

**MINUTES**  
**Metro**  
**Management**  
**Council**

**Wednesday, February 24, 2016**  
**3:31 PM – 5:06 PM**  
**County Admin Building**  
**415 N Dakota Ave**

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

Attendees: Keith Allenstein, Matt Burns, Jill Franken, Daren Ketcham, Jesseca Mundahl, Carol Muller, Ona Reker, Jim Sideras, Robert Wilson, Monte Watembach.

Mayor Huether welcomed Commissioner Barth to the council.

**1. Approval of Agenda**

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

**2. Approval of Minutes**

Motion made by Council Member Erpenbach, seconded by Commissioner Barth, to approve the minutes of the meeting dated December 16, 2015. Motion carried.

**3. Presentation of Financial Statements for December, 2015, including payroll, monthly overtime report and expenditures, pending auditor review.**

Director Ketcham presented the monthly financial statements and overtime reports for December, 2015, pending auditor review.

He advised the council he had met with Eide Bailly Auditor Brian Stavenger in preparation of the agency audit and agency in-house work remained to be completed by the audit team. Year-end financials the previously reported shortfall in budgeted 911 surcharges offset by reduced personnel and capital outlay expenses, resulting in a net addition to cash. The council discussed the change in 911 surcharge projects and the agency efforts to work with the state to effectively monitor subscriber numbers and revenues, especially wireless subscriber remittances.

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve the December 2015 financial statements, pending auditor review, as presented. Motion carried.

**4. Presentation of Financial Statements for January, 2016, including payroll, monthly overtime report and expenditures**

Director Ketcham presented the monthly financial statements and overtime reports for January, 2016.

Ketcham reminded the council the January report provides minimal data due to modified cash method of reporting and the delay in receipt of the major revenue source of 911 surcharges. He reviewed staff efforts to hold minimize overtime

exposure during time of turnover that are customary in this field. He advised the agency was advertising with plans to hire four additional operators with a May 2<sup>nd</sup> start date, to progressively address anticipated vacancies.

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve the January 2016 financial statements as presented. Motion carried.

#### **5. Approval of Update to Minnehaha County lease Agreement**

Ketcham presented the agency building space lease agreement for annual renewal with Minnehaha County. The council discussed the history of the agreement, including services provided and square foot rate consistency. They also discussed future plans for growth, along with location of both primary and backup center sites.

Motion made by Council Member Kiley, seconded by Council Member Erpenbach, to approve 2017 annual building lease agreement renewal with Minnehaha County, as presented. Motion carried.

#### **6. Director's Report**

Ketcham provided agency activity updates to the council, reviewing current recruitment activity, public safety software update with the city and county, including agency cost share estimate of \$200,000. He provided a presentation of long range agency facility planning efforts involving key city and county staff, addressing space and equipment needs for the agency based on community and public safety partner growth estimates. The presentation provided three options for priorities, along with recommended next steps for council consideration.

Motion by Council Member Kiley, seconded by Commissioner Barth, establishing three long range agency facilities planning priorities as 1) identify and develop effective backup center facility location through efforts with both city and county staff, 2) remodel and expand current primary location through efforts with county staff, and 3) identify and implement short term improvements to current working environments; provide the following to the council for additional consideration: 1) present costs for up to three additional consoles in main 911 center for 2016 expenditure, and 2) identify square footage and physical needs for effective backup center, along with review of available existing community spaces for consideration by council. Motion carried.

#### **7. Executive Session Contract Negotiations**

Motion made by Council Member Kiley, seconded by Council Member Erpenbach, to enter into executive session for Contract Negotiations. Motion carried at 4:41 pm.

Mayor Huether ended the executive session at 5:05 pm.

#### **8. Adjournment**

Mayor Huether adjourned the meeting at 5:06 pm.