

Management Team Meeting Notes  
October 7, 2020

Department Heads/Managers Present: Pat Oman, Neal Knopik, Reed Pederson, Daryl Moeller, Michele McPherson, Eric Bartusch, Julie Peterson, Karly Fetters, Michael Virnig, Michael Wimmer, Ben Davis, Don Lorge, Betty Crook, Suzanne Lelwica, Beth Vanderplaats, Kay Winterfeldt, Susan Shaw

Introductions: None necessary.

Personnel Report: HR Manager Karly Fetters stated that the Employee Benefits Committee (EBC) meeting was canceled on Monday, with the plan to reschedule for Thursday, 10/8/2020. Fetters stated that rates from PEIP and open enrollment would be discussed. Fetters stated that no in-person benefits fair would be held this year. All provider information and presentations will be available.

Administrator Report: County Administrator Pat Oman stated that teleworking was once again extended. Staff may still submit Alternative Worksite (AWS) applications until the end of telework. Budgets for 2021 are continuing on; TNT hearing scheduled for December 1, 2020 at 6:00 p.m. The regular County Board Meeting for that date has been canceled. A special County Board Meeting is scheduled for December 8, 2020. A 4.9% preliminary maximum levy was approved by the County Board; working on bringing the levy down. Follow-up discussions will ensue with department heads in the near future. Coronavirus Relief Fund (CRF) funding is being put to use; should be able to use all funds. Stakeholder requests are currently being reviewed.

**Round Table:**

- Neal Knopik – County Engineer Neal Knopik provided an overview of the CSAH 2 and 32 project in front of the Historic Courthouse. Contractor is behind schedule; pushing to get that finished. Anticipated completion date is November 1, 2020. Four way stop will be placed at 4<sup>th</sup> and Central due to safety concerns. New surveyor equipment will be purchased with CARES funding.
- Daryl Moeller – County Assessor Daryl Moeller stated that most of the Assessor's Office is working from home; finishing up a sale study for placing values on properties for January 2, 2021 for taxes 2022. The real estate market is doing great, values are increasing, properties selling rapidly. Office being rearranged, MLS service for staff registration is being completed. Everything going well.
- Joe Walsh – County Attorney Joe Walsh stated that the first jury trial since the pandemic will be held this week; processes needing to be worked out. Planning on having 1 jury trial every week in the future. An increase of staff in the office.
- Michele McPherson – Land Services Director Michele McPherson stated that business as usual in the LSO. End of season permitting. Seeing a large amount of documents coming through. Processed 135 mortgages during the month of September; which is a large increase.

- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that tax payments are coming in for the October 15<sup>th</sup> deadline. Election has A-T very busy.
- Michael Wimmer – Economic Development Manager Mike Wimmer stated that the Economic Development Relief Grant closed Friday; over 30 businesses applied. Wimmer discussed the Advantennon broadband project, CARES Act funds.
- Michael Virnig – Technology Services Manager Mike Virnig stated that the GIS Map aerial photos are slowed down by ProWest. Disappointed by their response to placing new imagery on the County website. Will send additional information once received. Ben Boyd, is a great addition to the TS staff. Coming up with a new audio system for the board room; Wahkon project updates, multi-authentication system will be functioning soon. Squad car computer updates; pushing out updated laptops to staff. Wifi project updates, etc.
- Julie Peterson – Emergency Manager Julie Peterson discussed PPE requests for schools, reviewed PPE requests and resources. Less shortages as businesses are catching up.
- Dillon Hayes – Environmental Resources Manager Dillon Hayes stated that business is continuing as usual; field season everyone is in the office each day. Stephanie Reynolds resigned; looking to fill new position. Dillon Hayes will also be leaving his position with the County. Working on the ORV park, roads maps, and plat books.
- Noelan Lange – Facilities Operations Manager Noelan Lange reviewed various projects, including the Passport room, board room project, handrail project, rotunda terminal, assessor's office enhancement, free standing hand sanitizer dispensers ordered; public health trailer supplies arriving, Sheriff's Office enhancement, vault refit in the Auditor-Treasurer's Office, County faucets will be updated to touchless, adding doors in the CAO and PD lobbies, north Maintenance facility, and moving law enforcement to the North Maintenance facility.
- Don Lorge – Sheriff Don Lorge stated that business is continuing as usual. A political rally held this weekend has the Sheriff's Office anticipating additional traffic.
- Ben Davis – Probation Director Ben Davis stated that Mia Higgins is a new Probation Officer who began on Monday. Working with high-risk adult offenders. Discussion ensued regarding the projects in the PD and CAO.
- Susan Shaw – SWCD Director Susan Shaw stated that business is continuing as usual. Key staff in office, working remotely primarily. Heading into reporting and granting season. MDA grant is due on the 15<sup>th</sup>.
- Betty Crook – Community and Veterans Services Director Beth Crook stated that child support workers are mostly in the office; most staff are attending the MN Recovery Conference annually via video and no-cost. MLC Child Support unit finished 9<sup>th</sup> in the state overall. Discussion occurred regarding COVID-19 and an increase in clientele.
- Suzanne Lelwica – Community and Veterans Services Assistant Director Suzanne Lelwica stated that 16 staff are teleworking, 1 working the office. Interviews scheduled for Friday for a child protection worker. DHS audit is currently underway. Discussion occurred regarding wifi hot spots and funding.

- Beth Vanderplaats – Financial Assistance Supervisor Beth Vanderplaats stated that 45 CARES act funds application have been received; 9 withdrawn, 1 approved. Childcare assistance program, virtual meetings going well, business as usual.
- Kay Winterfeldt – Public Health Supervisor Kay Winterfeldt stated that all 14 staff are working remotely full-time. Interviews for the open care coordinator position on Friday. Winterfeldt provided a COVID-19 update.

Meeting adjourned at 10:30 a.m.