

# **MINUTES**

## **Metro Management Council**

**Wednesday, December 16th, 2020**  
**3:30 PM – 4:40 PM**  
**County Admin Building**  
**415 N Dakota Ave**

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Members Present: Mayor Paul TenHaken, Commissioner Dean Karsky, Commissioner Gerald Beninga (via GoToMeeting), Council Member Rick Kiley (via GoToMeeting), and Council Member Christine Erickson (via GoToMeeting)

Attendees: Matt Burns, Aimee Chase, Drew DeGroot, Justin Faber, Scott McMahon, April Pontrelli, Ona Reker

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

Motion made by Commissioner Karsky, seconded by Commissioner Beninga to approve the agenda. Roll Call vote: 5 yeas, 0 nays. Motion carried.

### **2. Public Input**

None.

### **3. Approval of Minutes dated August 12, 2020**

Motion made by Commissioner Karsky, seconded by Council Member Erickson to approve the minutes dated August 12, 2020 as presented. Roll Call vote: 5 yeas, 0 nays. Motion carried.

### **4. Director's Report**

Metro Communications Agency recently had two promotions within its leadership team. Director McMahon introduced Deputy Director Aimee Chase and Training Coordinator April Pontrelli to the group.

The South Dakota 9-1-1 Coordination Board has provided a funding opportunity for Public Safety Answering Points (PSAPs) during the 2021 and 2022 calendar year. Metro is eligible to receive \$1,046,138.61 upon project approval by the SD 9-1-1 Coordination Board. This is a one-time funding opportunity with funds being available due to a lawsuit with a prior vendor and other plans coming in under budget. These available funds may be used for equipment or personnel related costs. Director McMahon and the leadership team will be exploring options for both personnel and equipment related projects. Director McMahon shared Metro initially requested \$650,000 of these funds to cover the 911 phone system. On December 13<sup>th</sup>, we received confirmation the State 9-1-1 Coordination board was going to approve this cost in addition to this funding opportunity. Council Member Erickson expressed the desire to see these funds used to fund projects that may have previously been scaled back at the new facility.

Metro has had a long-standing agreement with the Department of Veteran's Affairs to support the Simulcast radio system. The agreement permits the placement of

an antenna on the Veterans Administration water tower and the placement of a building that contains radio equipment. This is a 5-year lease agreement with three 5-year renewal options expiring in December of 2040. The negotiated lease upon commencement on January 1, 2021 is \$2,804.40 annually with a 3% annual increase.

Metro has received three health care plans from our insurance broker. The plans represent less than a 4% increase in monthly premiums. Staff have completed the enrollment process for 2021.

Metro has four Communication Operators who were hired in September that are working toward completion of the training program in February of 2021. Our intent is to hire an additional five Communications Operators in February 2021 to fill current vacancies.

Additional security measures have been put into place at our current facility including: creating alternate access points to the facility, securing doors beyond normal business hours, adding access to video surveillance cameras, and creating opportunities for parking closer to the Public Safety Building. We thank the Minnehaha County Sheriff's Office, Information Technology staff and the Commission Office in assisting with these measures.

Quality Assurance Coordinator Justin Faber presented phone call, calls for service (CFS) and radio push to talk statistics through November 2020. The agency saw a decrease in CFS at the start of the pandemic and then a gradual increase with another decrease during a spike in COVID numbers in November. While other similar dispatch systems have seen a 15-20% decrease in CFS, year to date 2020 has seen an increase in CFS over 2019. Commissioner Karsky requested projections of CFS numbers to anticipate or project staffing needs and ensure we are accurately funding growth.

**5. Adopt 2021 Meeting Schedule**

Consensus of the group to approve the 2021 meeting schedule as presented:

- March 31<sup>st</sup>, 2021
- April 28<sup>th</sup>, 2021
- August 18<sup>th</sup>, 2021
- December 15<sup>th</sup>, 2021

**6. Approval of eight hours Administrative Pay for December 24<sup>th</sup>, 2020**

Motion by Commissioner Karsky, seconded by Commissioner Beninga to approve eight hours of administrative pay on December 24<sup>th</sup>, 2020 for Metro Communications Agency staff. Roll Call vote: 5 yeas, 0 nays. Motion carried.

**7. Approval of Resolution #20-01, Non-Bargaining Unit Pay**

The bargaining unit of Metro Communications approved to enter into a 3-year labor agreement with Metro Communications on December 9<sup>th</sup>, 2020. This

agreement stipulates a 1.75% COLA for the year 2021. This request is for salaried staff to receive the same 1.75% COLA in order to prevent compression between employment positions at Metro Communications.

Motion made by Commissioner Karsky, seconded by Commissioner Beninga to approve Resolution #20-01, Non-Bargaining Unit Pay as presented. Role Call vote: 5 yeas, 0 nays. Motion carried.

**8. Approval of Resolution #20-02, Deputy Director Appointment**

Director McMahon requested consent to the appointment of Aimee Chase as the Deputy Director of Metro Communications. Aimee was promoted to Deputy Director on November 2<sup>nd</sup>, 2020. Aimee has served in various roles with Metro Communications during her 20-year career and is well prepared to serve as the Deputy Director.

Motion to approve resolution #20-02 consenting to the appointment of Aimee Chase as the Deputy Director of Metro Communications Agency made by Commissioner Karsky, seconded by Council Member Kiley. Role Call vote: 5 yeas, 0 nays. Motion carried.

**9. Approval of Resolution #20-03, Bank Signatures**

This Resolution will rescind MMC 19-02 previously passed on August 14, 2019, documenting council approval of check signatures to present to our banking institution; the change documents Deputy Director appointment change.

Motion to Approve resolution #19-02 Bank Signatures as presented, reflecting the appointment of Aimee Chase as Deputy Director of Metro Communications Agency and authorizing her authority to sign checks on behalf of the agency, effective immediately made by Commissioner Beninga, seconded by Council Member Kiley. Role Call vote: 5 yeas, 0 nays. Motion carried.

**10. Adoption of Personnel Manual Revisions: Article IV Section 4.23 Leave Donation, and Article VIII Section 8.03 group Insurance at Retirement**

Director McMahon presented Personnel Manual edits to create a Leave Donation Policy for the Agency. Metro does not currently have the structure to allow staff to donate leave to coworkers experiencing serious chronic health conditions.

Revision to Article VII, section 8.03 will “grandfather” current retirees participating in our group insurance plans while eliminating this benefit for future retirees.

Motion by Council Member Kiley, seconded by Council Member Erickson to approve edits to Personnel Manual Article IV Section 4.23 and Article VIII Benefits, effective 01/01/2021 as presented. Role Call vote: 5 yeas, 0 nays. Motion carried.

**11. Approval of 2021 Minnehaha County Metro PSB Lease Agreement**

Request to renew the building space lease agreement with Minnehaha County within the Public Safety Building with an increase of \$0.06 per square foot relative to the Midwest Urban CPI index (0.5%) for a total of \$51,036.48 paid in twelve monthly installments of \$4,253.04.

Motion by Commissioner Karsky, seconded by Commissioner Beninga to approve the agency building space lease renewals with Minnehaha County for 2021 as presented. Roll Call vote: 5 yeas, 0 nays. Motion carried.

**12. Presentation of Financial Statements as of November 2020**

Business Manager Ona Reker presented financial statements for the period ending November 30<sup>th</sup>, 2020.

Motion made by Commissioner Karsky, seconded by Council Member Kiley to approve the Financial Statements for the 11 months ending November 30, 2020 as presented. Roll Call vote: 5 yeas, 0 nays. Motion carried.

**13. Approval of 2020 Budget Amendment**

Business Manager Reker requested a 2020 budget amendment to reduce operating expenses and increase Capital Outlay expenditures to support a Capital Outlay purchase. As reported earlier this year, the Agency purchased a new recorder in the amount of just over \$27,000; this was in lieu of a budgeted 911 phone system "calling tree" purchase which was no longer needed due to the state phone system upgrade, budgeted at \$13,500; this will require a capital outlay budget increase in the amount of \$13,600. Requesting a motion to use the reduced Operating Expense for increase in Capital Outlay expenditures.

Motion made by Council Member Erickson, seconded by Council Member Kiley to approve amendment of the 2020 budget by reducing expenditures for Operating and increasing expenditures for Capital Outlay by equal amounts of \$13,600. Roll Call vote: 5 yeas, 0 nays. Motion carried.

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

Motion to go into executive session for the purposes of and as authorized by SDCL § 1-25-2(1 and 4) made by Commissioner Karsky, seconded by Mayor TenHaken. Roll call vote: 5 yeas, 0 nays. Motion carried.

Time entered into Exec session: 4:25 PM

Time returned to Open meeting: 4:38 PM

**15. Motion to approve Bargaining Unit Agreement between AFSCME Local 3516 and Metro Communications Agency for the period of January 1, 2021 through December 31, 2023.**

Motion made by Commissioner Karsky, seconded by Council Member Kiley to approve the negotiated and union ratified January 1, 2021 through December

31,2023 contract between the Agency and AFSME #3516. Roll Call vote: 5 yeas, 0 nays. Motion carried.

**16. Adjournment**

Motion made by Commissioner Karsky, seconded by Commissioner Beninga to adjourn the meeting at 4:40 PM. Roll call vote: 5 yeas, 0 nays. Motion carried.