

Management Team Meeting Notes
January 27, 2021

Department Heads/Managers Present: Pat Oman, Karly Fetters, Neal Knopik, Daryl Moeller, Michele McPherson, Mike Virnig, Mike Wimmer, Susan Shaw, Joe Walsh, Don Lorge, and Beth Crook.

Introductions: None necessary.

Public Health Update: Community Health Services Supervisor Kay Winterfeldt presented the current nationwide, statewide, and county COVID-19 statistics. Winterfeldt discussed school distance learning, community COVID-19 clinics, the vaccine wait list, and available vaccines.

Personnel Report: HR Manager Karly Fetters stated that there are currently ten (10) open job positions available with Mille Lacs County. Fetters reviewed each position and discussed continuous postings. Fetters discussed benefits information that would be available in the upcoming employee newsletters; such as commonly asked questions associated with tax forms. Fetters stated that an offer was made for the Environmental Resources Director position; anticipated start date is February 8, 2021, pending reference checks and a leader assessment. Fetters stated that a Wellness Committee meeting will be held this week; SHIP grants will be discussed for County facilities.

Administrator Report: County Administrator Pat Oman discussed the upcoming County Board Meeting on 2/2/2021. Oman stated that County Board agenda items are required to be submitted by noon on Tuesdays prior to the meeting date. Oman reviewed the extension of the County's teleworking policy and the updated Preparedness Plan. Fetters reviewed the Preparedness Plan updates and stated that only one (1) staff person may occupy a fleet vehicle at one time. Fetters discussed clarification on social distancing, social meals, and other commonly asked questions.

Round Table:

- Neal Knopik – County Engineer Neal Knopik discussed year-end reports for MnDOT, the CSAH 14 project, and letters received from townships concerning sponsorship for proposed projects.
- Daryl Moeller – County Assessor Daryl Moeller discussed the finalization of evaluation notices, which will be mailed out mid-March 2021.
- Michele McPherson – Land Services Director Michele McPherson stated that many applications for parcel splits had been received. Year-to-date, 536 documents have been recorded for 2021, which is above the monthly average historically. McPherson noted that 109 mortgages had been recorded for this month; proving that the market is still faring well.

- Auditor-Treasurer's Office Report – Administrator Oman discussed the Auditor-Treasurer's Office's December trial balance closure and the order of new plat books.
- Michael Virnig – Technology Services Manager Mike Virnig stated that maintenance will be completed on the Microsoft Exchange system on Saturday, January 30, 2021. Virnig stated that maintenance will be performed on various servers Saturday morning and discussed the installation of Tough Books in the squad cars. Virnig discussed the distribution of laptops and teleworking technology resources. Virnig discussed the previous weeks email phishing attack. Virnig discussed the new RTVision time sheet program that will be placed into effect in the future.
- Mike Wimmer – Economic Development Manager Mike Wimmer discussed the County's grant program for small businesses impacted by an executive order during 2020. The application period closes on Friday, January 29, 2021. The deadline may be extended, dependent on the number of applications received. Wimmer discussed the CARES Act grants and the Advantenon broadband project.
- Susan Shaw – SWCD Director Susan Shaw stated that the SWCD tree sale has started; it is grant season and SWCD has completed 19/21 grants submitted. Shaw discussed the SWCD board and the newly elected official.
- Probation Department Report – Oman discussed the move to the State-Probationary model and discussed the transition.
- Joe Walsh – County Attorney Joe Walsh announced that March 15, 2021 is the anticipated date for jury trials to resume. Walsh stated that he will be out of the office in early to mid-February. Walsh discussed the MnDOT reservation road signage that was placed on Highway 169.
- Don Lorge – County Sheriff Don Lorge discussed the recent promotions within the Sheriff's Office and the updates associated with the squad car computers.
- Beth Crook – Community and Veterans Services (CVS) Director Beth Crook discussed the upcoming vaccination health clinics. Crook discussed a large 281 vaccination clinic that occurred last weekend; Crook thanked Technology Services and Facilities Operations for their assistance with the clinics. Crook noted that CVS has a number of position openings due to retirements and staff leaving. Two thirds of staff continue to telework; one third are in the office.

Meeting adjourned 10:23 a.m.