

# **MINUTES (DRAFT)**

## **Metro Management Council**

**Wednesday, March 29, 2023**

**3:29 PM – 5:17 PM**

**County Admin Building**

**415 N Dakota Ave**

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Members Present: Mayor Paul TenHaken, Commissioner Gerald Beninga, Commissioner Deak Karsky, Council Member Curt Soehl, and Council Member Sarah Cole

Attendees: Michelle Boyd, Aimee Chase, Carey Deaver, Drew DeGroot, LeNora Giles, Mike Gramlick, Dr. Jeff Luther, Matt McAreavey, Mike Milstead, Carol Muller, Mattie Peck, Shawn Pritchett, Ona Reker, Regan Smith, Jon Thum, Monte Watembach

### **1. Determination of Quorum and Approval of Agenda**

A motion to approve the agenda as presented was made by Commissioner Karsky, seconded by Commissioner Beninga. 5 yeas, 0 nays. Motion carried.

### **2. Public Input**

None.

### **3. Approval of Minutes dated December 21, 2022**

Motion made by Council Member Soehl, seconded by Council Member Cole, to approve the minutes dated December 21st, 2022, as presented. 5 yeas, 0 nays. Motion carried.

### **4. Approval of Resolution #23-01, Interim Director Appointment**

Mayor TenHaken addressed all who were present to advise he had accepted Metro Communications Agency Director Scott McMahon's resignation on March 15th, 2023, adding the agency had been operating in an interim format, with council knowledge and support, under the leadership of Sioux Falls Fire Rescue Division Fire Chief Michael Gramlick. Mayor TenHaken recognized Interim Director Gramlick for his leadership positions held both under Sioux Falls Fire Rescue and under the union and the great skill set he brings to Metro. Mayor TenHaken advised Division Fire Chief Gramlick would be on loan from Sioux Falls Fire Rescue to Metro Communications until a date and time to be determined, when the council can determine what the agency's next director hire will look like. He presented and requested council approval of Resolution No. MMC 23-01 appointment Mike Gramlick as Interim Director of Metro Communications Agency effective March 15, 2023.

Motion made by Commissioner Karsky, seconded by Commissioner Beninga to approve the appointment of Michael Gramlick as the Interim Director of Metro Communications effective March 15<sup>th</sup>, 2023. 5 yeas, 0 nays. Motion carried.

## **5. Directors Report**

Interim Director Gramlick presented the Agency Director Report beginning with his first 2 weeks at Metro update:

Condition – Operational Readiness, as we moved in we wanted to make sure the team is able to do the mission is designed/expected to do; Actions – Evaluation of IT Operations is complete through assistance from City IT, COOP (Continuity of Operations Plan) scheduled for April through SFFR staff assistance, Support needed for transition to the new PSC (Public Safety Campus) in process with assistance from City of Sioux Falls Project Manager; Needs – use of resources from city and county partners.

Condition – Staffing; Actions – Evaluation of systems is in process, Pat (Partner Agency Training) implemented within a few days with a current firefighter, Recruitment Partnerships is in process through participation of the Public Safety Showcase; Needs – continued access and support from city and county services.

Key Performance Indicators – Retention Rate: 24% cumulative average since 2004, in general losing 3 out of 4 employees, biggest loss between 1 and 5 years; Applicants processed – 415 applicants in 2022, and on track to break 400 in 2023, a workload challenge for the agency, taking staff away from leadership and other development needs of the agency; Availability – 75% of staffing available compared to minimum staffing, with a goal of closer to 100, the agency has operated as low as 50%.

Discussion of agency turnover trends, recruitment, exit interviews, movement within public safety family

Next Steps – Budget, immediate; Contract negotiations, April; Facility move, mid-summer through Fall.

How can I help? Mayor TenHaken suggested increasing MMC meetings in the coming months, and IT for the building move.

## **6. Approval of Resolution #23-02, Bank Signatures**

Business Manager Ona Reker presented Resolution #23-02, Bank Signatures, providing authorization of bank signature updates, replacing Scott McMahon with Mike Gramlick as an authorized party to conduct bank transactions with First Premier Bank effective March 15<sup>th</sup>, 2023.

Motion made by Commissioner Karsky, seconded by Council Member Cole to adopt resolution #23-02 authorizing the replacement of Scott McMahon with Mike Gramlick as an authorized party to conduct bank transactions with First Premier Bank effective March 15, 2023. 5 yeas, 0 nays. Motion carried.

Mayor TenHaken questioned how many directors Business Manager Reker had worked with in the fifteen years she had been with Metro Communications Agency. After sharing she had worked with seven different directors during her tenure, Mayor TenHaken expressed the need to figure out why.

**7. Presentation of Financial Statements year ending December 31, 2022 Pending Auditor Review**

Business Manager Reker presented the financial statements for the 12 months ending December 31, 2022 pending auditor review.

She shared the agency cash was up from a year prior as projected earlier in 2022, along with partial purchases by year end for new center FF&E. These purchases are reflected in both operating and CIP costs, along with Due from State and Local Government for funding of the purchases and Accounts Payable for amounts received but unpaid at year end. Reker also reported that 911 surcharge revenue remained strong in growth throughout 2022, reflecting a return to statewide growth in subscribers in addition to increased growth in City of Sioux Falls and Minnehaha County, and personnel costs were below budget, due in great part to health insurance well under budget and lower than expected gross payroll due to vacancies in 2022, partially offset by increased overtime.

Mayor TenHaken asked Agency staff present to speak about staff feeling about amount of overtime in 2022 and continuing early into 2023. LeNora Giles, 23 year veteran of Metro, Advanced Communications Operator and Union President, shared the wide range of feelings about overtime, the ability to take vacation, and stress of this career amongst staff. EAP and peer support services were discussed. Giles described the differences in a 911 career as compared to other public safety roles.

Motion to approve the Financial Statements ending December 31, 2022 pending auditor review as presented pending auditor review made by Commissioner Karsky, seconded by Council Member Cole. 5 yeas, 0 nays. Motion carried.

**8. Approval of Revised 2022 Budget Amendment**

Business Manger Reker requested an additional budget amendment due to a revised, increased valuation of capital assets received as of December 31, 2022, previously reported to Metro as approximately \$454,000, later revised to over \$663,000. She requested a revised amendment to the Metro Communications Agency 2022 budget by an increase of \$175,000 in Capital Outlay, funded through increase in Contributions of Revenue.

Reker confirmed actual pricing for purchases had not increased, rather the vendor reported value of assets delivered was increased when documentation was requested for audit reporting.

Motion by Council Member Soehl, seconded by Council Member Cole, to amend the Metro Communications Agency 2022 amended budget by increasing Capital outlay by \$175,000, funded through increased revenue in the amount of \$175,0000. 5 yeas, 0 nays. Motion carried.

**9. Presentation of Financial Statements year to date February 28, 2023 Pending Auditor Review**

Business Manager Reker presented the financial statements for the two months ending February 28, 2023. She shared the agency cash is down from last year, due in great

part to the due from other local government for asset purchases for new center FF&E but unreimbursed as of February 28<sup>th</sup>. She pointed out the agency balance sheet will continue to reflect these types of entries as the year progresses. Agency cash and due from other government agencies will reflect purchases pending reimbursement of funding by other agencies.

Reker reported the assets for the center continue to be secure and stored in the agency, pending install at the new PSC. She continues to monitor and increase property/casualty insurance to protect the agency should a catastrophic event affect the equipment received but not yet in service.

Reker reminded the agency 911 surcharges are received 45 days, so 2 months behind, so 2023 911 surcharges are first receiving in March. She pointed out the current year salaries and overtime, per earlier discussion.

Motion by Council Member Cole, seconded by Commissioner Beninga, to approve the financial statements ending February 28<sup>th</sup>, 2023 pending auditor review as presented. 5 years, 0 nays. Motion carried.

Commissioner Karsky inquired about purchasing controls considering larger purchases for the new center. Reker shared use of Purchase Orders, agency Technology Coordinator secured quotes, review and approval by agency Director, along with working with the City of Sioux Falls purchasing team, noting total purchases will reach approximately 2.4 million.

#### **10. Other Business**

Mayor TenHaken addressed the Council and requested consider at least one additional meeting during the summer between April 26<sup>th</sup> and August 16<sup>th</sup>, 2023 scheduled meetings. Commissioner Karsky agreed to the possible need but requested the schedule remain flexible as needed. Consensus of the group was to leave the schedule as is, with agreement special meetings may be called if necessary.

#### **11. Executive Session for the purposes of and as authorized by SDCL § 1-25-2 (1), (3), and (4)**

Motion by Commissioner Karsky, seconded by Council Member Soehl, to move into executive session for purposes of as authorized by SDCL § 1-25-2 (1), (3), and (4). 5 years, 0 nays. Motion carried.

The Council entered into the Executive session at 4:21pm. Mayor TenHaken returned the Council to open meeting at 5:17pm.

#### **12. Adjournment**

Motion made by Commissioner Karsky, seconded by Commissioner Beninga to adjourn the meeting at 5:17pm. 5 years, 0 nays. Motion carried.