

MINUTES

Metro Management Council

Wednesday, April, 25th 2018
3:31 PM – 4:57 PM
County Admin Building
415 N Dakota Ave

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

Absent: Commissioner Michelle Erpenbach Commissioner Gerald Beninga

Attendees: Michelle Boyd, Matt Burns, Craig Dewey, Justin Faber, Maggie Gillespie, Mike Milstead, Carol Muller, Jesseca Mundahl, Paul Niedringhaus, Ona Reker

1. Approval of Agenda

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

2. Approval of Minutes

Motion made by Commissioner Barth, seconded by Council Member Kiley, to approve the minutes of the meeting dated March 14, 2018 with one edit; welcome to Beninga, not Barth. Motion carried.

3. Director's Report

Niedringhaus provided agency activity updates regarding staffing and recruitment and updated on current posting. National Telecommunicator's Week was the first week in April, they invited all 3 news stations in to promote Metro and the work they do and advertise the posting.

4. Presentation of 2019 Budget

Niedringhaus provided an operational presentation showing analytics of increased population growth for service area and the impact on increasing calls for service handled by Metro. Minimal staffing numbers continue to increase to account for additional workload. Niedringhaus discussed his goal to decrease the call answering workload for radio board positions fire, SO and data. A FTE was added in 2018 specifically for this; there was some success, showing the number of calls answered at these boards decreased, but would like to see more of a decrease. Also shown was a projection of approved FTE positions and how increased workload will impact the Agency and each individual dispatcher's efficiency. If the activity continues to grow at the current pace, we won't be able to keep up staffing wise. Additionally staffing numbers were reviewed and the impact of limited availability for vacation and training opportunities when new hires are in training and not yet released to count towards operational staff. It takes about 8 months for recruitment and training before an employee is fully functional.

Niedringhaus then presented the agency's proposed 2019 budget with the FTE included, along with projected cash flow through 2023, and highlighting the

importance of the surcharge legislation getting passed and the continued efforts still needed. He reviewed projected revenues, personnel and operating expenses, capital outlay and projected cash flows. He reminded the council that we have an increasing need to look at Metro buildings for the primary and backup centers. We are unable to expand in current spaces. In regards to city/county support, current support is less than what it was in 2008 and because surcharge revenues aren't keeping up, we have to rely on more support from city/county.

Motion made by Commissioner Barth, seconded by Council Member Kiley, to approve the 2019 budget as presented including the addition of one operator FTE in 2019. Motion carried.

5. Presentation of Financial Statements for months of Mar, 2018 including payroll, monthly overtime report and expenditures, pending auditor review.

Business Manager Reker presented the monthly financial statements for March, 2018, pending auditor review.

She reported that there was minimal significant activity for this period. She reviewed the balance sheet and budget vs actual revenues and expenditures. We exceeded projected revenues and there was nothing unusual for expenses.

Motion made by Council Member Kiley, seconded by Commissioner Barth, to approve the March 2018 financial statements, pending auditor review, as presented. Motion carried.

6. Acceptance of the Final Audited 2017 Financial Report

Business Manager Reker advised the council the audit has been completed, but it has not been approved due to a delivery error at the State. The auditor found no errors. Will present approved report at the next MMC meeting.

7. Adjournment

Motion made by Commissioner Barth, seconded by Council Member Kiley, to adjourn the meeting. Motion carried at 4:57 pm.