

# **MINUTES**

## **Metro Management Council**

**Wednesday, December 13, 2017**  
**3:31 PM – 4:23 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 Jeff Barth.

Members Absent: Commissioner Dean Karsky.

Attendees: Mark Bukovich, Matt Burns, Craig Dewey, Justin Faber, Jill Franken, Maggie Gillespie, Dr. Jeff Luther, Mike Milstead, Carol Muller, Jesseca Mundahl, Paul Niedringhaus, Ona Reker

### **1. Approval of Agenda**

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, 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 August 16, 2017. Motion carried.

### **3. Presentation of Financial Statements for months of August–November, 2017, including payroll, monthly overtime report and expenditures**

Business Manager Ona Reker presented the monthly financial statements and overtime reports for August-November, 2017.

She reviewed asset balances reflecting 0% increase in city and county support for 2017. She reminded the counsel when reviewing A/R, surcharges are 45 days behind, but the agency is projecting a 1.17% increase over 2016. Reker also reviewed budget summaries compared to last year to date and current budget compared to current expenditures.

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

### **4. Approval of Resolution #17-01, Non-Bargaining Unit Pay**

Director Niedringhaus presented resolution #17-01, which supports the 2018 budget, as approved in April of this year, and provides for the same COLA and step adjustments as implemented for bargaining unit staff. The COLA is 2% with no step related changes.

Motion made by Council Member Erpenbach, seconded by Council Member Kiley, to approve resolution #17-01 Non-Bargaining Unit Pay as presented. Motion carried.

**5. Approval of Personnel Manual revision, Article IV Section 4.60 Vacation**

Director Niedringhaus presented Personnel Manual edits to Vacation accruals and requested approval of the resolution as presented.

The vacation accrual edits were made to match previously adopted union agreement effective 1/1/18, closely following the city vacation accrual schedule. From the agency perspective, this returns the schedule back to more intervals within the first 16 years of service, plus additional intervals for years 17-19; the city has intervals through 19+ years and the county through 20 years. Metro will now have intervals through 19+ years. For staff, no change for first 3 years, with greatest changes in the years added beyond 16. Metro does not allow for a donation bank currently. There is a 40/40/40 option; minimal staff use this, but it is budgeted for.

Motion made by Council Member Kiley, seconded by Commissioner Barth, Council Member Kiley, to approve personnel manual revisions as presented. Motion carried.

**6. Approval of Engagement for Financial Audit Service for Fiscal Year Ending December 31st, 2017**

Director Niedringhaus presented a Letter of Engagement for audit services to be provided by Eide Bailly for the year ending 12/31/17. A single year was selected following the city as they have initiated an RFP process for future audits. Metro historically uses the same audit firm as the city since we are a Component Unit of the City for audit purposes. The Metro eengagement agreement has been reviewed and approved by legal counsel.

Motion made by Commissioner Barth, seconded by Council Member Erpenbach, to approve the 12/31/17 Engagement letter for 2017 audit services by Eide Bailly as presented. Motion carried.

**7. Approval of 2018 Minnehaha County Metro PSB Lease Agreement**

Director Niedringhaus presented a one year building space lease renewal agreement with Minnehaha County, noting no change in the lease rate, however an inflationary clause has been added to provide the agency budget preparation with the county's plan to use the Midwest CPI for future rate increases. As reported in Dec of 16, the current rate has been in place for over 6 years.

Motion made by Council Member Kiley, seconded by Council Member Erpenbach, to approve the lease renewal with Minnehaha County for 2018, as presented. Motion carried.

**8. Approval of 8 hours Administrative Pay for December 24, 2017**

Director Niedringhaus requested approval for 8 hours of administrative pay for agency staff.

Motion made by Council Member Erpenbach, seconded by Commissioner Barth, to approve 8 hours of administrative pay on December 24, 2017 for all Metro Communications Agency staff. Motion carried.

#### **9. Confirm 2018 Meeting Schedule**

Director Niedringhaus confirmed the 2018 meeting schedule with the council noting an additional meeting was added to 2018 to provide for transition with Mayoral election, resulting in 5 meetings vs. 4. The timing of these meetings are relevant to anticipated council actions throughout the year (audit, bargaining unit negotiations, MMC budget approval, Joint boards budget approval, yearend actions).

Discussion from the council resulted in keeping 4 scheduled meetings rather than 5; eliminating the proposed June meeting and moving the February meeting instead to March. Special meetings will be arranged if circumstances warrant it.

#### **10. Director's Report**

Director Niedringhaus updated the council in regards to staffing; 5 new recruits started in October and are currently training to be call takers only until after the Zuercher software transition. The Zuercher transition is on track with a go live date of 02/27/18. Our training team has been doing monthly trainings to prepare staff for the change. An update reference 911 Surcharges was provided. A letter detailing concerns with fluctuating surcharge revenue, access to relevant data and the sunset was sent to the Governor, the 911 State Coordinator Board and Secretary Gerlach of the Revenue Dept. Director Niedringhaus met with a work group in November to discuss strategy and language for upcoming legislation. Their goals included 1) removing the sunset and leave at the current rate of \$1.25 and 2) allow PSAPs the ability to review provider level subscriber counts by reporting period, as they were able to before the 2012 bill. Director Niedringhaus then reported on a REMSA grant awarded to Metro to purchase a cell phone booster and a computer and monitor to be used in the Metro Conference area to enhance the ability of our Sioux Falls Rapid Response Coordination group.

Discussion from the council asked about diversity in the work place and recommended coordination with city resources for further contacts. Metro uses the same affirmative action contact list as the city and county.

#### **11. Approval of Step Increase for Director**

The Director's anniversary date is 01/02/18 requiring council consideration and approval of annual step increase.

Motion made by Council Member Kiley, seconded by Council Member Erpenbach, to approve the step increase for Director Paul Niedringhaus from 300/5 to 300/6 effective 1/2/18. Motion carried.

#### **12. Adjournment**

Motion made by Council Member Kiley, seconded Commissioner Barth, to adjourn the meeting at 4:23 p.m. Motion carried.