

MINUTES

Metro Management Council

Wednesday, August 17, 2016
3:31 PM – 4:41 PM
County Admin Building
415 N Dakota Ave

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

Absent: Commissioner Jeff Barth.

Attendees: Keith Allenstein, Michelle Boyd, Matt Burns, Justin Faber, Jill Franken, Sandy Frantz, Kersten Kappmeyer, Dr. Jeff Luther, Mike Milstead, Carol Muller, Paul Niedringhaus, Ona Reker, Jay Titus, Robert Wilson.

1. Approval of Agenda

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

2. Approval of Minutes dated April 27, 2016

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve the minutes of the meeting dated April 27, 2016. Motion carried.

3. Approval of Minutes dated May 3, 2016

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve the minutes of the special meeting dated May 3, 2016. Motion carried.

4. Acceptance of Final Audited 2015 Financial Report

Business Manager Reker advised the council that the agency's 2015 audit had been completed by auditors Eide Baily and accepted by the SD Department of Legislative Audit without any required changes. Copies of the report and associated letters were provided electronically to each council member.

Motion made by Commissioner Kelly, seconded by Council Member Erpenbach, to accept the 2015 completed auditor's report as presented. Motion carried.

5. Presentation of Financial Statements for April-July, 2016, including payroll, monthly overtime report and expenditures

Reker presented the monthly financial statements and overtime reports for April-July, 2016. She reported that the agency was continuing to receive consistent E911 surcharge revenue in 2016, comparative to late 2015 receipts. She also advised that monthly overtime continued under budget year to date in 2016, reflective of full staffing levels. She reported that some costs related to console additions and tower site building replacement were reflected in year to date expenses, with the balance expected to be completed in August.

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

6. Surplus Property Disposal

Reker presented a list of assets which are no longer of use to the agency, requesting approval to surplus the assets either to another agency within the city or county or by auction to the general public. The council requested that other local government and non-profit agencies be provided the opportunity for transfer of assets before sale at auction.

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve authorize disposal of assets either by transfer to other government/non-profit agencies or auction to the general public. Motion carried.

7. Draft Meeting Schedule

Reker noted the draft meeting schedule as printed on the bottom of the current agenda. As with years 2014 through 2016, four meetings are planned for 2017. Approval of the schedule will be requested at the December 14th council meeting.

8. Deputy Director/Business Manager Report

Reker presented written report to council for Deputy Director Mundahl who could not attend the meeting. The letter was briefly reviewed for those in attendance: pursuit of alternative backup center location has been placed on hold pending appointment of agency director; two additional workstations have been delivered and installation with related equipment is in process as discussed with the council in April; an additional staff person will be hired in September from current eligibility list to prepare for additional staffing on B shift as budgeted for 2017; agency staff are working with the city and county to effectively implement the public safety software upgrade tentatively scheduled for Go Live in December 2017; staff have been active throughout the community with various public outreach projects alongside other local public safety entities.

Mayor Huether inquired about agency policy and practice governing release of 911 call audio, and related first responder narratives and activity, along with eligible recipients and format of information provided. Agency Quality Assurance Coordinator Justin Faber provided a brief overview of agency practices and relevant policies, deferring greater details to Deputy Director Mundahl. The Mayor asked for clarification and details of the requested information by follow-up at the December council meeting.

9. Executive Session – Personnel

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to enter into executive session for the purpose of personnel discussion. Motion carried at 4:07 pm.

Mayor Huether resumed the open meeting at 4:34 pm.

10. Appointment of Director of Metro Communications Agency

Mayor Huether requested approval of resolution #16-01, appointing Paul Niedringhaus as Director of Metro Communications Agency, in a temporary status effective September 13, 2017, and full-time status on January 2, 2017.

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve resolution #16-01 Director Appointment as presented. Motion carried.

The council congratulated Niedringhaus and welcomed him to the agency. Director Niedringhaus addressed the council and all in attendance, thanking them for the opportunity. He expressed gratitude for the strong team he worked with while in his tenure at the Minnehaha County Sheriff Department, recognized the value and strength of the team at Metro Communications Agency, and his excitement to lead the agency as their new Director.

Mayor Huether presented resolution #16-02, approving updated bank signatures, reflecting the appointment of Paul Niedringhaus as Director of Metro Communications Agency effective September 13, 2017.

Motion made by Council Member Erpenbach, seconded by Commissioner Kelly, to approve resolution #16-02 Bank Signatures as presented. Motion carried.

11. Adjournment

Motion made by Commissioner Kelly, seconded by Council Member Erpenbach, to adjourn the meeting at 4:41 pm. Motion carried.