

Management Team Meeting Notes
March 17, 2021

Department Heads/Managers Present: Holly Wilson, Karly Feters, Beth Crook, Daryl Moeller, Don Lorge, Eric Bartusch, Joe Walsh, Julie Peterson, Mike Virnig, Mike Wimmer, Susan Shaw, Noelan Lange, Kay Winterfeldt, and Chris Berg.

Introductions: None necessary.

Public Health Update: Community Health Services Supervisor Kay Winterfeldt provided updates concerning the Mille Lacs County COVID-19 vaccine clinics. Winterfeldt noted that the thirtieth (30th) clinic will be held this week. Winterfeldt stated that just under 3,000 doses have been completed to date. Winterfeldt stated that the Mille Lacs County website has the most recent information concerning vaccinations within the County. Winterfeldt discussed the Phase 1a vaccinations, the number of vaccines received by the County, the anticipation of planning a County staff vaccination event, in addition to a proposed large public vaccination event on Monday, April 5, 2021 at the Princeton High School. Winterfeldt noted that additional information will be released in the future on the events.

Discussion occurred among the group concerning a staff vaccination clinic. Assistant County Administrator Holly Wilson stated that staff will have the ability to be vaccinated during their break time, lunch time, or have the ability to take sick time to attend the event; Property and Records Clerk Kara Vatalaro will send a survey to County staff to collect an estimate on the number of staff seeking vaccination.

Administrator Report: Assistant County Administrator Wilson reviewed the March 16, 2021 County Board Meeting. Wilson discussed the Board's approval of an executive agreement for the County Administrator/County Coordinator vacancy. Wilson anticipates that the firm will receive a definitive answer concerning the position hire from the Board in a timely fashion. The RFP requested that the firm be able to select a candidate by the middle of August 2021.

Wilson discussed the presentations received by the County Board at the March 16, 2021 meeting, including the MCIT Open Meeting Law presentation. Wilson reminded departments that they should be considering options for the upcoming stimulus money and discussed upcoming revisions to the Preparedness Plan. Property and Records Clerk Vatalaro provided an update regarding the County's quarterly newsletter.

Personnel Report: Wilson stated that Feters has taken over the majority of the County hiring process. HR Manager Karly Feters discussed recruitments and promotions in the County, while also reviewing upcoming interviews. Feters discussed differences between hourly employees/non-exempt employees and salaried employees/exempt employees. Feters reminded department heads that overtime and comp time must be approved by the department head, within reason.

Round Table:

- Beth Crook – Community and Veterans Services (CVS) Director Beth Crook stated that CVS only has two (2) remaining vacancies – Public Health Nurse positions. Crook stated that 48/83 are full-time teleworking, 12/83 part-time teleworking, 23/83 in office full-time. Crook stated that the COVID-19 vaccination clinics are very busy; 12-13 total CVS staff to run each clinic.
- Probation Department Update – Assistant County Administrator Wilson stated that progress is being made to reaching the Department of Corrections model for the Probation Department; progressing towards the July deadline in a timely manner.
- Daryl Moeller – County Assessor Daryl Moeller stated that the valuation process has been completed. All files have been sent to print; valuations will be mailed out likely next week. Moeller stated that the Assessor's Office will be very busy answering resident valuation questions. Moeller stated he is updating all employee evaluations this week, prior to the influx of valuation questions from residents. Moeller provided questions on a decrease in his department's budget and the County's staff retention efforts.
- Don Lorge – Sheriff Don Lorge stated that a presentation and public hearing was held at the March 16, 2021 County Board Meeting concerning the new drone program in the County Sheriff's Office. Lorge discussed the drone's features and benefits.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that tax statements are available online and will be mailed out next week. Bartusch stated that ditch assessment letters went out a couple weeks ago. Bartusch stated he would like to speak with Wilson following the meeting.
- Joe Walsh – County Attorney Joe Walsh stated that the County Attorney's Office is pretty quiet right now; trials were allowed to start March 15, 2021, however the bench is looking at a rollout mid-April. Walsh stated that remote court hearings will likely last throughout the summer; some hearings may remain remote long-term, such as in-custody hearings.
- Julie Peterson – Emergency Manager Julie Peterson stated that the new emergency notification system Smart911 is available for registration; this system alerts subscribers of emergency situations and severe weather instances. Peterson stated that April 12-16, 2021 is severe weather awareness week.
- Mike Virnig – Technology Services Manager Mike Virnig stated that the installation of new applications for the Munis payroll and HR systems would occur next week. Virnig stated that Microsoft Exchange system was upgraded a week ago with additional security precautions. Virnig stated that Technology Services is considering replacing the current Track-It work ticket system in the future.

- Mike Wimmer – Economic Development Manager Mike Wimmer stated that he is planning to have the County Economic Relief Grant program wrapped up by the end of the week; then resuming projects that have been delayed due to the grant program.
- Noelan Lange – Facilities Operations Manager Noelan Lange stated that the Board approved jail repairs at the March 16, 2021 County Board Meeting. Lange discussed plans to repair the plumbing and new batteries for the back-up system. Lange discussed the meeting concerning the Historic Courthouse ceiling repair.
- Susan Shaw – SWCD Director Susan Shaw stated that tree sale has sold-out at a surprising rate. Shaw discussed the water sampling process. Shaw requested that department heads and managers receive an email notification prior to the mailing date of the quarterly newsletter.
- Chris Berg – Environmental Resources Director Chris Berg discussed County ditch assessments.

Meeting adjourned 10:27a.m.