

Management Team Meeting Notes
April 21, 2021

Department Heads/Managers Present: Holly Wilson, Karly Fetters, Eric Bartusch, Mike Wimmer, Julie Peterson, Noelan Lange, Beth Crook, Cara Fosteson, and Susan Shaw.

Introductions: None necessary.

Administrator Report: Assistant County Administrator Holly Wilson reviewed the April 20, 2021 County Board Meeting; Wilson stated that all agenda items had been approved. Wilson stated that the Land Services and Environmental Resources Offices have been combined into a singular department; Chris Berg is the department head. Wilson discussed the departmental transition and the appropriate revised position descriptions that were approved by the Board. Wilson stated that the Auditor-Treasurer's position description had also been updated and approved.

Wilson discussed the County Board's discussion of the Alternative Work Site (AWS) Policy at the April 20, 2021 work session and noted the positive feedback that Community and Veterans Services (CVS) Director Beth Crook provided to the Board regarding the AWS Policy. Wilson stated that AWS will remain in effect following the end of teleworking on June 4, 2021; staff AWS approvals will be completed next week. Wilson stated that the County Board reviewed the proposed County Coordinator position description; the Board will continue to review and discuss the position at the May 4, 2021 County Board work session. Wilson stated that a Special County Board Meeting will be held May 11, 2021 for the purpose of approving the County Coordinator job description. Wilson noted that it is unlikely that a County Coordinator will be hired prior to November 2021.

Wilson stated that 2022 departmental budgets will be developed in coordination of the department head or manager, herself, County Auditor-Treasurer Eric Bartusch, and Administrative Financial Specialist Justice Voss. Wilson discussed proposed office rearrangement for the Land Services Office/Environmental Resources, Public Works/Construction Services, and the Administrative Services Office. Wilson noted that the County Board had discussed revitalizing the County Ditch Committee; Board members will likely be more involved in County business.

Public Health Update: Community and Veterans Services Director Beth Crook provided nationwide, statewide, and local updates concerning COVID-19 statistics. Crook stated that an upward percentage increase is being seen both statewide and in Mille Lacs County. Crook discussed the school COVID-19 rates, the new COVID-19 strains, reoccurring COVID-19 cases, and the County's COVID-19 vaccination clinics.

Personnel Report: HR Manager Karly Fetters reviewed potential revisions to the Personnel Policy, as discussed with the County Board at the April 20, 2021 County Board work session. Fetters noted that five of the six proposed revisions will be brought to the County Board for approval at the May 4, 2021 County Board Meeting.

Round Table:

- Beth Crook – Community and Veterans Services (CVS) Director Beth Crook stated that many staff are contributing the COVID-19 vaccination clinics. Crook noted that the most recent clinic was not filled and therefore, canceled. Crook stated that CVS may be reaching the maximum amount of individuals that are seeking vaccination. Crook discussed her discussion concerning the AWS Policy at the County Board work session; Crook presented questions to Wilson concerning the approval process associated with the AWS Policy. Wilson stated that she will discuss with Crook further at their weekly meeting.
- Cara Fosteson – Probation Officer Cara Fosteson stated that Jason Heacock started as the new office support staff person, as of Monday. Fosteson discussed the department's transition to the Department of Corrections system DOC system.
- Eric Bartusch – County Auditor-Treasurer stated that a new Accounting Technician II had been hired and started on Monday. Bartusch discussed tax payments coming in and the revised property tax deadline of May 15, 2021. Bartusch discussed the reissuance of tax statements on 151 parcels with special circumstances.
- Noelan Lange – Facilities Operations Manager Noelan Lange stated that A/C units are undergoing repair. Lange reminded staff to contact Facilities if temperatures are not comfortable in order to avoid heating or A/C issues. Lange discussed the current mail system associated with the delivery of mail. Lange stated that any missing packages should be reported to the appropriate department heads; department heads should then contact Noelan Lange with any concerns. Wilson noted that if personal packages are missing or misplaced, the mail policy may need to be revised in the future.
- Mike Wimmer – Economic Development Manager Mike Wimmer discussed the American Rescue Plan, which addresses the ongoing COVID-19 economic burden. Wimmer stated that Mille Lacs County is estimated to receive approximately \$5 million dollars; the County is currently waiting on guidance from the U.S. Treasury, which is expected to be received within the next couple of weeks. Wimmer noted that the funds would have been used by the end of 2024. Wimmer discussed local businesses concerns regarding low staffing levels. Wimmer noted that as high the unemployment rate is, there are a lack of individuals applying for jobs. Wimmer discussed additional State funds that may be used for broadband; application due June 1, 2021.
- Julie Peterson – Emergency Manager Julie Peterson discussed an Emergency Procedures Guide which will be coming out in the near future. The proposed procedures will be associated with any emergency situation that may arise; a quick reference in case of an emergency. Discussion occurred concerning the proposed Emergency Procedures Guide.

Meeting adjourned 10:20 a.m.