

# MINUTES

## Metro Management Council

Wednesday, December 11, 2019

3:30 PM – 4:36 PM

County Admin Building

415 N Dakota Ave

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Members Present: Mayor Paul TenHaken, Council Member Rick Kiley, Commissioner Gerald Beninga.

Members Absent: Commissioner Jeff Barth, Council Member Christine Erickson.

Attendees: Kim Adamson, David Bixler, Matt Burns, Carey Deaver, Craig Dewey, Drew Degroot, Justin Faber, Jill Franken, Kyle Hoekstra, Tom Huber, Bob Litz, Scott McMahan, Mike Milstead, Carol Muller, Jesseca Mundahl, Shawn Pritchett, Ona Reker, Regan Smith, Jay Titus, Monte Watembach

### 1. Approval of Agenda

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

### 2. Public Input

None.

### 3. Approval of Minutes dated August 14<sup>th</sup>, 2019, October 31<sup>st</sup>, 2019 and December 6<sup>th</sup>, 2019.

Motion made by Council Member Kiley, seconded by Commissioner Beninga, to approve the minutes of the meeting dated August 14, 2019, October 31<sup>st</sup>, 2019 and December 6<sup>th</sup>, 2019 as presented. Motion carried.

### 4. Agency's Facilities Discussion

Tom Huber with City Finance presented a review of existing joint city and county building agreements. Huber cited the Law Enforcement Center, the Human Services and Health Center and the Museum Storage Facility. All examples demonstrated collaboration and cost agreements for operational costs, initial construction and land costs. Ownership remains with a single entity, either city or county. Huber presented that the potential new Metro 911 PSAP would be a city owned, Metro Agency operated facility. There would be a 2020 joint city-county construction agreement. The city would lead financing and construction with the anticipated public safety training bond financing. The county would potentially make a onetime capital contribution. Huber recommended the Council to move forward with the Metro 911 PSAP architectural design as part of the public safety training facility, the city amend WSKF agreement to include the PSAP in current design services and that the city and county move for approval of a joint construction agreement following the schematic design and cost analysis. The city would include Metro in the schematic design at no obligation to the county.

Motion made by Council Member Kiley, seconded by Commissioner Beninga to move forward with the schematic design in conjunction with the design of the public safety training center. Motion carried.

#### **5. Director's Report**

Director McMahon reported the Metro leadership team completed a SWOT analysis of the agency identifying Agency strengths, weaknesses, opportunities and threats. A completed report was submitted to the Council. The Agency completed an after-action review of its response to the September 10<sup>th</sup>, 2019 Tornado event. This report was submitted to the Council. We have 5 recruits going through the training program; 4 of these recruits will allow for the Agency to add additional call takers on shift, as approved in the 2020 budget. The Agency continues to identify ways to increase retention of staff. After speaking with many employees, the primary need identified was with scheduling. A new schedule rotation was put into place for 2020. The Agency has had two resignations over the past 6 months; one took a position as a police officer in another community and another one is pursuing higher education. This year, Metro engaged in 2,507 hours of training time. Metro continues to be involved in community events, such as, ZooBoo, Rake the Town, Lunch is Served and Junior Achievement. Director McMahon provided the Council with Agency statistics for call volume, calls for service, and radio transmissions.

#### **6. Adopt 2020 Meeting Schedule**

The meeting schedule for 2020 was presented for information.

#### **7. Approval of 8 hours Administrative Pay for December 24<sup>th</sup>, 2019**

Director McMahon requested authorization to approve 8 hours of administrative pay for all fulltime staff on December 24<sup>th</sup>. This practice is similar to other local government practices and has been approved in past years.

Motion made by Council Member Kiley, seconded by Commissioner Beninga, to approve 8 hours of administrative pay on December 24, 2019 for all Metro Communications Agency fulltime staff. Motion carried.

#### **8. Approval of Resolution #19-03, Non-Bargaining Unit Pay**

Director McMahon requested a 1% COLA for non-bargaining staff. The bargaining unit of Metro Communications entered into a 3-year labor agreement with Metro Communications on December 12, 2018. This agreement stipulates a 1% COLA for the year 2020. This request is for salaried staff to receive the same 1% COLA in order to prevent compression between the various employment positions at Metro Communications.

Motion made by Commissioner Beninga, seconded by Council Member Kiley, to approve resolution #19-03 Non-Bargaining Unit Pay as presented. Motion carried.

#### **9. Approval of Resolution #19-04, Property Transfer**

Metro Communications identified 18 items of property that were declared surplus and placed on the 2019 surplus sale coordinated by the City of Sioux Falls. These items were first offered to be donated to other local organizations similar to City and County government practice. The items were IT related equipment and of little to no value.

Motion made by Mayor TenHaken, seconded by Council Member Kiley, to approve resolution #19-04 Property Transfer as presented. Motion carried.

#### **10. Approval of Resolution #19-05, Employee Benefits**

Annually, Metro Communications meets with its consultant, Risty Benefits, for the purpose of identifying a provider for health, life, dental and vision insurance for the employees of Metro Communications. After review and negotiation, Metro Communications selected "Principal" as its new insurance vendor for life, dental and vision insurance. Principal will provide COBRA administration as well as an online applicant platform. Health insurance will remain with Wellmark. This agreement has been reviewed by our legal counsel and City HR Manager Uthe. This agreement results in a decrease in dental and vision premiums and represents a 4% increase in Health insurance premiums for 2020. Additionally, this resolution will approve Metro Communications to form agreements with several other vendors for employee related benefits.

Motion made by Council Member Kiley, seconded by Commissioner Beninga to approve resolution #19-05 Employee Benefits as presented. Motion carried

#### **11. Approval of Personnel Manual Revisions**

Metro Communications Personnel Policy Manual Section 7.05 describes our employee assistance program (EAP). This policy identifies two vendors for confidential counseling appointments. One of the vendors, Work Life Matters, was part of Metro Communications insurance package with our previous vendor and will no longer be available with the new vendor Principle. Employees use our local vendor Family Service, Inc. frequently and that will remain available.

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

#### **12. Approval of 2020 Minnehaha County Metro PSB Lease Agreement**

Metro Communications leases space from Minnehaha County within the Public Safety Building. The lease is renewed annually and runs from January 1<sup>st</sup> to December 31<sup>st</sup>. The lease rate will increase at the Midwest Urban CPI index (1.37%). Metro does not pay for space at fire station 3 for the back-up center.

Motion made by Mayor TenHaken, seconded by Council Member Kiley to approve the lease renewal with Minnehaha County for 2020, as presented. Motion carried.

#### **13. Presentation of Financial Statements as of November 30, 2019**

Business Manager Ona Reker presented the monthly financial statements as of Nov 30, 2019. As expected, cash is down due to budgeted use of reserves. The state was slow to distribute surcharge revenues, so the balance sheet is presenting lower than expected, but should adjust as payments are received. For the current year compared to the budget keep in mind that surcharge revenue is typically delayed by 45 days, so will require adjusting entries as payments are received and processed. Surcharges for the year have remained consistent with growth of approximately 1.6%. Director McMahon was able to secure a grant from the City Health Department for \$10,000 to use towards a capital outlay expense that was not previously included in the budget. Revenues are on track to meet forecasted amounts. She anticipates overall being under in personnel costs due to staffing vacancies throughout the year. The operating expenses will be over due to 911 trunk fees that weren't budgeted for due to the state planning to take over these costs; this did not happen as planned at no fault of the agency and has been delayed until 2020 statewide. Additionally, there were added costs for chairs, tower repairs and radios. The Agency is audited once a year by Eide Bailly, but has not been part of the internal city audits in previous years.

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

#### **14. Approval of 2019 Budget Amendment**

The Business Manager requested a budget amendment following year to date financials plus projections for December and year end adjusting entries. The 2019 budget provided for only a partial year of Trunk 911 line expenditures due to the State of SD intending to take over these costs mid-year. This plan was delayed statewide until 2020. She is requesting an amendment to increase operating expenditures budget to support a full year of these costs and added costs for chairs, tower repairs and radios, along with the addition of grant funded capital outlay costs; savings in personnel costs, and added revenues from grant funds, along with increased 911 surcharges and interest will support this amendment; budgeted use of cash will remain unchanged.

Motion made by Council Member Kiley, seconded by Commissioner Beninga to approve amendment of the 2019 budget by increasing Other Operating expenditures in the amount of \$85,000 and Capital Outlay in the amount of \$10,000, supported through increased Revenues of \$30,000 and reduced Personnel Services expenditures of \$65,000. Motion Carried.

#### **15. Adjournment**

Motion made by Commissioner Beninga, seconded by Council Member Kiley to adjourn the meeting at 4:36 pm. Motion carried.