented resolution #16-04 identifying several changes in benefit providers for 2017. Primary changes related to his decision to change health insurance from DakotaCare to Wellmark, ensuring broad provider choice for staff but noting this will require agency administered COBRA. A Health Savings Account (HSA) was added to support a High Deductible Health Plan (HDHP) option as a viable alternative to significant premium increases in the traditional plan offerings. He thanked Business Manager Ona Reker for her efforts to develop a zero dollar increase HDHP/matching funds HSA option plus time to educate staff regarding the personal benefits of this alternative. Coverage elections, plus projected staffing changes indicate agency 2017 health insurance costs at nearly neutral. Other changes include a move to WorkFORCE and Dakotacare for wellness services.

Motion made by Council Member Kiley seconded by Commissioner Barth, to approve Resolution #16-04 Employee Benefits, as presented. Motion carried.

7. Approval of Resolution #16-05, Property Transfer

Director Niedringhaus presented resolution confirming the sale at public auction of all assets presented for disposal at the August council meeting. As requested other government agencies and non-profits were first provided the opportunity to receive these items before auction.

Motion made by Council Member Erpenbach, seconded by Commissioner Barth, Council Member Kiley, to approve Resolution #16-05 Property Transfer as presented. Motion carried.

8. Approval of Engagement for Financial Audit Service for Fiscal Year Ending December 31st, 2016

Director Niedringhaus presented the Annual Letter of Engagement confirming audit services will be provided by Eide Bailly for the year ending 12/31/16, as approved by the council in the fall of 2014 for the 3 years 2014 through 2016.

Motion made by Commissioner Barth, seconded by Council Member Kiley, to approve the 12/31/16 Engagement letter for 2016 audit services by Eide Bailly as presented. Motion carried.

9. Approval of 2017 Minnehaha County Metro PSB Lease Agreement

Director Niedringhaus presented a one year building space lease renewal agreement, as approved by the County Commission on 12/13/16. Our rate has not increased in 6 years; the County informed us that they will be reviewing this for future years.

Motion made by Commissioner Barth, seconded by Council Member Kiley, to approve the lease renewal with Minnehaha County for 2017, as presented. Motion carried.

10. Approval of 8 hours Administrative Pay for Thursday, December 24, 2016

Director Niedringhaus requested approval for 8 hours of administrative pay for agency staff, similar to city, county and state employees.

Motion made by Council Member Kiley, seconded by Council Member Erpenbach, to approve 8 hours of administrative pay on December 24, 2016 for all Metro Communications Agency staff. Motion carried.

11. Confirm 2017 Meeting Schedule

Director Niedringhaus confirmed the 2017 meeting schedule with the council.

12. Director's Report

Director Niedringhaus shared that he was spending time getting to know operational staff and meeting individually with management staff, Shift Supervisors and Advanced Communications Officers. He provided an update on the change in public safety software from New World to Zuercher. Director Niedringhaus reported back to the council that the Agency audio request policy was up to date and had been reviewed by legal counsel. He provided a staffing report highlighting we are fully staffed. He mentioned that the Hartford tower building had been replaced and that the 2 consoles recently purchased were up and running. He also provided an update on the state radio upgrade and funding need. He advised he had been participating in the EMS leadership group with other partnering agencies. He also shared his plans for staff recognition, citing the recent kidnapping case.

13. Adjournment

Motion made by Commission Barth, seconded Council Member Kiley, to adjourn the meeting at 4:33 p.m. Motion carried.