

Management Team Meeting Notes
February 17, 2021

Department Heads/Managers Present: Holly Wilson, Karly Fetters,

Introductions: Assistant County Administrator Holly Wilson introduced Chris Berg as the new Environmental Resources Director/Land Commissioner and welcomed him to the group. Chris reviewed his background and introduced himself to the group. Each of the other members of management team introduced themselves to Berg with an overview of their department and functions.

Public Health Update: Community Health Services Supervisor Kay Winterfeldt provided an update on the County's vaccine clinics. Winterfeldt stated that Mille Lacs County is teaming with Mille Lacs Health System to provide the second dose of Pfizer vaccine tomorrow in Onamia, then 100 more first doses of Moderna in Princeton. Winterfeldt stated that staff interested in receiving extra vaccines should contact Sierra Cotter in CVS.

Administrator Report: Wilson stated that all County Board consent and regular agenda items were approved at the previous day's meeting. Wilson stated that following the Land Services Director's resignation, all Land Services Office (LSO) staff will report to the Administrative Services Office (ASO) until the new Land Services Manager is hired. Wilson stated that the County Board will continue discussing whether to hire a County Administrator or a County Coordinator, as a conclusion has not yet been determined. Wilson stated that MCIT will provide training during the County Board work session concerning Open Meeting Law and Data Practices; County Board members will be attending while County department heads and managers are also welcome. Wilson requested that all department heads review their department's page on the County website; any website revisions should be sent to Kara Vatalaro in the ASO.

Wilson stated that the Alternative Work Site (AWS) applications had been reviewed; Wilson reviewed the differences between full-time, part-time, and intermittent AWS.

Round Table:

- Daryl Moeller – County Assessor Daryl Moeller stated that valuation notices will be sent out within a week; the Assessor's Office is continuing to work on last-minute edits and alterations. The upcoming month is anticipated to be very busy for the Assessor's Office, with the appeal season to follow. Moeller stated that significant increases were seen among Mille Lacs Lake properties, in addition to several townships.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that tax notices run along the same lines as valuation notices; this week is the wrap-up to put together information for neighboring counties. Projected mailing dates for Mille Lacs County is March 22, 2021.

- Joe Walsh – County Attorney Joe Walsh stated that trials are going to be delayed once again until early May 2021; only brief in-custody jury trials in the meantime.
- Julie Peterson – Emergency Manager Julie Peterson stated that staff need to continue to be alert for cyber scams.
- Karly Fetters – HR Manager Karly Fetters provided information on CPT plan errors and current staffing recruitments.
- Mike Virnig – Technology Services Manager Mike Virnig discussed working with RTVision on timesheets; planning to have a follow-up report concerning this process at an upcoming Management Team Meeting.
- Mike Wimmer – Economic Development Manager Mike Wimmer provided updates concerning the County’s Pandemic Economic Relief Grant program.
- Michele McPherson – Land Services Director Michele McPherson stated that she is preparing for her final day on Friday, March 5, 2021. McPherson stated that she is working on Standard Operating Procedures prior to her departure; a slight increase in permits has been seen.
- Neal Knopik – County Engineer Neal Knopik stated that Public Works has business continuing as usual; preparing for construction season.
- Noelan Lange – Facilities Operations Manager Noelan Lange discussed the maintenance issues associated with the cold weather and the smoke detector project in the jail.
- Susan Shaw – SWCD Director Susan Shaw discussed the Rum River Comprehensive Watershed plan.
- Chris Berg – Environmental Resources Director Chris Berg thanked all for being so welcoming. Berg stated that Dilan is busy working on wetland applications and working with the County Engineer on county ditches. Berg stated that \$200,000 had been received for septic grants.
- Beth Crook – Community and Veterans Services Director Beth Crook stated that the vaccine clinics are very busy and time-consuming. CVS is working with various departments on filling vacancies and preparing for new staff.

Meeting adjourned 10:15 a.m.