

MINUTES

Metro Management Council

Wednesday, March 25th, 2020
3:32 PM – 5:18 PM
County Admin Building
415 N Dakota Ave

Members Present: Council Member Rick Kiley (via zoom conference call), Council Member Christine Erickson, Commissioner Dean Karsky and Commissioner Gerald Beninga (via zoom conference call).

Absent: Mayor Paul TenHaken

Attendees: Craig Dewey (via zoom conference call), Drew DeGroot (via zoom conference call), Justin Faber, Scott McMahon Jesseca Mundahl, Ona Reker, Brian Soehl (citizen), Monte Watembach

1. Approval of Agenda

Motion made by Council Member Kiley, seconded by Commissioner Beninga to approve the agenda. Roll call vote: 4 yeas, 0 nays. Motion carried.

2. Public Input

None.

3. Approval of Minutes dated December 11, 2019

Motion made by Council Member Erickson, seconded by Council Member Kiley to approve the minutes dated December 11, 2019 as presented. Roll call vote: 4 yeas, 0 nays. Motion carried.

4. Director's Report

Director McMahon reported a status report on Metro since the last MMC meeting. The Agency ended the 2019 year with a reserve turn-back of \$49,727 of cash reserves that were not utilized. For the 2020 budget there are 2 equipment items that need to be repaired that were not budgeted for: the logging recorder which records all radio and telephone traffic and a software update to Telestaff, which is used for scheduling and payroll purposes. McMahon is confident that these purchases can be absorbed within the 2020 budget due to savings in the cancellation of 911 CAMA trunk lines.

On January 22nd, Metro Communications was successfully converted to the new state-wide 911 Viper telephone system contracted by Century Link. All costs associated with this project were funded by the South Dakota 911 Coordination Board. As a result of the transition, the 911 CAMA trunks previously needed were disconnected on March 1st, resulting in a savings of approximately \$9400 per month.

Metro continues to explore a partnership for new facilities at the SFFR/SFPD Public Safety Training Complex and has been working to obtain multiple quotes from vendors and has presented information regarding this project at several city and county venues.

Metro is implementing procedures to help prevent exposure and practice social distancing in response to COVID-19. National telecommunicator's week is April 12th-18th. Metro is celebrating its 40th anniversary this year. The Agency has had two resignations over the past 3 months. We are in the middle of the recruitment process, we have received 100 applications; start date will be May 26th. So far this year, Metro has engaged in 2,692 hours of training time. Metro staff continues to be involved in community events, including a charitable donation to a family in December and creation of Valentine's Day cards for the VA. Director McMahan provided the Council with Agency statistics for call volume, calls for service, and radio transmissions. We continue to see an increase in calls for service and telephone calls.

5. Presentation of Draft Financial Statements for month of December, 2019 (pending auditor review)

Business Manager Ona Reker presented the financial statements for the period ending December 31, 2019. The balance sheet includes all year end adjusting entries. Cash is down from 2018 as expected and anticipated. The balance sheet shows an appropriate amount for surcharge revenues, as a reminder these are received two months behind. She noted that net fixed assets have decreased as assets age and depreciation increases. The current comparison from 2018 to 2019 reflects an increase in revenues for surcharges. There is a drop in other revenue due to the removal of reporting of OPEB and the adjusting entry. Personnel increased due to insurance, COLA and step increases. Current budget vs actual shows for 2019 we came in under budget, largely due to salaries coming in under budget because there was not a fulltime Director for several months along with other vacancies.

Motion made by Council Member Kiley, seconded by Commissioner Beninga to approve the financial statements for month of December, 2019 as presented. Roll call vote: 4 yeas, 0 nays. Motion carried.

6. Presentation of Financial Statements for months of January- February, 2020

Business manager Ona Reker presented the financial statements for the months of January-February 2020. The reduction in revenue is due to the timing of receiving surcharge revenues, there are no concerns at this time. Operational expenses are flowing normally. Personnel costs show more than 2019, however, this is due to having less staff during this same period in 2019.

Motion made by Council Member Erickson, seconded by Commissioner Beninga to approve the financial statements for months of January-February, 2020 as presented. Roll call vote: 4 yeas, 0 nays. Motion carried.

7. Acceptance of Final Audited 2019 Financial Report

Business Manager Reker advised that the Agency 2019 financial audit is complete and has been reviewed and approved as prepared by our independent auditors, Eide Bailly, and the SD DLA. Our financial statements were found to fairly present the financial position of Metro, without modification. However, as with 2018, the auditors issued a qualified opinion in regards to our decision to remove the reporting of GASB 75/OPEB liabilities. Our Auditor's opinion is only modified for the not reporting of the OPEB liability; all other areas of the financial statements received an unmodified opinion. Sometimes these modified opinions can be covering more or all of the financial statements if there is a pervasive issues but that's not the case here. Since becoming independent January 1, 2008 we have had at the most a single retiree electing to purchase single group health insurance through the agency, and several years without any retiree electing benefits. The decision to remove this GASB 75/OPEB reporting was made after consultation with and recommendation from City of Sioux Falls Finance, once we determined the contract services required to measure this liability was cost prohibitive and this removal of the reporting would not negatively impact the City of Sioux Falls audit.

Motion made by Council Member Erickson, seconded by Council Member Kiley to approve the Final audited 2019 financial report as presented. Roll call vote: 4 yeas, 0 nays. Motion carried.

8. Presentation of the 2021 Budget

Director McMahon presented the first proposal of the 2021 budget for consideration. 2020 total budget approved was \$5,171,045, proposal for 2021 is \$5,169,013. 2 main requests for 2021: 1) \$73,781 for temporary staff line item 2) \$6,000 for a personnel management software system. Final approval won't occur until the next MMC meeting on April 22nd.

9. Executive Session for the purposes of and as authorized by SDCL § 1-25-2(4)

Motion to go into executive session for the purposes of and as authorized by SDCL § 1-25-2(4) made by Council Member Erickson, seconded by Council Member Kiley. Roll call vote: 4 yeas, 0 nays. Motion carried.

Time entered into Exec session: 4:58 PM

Time returned to Open meeting: 5:15 PM

10. Adjournment

Motion made by Council Member Erickson, seconded by Council Member Kiley to adjourn the meeting at 5:18 PM. Motion carried.