

Management Team Meeting Notes
March 3, 2021

Department Heads/Managers Present: Holly Wilson, Karly Fetters, Don Lorge, Daryl Moeller, Eric Bartusch, Julie Peterson, Mike Virnig, Mike Wimmer, Michele McPherson, Neal Knopik, Noelan Lange, Susan Shaw, Kay Winterfeldt, Chris Berg, and Suzanne Lelwica.

Introductions: None necessary.

Public Health Update: Community Health Services Supervisor Kay Winterfeldt discussed the current nationwide, statewide, and county COVID-19 statistics, school distance learning, and the Milaca Schools recommendation for hybrid-learning. Winterfeldt stated that many calls are being received concerning the County's COVID-19 wait list; individuals may register on the Mille Lacs County website. Winterfeldt stated that a total of twenty-six (26) COVID-19 vaccination clinics have been completed to date with vaccination statistics comparable to nearby counties.

Administrator Report: Assistant County Administrator Holly Wilson reviewed the March 2, 2021 County Board Meeting. Wilson stated that all of the County's Pandemic Economic Relief Grant funds had been distributed to local businesses. Wilson stated that County Surveyor Warren Delles would be the interim County Recorder in the absence of Michele McPherson. Wilson reviewed the add-ons for the meeting, including a trespass notice for Maynard Schwartz. Sheriff Don Lorge discussed the details associated with the trespass notice.

Wilson stated that the Attorney General Keith Ellison will be holding a virtual town hall meeting with the Mille Lacs County Commissioners. Wilson noted additional information would be released in the near future. Wilson discussed County Board agenda add-ons and presentations, including the AMC presentation regarding the County Administrator/County Coordinator vacancy. Wilson stated that the new deadline for County Board agenda items is noon on Tuesday before the meeting date. All information for add-ons must be submitted by 3:30 p.m. on Monday before the meeting, in order to be sent to commissioners telecommunicating.

Wilson stated that she plans to meet with department heads and managers on a weekly basis going forward. Wilson discussed the extension of telework until June 4, 2021 and stated that Alternative Work Site (AWS) applications are still being accepted at this time. Wilson stated that any questions for the Land Services Office should be directed to Nathan Porttiin.

Personnel Report: Fetters reviewed the available job posting at the County. Four new employees starting Monday.

Round Table:

- Daryl Moeller – County Assessor Daryl Moeller stated that the property assessments have been finalized. Valuation notices will be sent out within two weeks; following the valuation notices being mailed, many calls and questions will be received from residents.
- Suzanne Lelwica – Assistant Community and Veterans Services Director Suzanne Lelwica stated that Beth Crook is on vacation; CVS has no additional updates at this

time.

- Don Lorge – Sheriff Don Lorge stated that business is continuing as usual.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that tax statements will be going out within the next few weeks; ditch assessments for Ditches 2 and 4 will be completed. Those notifications will be sent later this week; anticipating phone calls from residents with questions. Bartusch noted that next week are the township elections for townships that do not elect on the November ballot.
- Julie Peterson – Emergency Manager Julie Peterson discussed weather monitoring available for large outdoor events (such as the County Fair, etc.). There is no charge for this service. Send Peterson an email if this monitoring is required.
- Karly Fetters – HR Manager Karly Fetters discussed the new wellness initiative that focuses on mental health and mindfulness. Fetters discussed the month-long challenge for the month of March 2021.
- Mike Virnig – Technology Services Manager Mike Virnig discussed the Munis HR/Payroll project and the processes associated with the project. Virnig stated that Fetters will be working on staff training associated with the timecard project. Virnig stated that County staff should note whether they are working in-office or teleworking when encountering an work-ticket issue.
- Mike Wimmer – Economic Development Manager Mike Wimmer discussed the grant awards for the Pandemic Economic Relief Grant program. Wimmer discussed the State report grant program report due to DEED in mid-April and an Advantanon broadband project update.
- Michele McPherson – Land Services Director Michele McPherson stated that she is preparing for her final day on Friday, March 5, 2021. McPherson discussed working with department heads and staff to organize the transition of tasks in the Land Services Office.
- Neal Knopik – County Engineer Neal Knopik stated that Public Works is closing out projects and preparing to start three new projects this year. Preparing specifications and plans at this point.
- Noelan Lange – Facilities Operations Manager Noelan Lange discussed the annual sprinkler system testing in the Jail and annual state inspection on the boilers.
- Susan Shaw – SWCD Director Susan Shaw stated business was continuing as usual.

- Chris Berg – Environmental Resources Director Chris Berg stated that business was continuing as usual.

Wilson stated that she would like to receive constructive feedback at the next meeting if department heads and managers need anything from Wilson going forward.

Meeting adjourned 10:05 a.m.