

Management Team Meeting Notes
January 13, 2021

Department Heads/Managers Present: Pat Oman, Holly Wilson, Karly Fetters, Neal Knopik, Daryl Moeller, Michele McPherson, Julie Peterson, Mike Wimmer,

Introductions: None necessary.

Personnel Report: Personnel Director Holly Wilson discussed several job openings, ongoing union negotiations, and reminded staff to keep in mind the Preparedness Plan and COVID-19 precautions. HR Manager Karly Fetters stated that all employees will receive the cost of living increase email reminder today; a few days of 2020 hours will be exempt from the increase.

Administrator Report: County Administrator Pat Oman stated that the updated Preparedness Plans will include revisions date on the documents, to avoid staff confusion. Oman stated that MnDOT has placed signage noting that people are driving into the reservation. Oman stated that Property and Records Clerk Kara Vatalaro will email the official press release to all employees, publish it on the website, and send the information to the press. Oman stated that any Environmental Resources questions from residents should be forwarded to Dilan Christiansen. Oman reminded staff that County Auditor-Treasurer Eric Bartusch is at out-of-state training.

Round Table:

Neal Knopik – County Engineer Neal Knopik discussed the Public Works grant applications, RCI project variances, box culvert project funding, Soo Line Trail signage, and the CSAH 14 project (“Gilman road”) project plans.

Daryl Moeller – County Assessor Daryl Moeller reviewed the current Assessor’s Office teleworking status, the apartment survey, commercial property sales review, and setting up the local Board of Appeals meeting. Moeller noted that the County Board of Appeals has been scheduled for June 14, 2021.

Michele McPherson – Land Services Director Michele McPherson stated that business is continuing as usual.

Julie Peterson – Emergency Manager Julie Peterson discussed the Minnesota COVID-19 vaccination plan; vaccine security has been discussed by the State. Peterson stated that she has been working on an emergency procedures guide for the County and addressing pipeline issues in the north.

Mike Wimmer – Economic Development Manager Mike Wimmer discussed the County’s Pandemic Economic Relief Grant available to small businesses in the area; Wimmer thanked staff for their assistance with the program. Wimmer reviewed the Advantanon broadband project’s completion on December 1, 2020, with an anticipated sixty-five (65) homes receiving upgraded broadband access. Wimmer discussed the SBA’s Paycheck Protection Program and an available program through ECRDC.

Mike Virnig – Technology Services Manager Mike Virnig discussed the preparation of squad car ToughBooks and the transfer of search and rescue equipment to the Wahkon location. Virnig discussed the Frontier Communications phone issue and the CVS monitor project.

Noelan Lange – Facilities Operations Manager Noelan Lange discussed the Wahkon law enforcement project. Lange discussed changes to the Enterprise fleet vehicles, the Historic Courthouse (HCH) ceiling project, HCH UPS project, the Princeton Public Works window project and woodstove project, one remaining COVID-19 project for the automatic faucets. Currently working on leaking pipes in the jail, will be addressing those issues. Lange discussed that the Facilities Operations team has been catching up on work tickets.

Susan Shaw – SWCD Director Susan Shaw stated that the SWCD Administrative Assistant position will not be filled; Shaw stated this has led to a significant increase in her workload. Shaw discussed working with Environmental Resources concerning wetland works, WACA, and the upcoming tree sale.

Joe Walsh – County Attorney Joe Walsh stated that his office is preparing for February 1, 2021 for the in-person Court hearings, which may be pushed out.

Probation Department Update – Administrator Oman stated that Cara Fosteson has been judge-appointed as the interim department head for the Probation Department. Oman stated that the ASO is handling sick leave, vacation, and time card requests for the Probation Department. Deb Anderson with the Department of Corrections (DOC) is meeting with the Probation staff and with Pat and Holly weekly. The estimated DOC model should be fully incorporated by July 2021.

Don Lorge – County Sheriff Don Lorge stated that business is continuing as usual and noted staff's excitement with the Wahkon facility move. Lorge thanked the Technology Services team and the Facilities Operations team for their assistance with the Wahkon project. Lorge stated that the law enforcement drone staff are in training to obtain a pilot's license; practice flight time will be mandatory. The use of the new drone is anticipated for the near future.

Beth Crook – Community and Veterans Services (CVS) Director Beth Crook stated that CVS is extremely busy vaccinating the Priority 1A group. Crook reviewed retirement notices and five opening job positions. Crook reviewed staffing schedules; twenty (20) staff working in the building on a regular basis. Keeping services available to residents, while also rolling out the COVID-19 vaccination project.

Meeting adjourned at 10:42 a.m.