

Management Team Meeting Notes  
October 29, 2020

Department Heads/Managers Present: Pat Oman, Holly Wilson, Karly Fetters, Ben Davis, Susan Shaw, Neal Knopik, Kay Winterfeldt, Michael Wimmer, Beth Crook, Michele McPherson, Dillon Hayes, Daryl Moeller, Joe Walsh, Eric Bartusch, Noelan Lange, Julie Peterson, and Casey Hamill.

Introductions: None necessary.

Public Health Update: Public Health Supervisor Kay Winterfeldt reviewed the 2,872 record-breaking COVID-19 case total for Minnesota in one day. Winterfeldt reviewed national and statewide COVID-19 statistics.

Personnel Report: Personnel Director Holly Wilson discussed concerns with teleworking and hybrid learning in the schools. Teleworking extended until the end of the year. Filling positions throughout the County. Working on filling the current CVS, PW, SO, and ER openings.

Administrator Report: County Administrator Pat Oman discussed the extension of telework until December 31, 2020. Budget 2021; Truth-in-Taxation meeting will be December 1, 2020, looking at the best way to incorporate COVID-19 guidelines. Special Board Meeting on the 11/10/2020. The Board has asked to review all of the County's county-wide memberships. Oman reviewed the CARES Act funds, the \$3.2 million that the County received.

**Round Table:**

- Kay Nastrom – Public Health Supervisor Kay Winterfeldt stated that there is one opening in Public Health, provided updates on the status of teleworking staff.
- Karly Fetters – HR Manager Karly Fetters reviewed the EBC meeting status and the 1+1 insurance option. The EBC reviewed the option; multiple employee interest for the 1+1 option. Discussed at the County Board work session last week regarding how to proceed. An agenda item will be brought to the Board next Tuesday for review. If passed, communication will be sent out to employees accordingly.
- Neal Knopik – County Engineer Neal Knopik reviewed the 4-way stop at 1<sup>st</sup> and central in Milaca; first snow event occurred last week and they were 4 snow plow drivers short, but did an excellent job regardless. CSAH 2 and 32, progress is going very slowly due to the weather. New survey equipment for the new projects due to CARES act. Working on transportation alternative grants for 2025. MNDOT will be teleworking until June of 2021.
- Daryl Moeller – County Assessor Daryl Moeller discussed the new cubical arrangement in the Assessor's Office. All assessors work areas now meets COVID-19 guidelines. Working to accomplish as much as possible before TNT notices go out. Starting 2022 taxes in the near future.

- Michele McPherson – Land Services Director Michele McPherson stated that business is continuing as usual; Nate is teleworking, Jackie & Michele in the office. Permits slowing down; starting year-end reporting. Document recording is still up significantly. Completed over 600 documents per month, with the annual average typically 500.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that elections are the primary concerns, election day is next week. Over 100 walk-in voters per day. 4500 ballots went out in the mail, about 3500 have been returned. A significant increase in past years, previous years 2000 absentee ballots. Assistance received from ASO. Property taxes have come in.
- Julie Peterson – Emergency Manager Julie Peterson stated that Emergency Response Guidebooks have been distributed to the fire departments; PPE equipment being distributed to facilities. 2019 EMPG grant has not been paid yet; waiting on funds.
- Michael Wimmer – Economic Development Manager Mike Wimmer stated the broadband project fueled by CRF funds is coming along well. Starting next week, equipment will be hung on all the selected towers. Halfway through the process. Wimmer discussed the Mille Lacs County Economic Relief grants and housing projects that are being discussed within Mille Lacs County.
- Dillon Hayes – Environmental Resources Manager Dillon Hayes discussed the decrease in permits; a septic agreement will be brought to the Board next week; plat book proofs were sent to select department heads for review. Road maps were sent to the printer last week, working on the ORV park planning to open in spring. Land sale is live on Public Surplus and open for bidding.
- Casey Hamill – Network Support Specialist Casey Hamill discussed putting in new wifi system with significantly better coverage and better security. Hamill discussed security procedures, including two-factor authentication system for teleworking. County Board audio project, to improve sound quality. GIS training areal caches will be next week; County staff will be able to upload GIS content then.
- Joe Walsh – County Attorney Joe Walsh stated the CAO is extremely busy, many important cases are currently ongoing.
- Ben Davis – Probation Director Ben Davis stated that more agents are in office more frequently. Business as usual.
- Noelan Lange – Facilities Operations Manager Noelan Lange discussed completed yearly combustion tests on the boilers; assessor's office enhancement completed. Cody is building benches for the vault project; drinking fountain projects in SO, PW, and Jail. Wahkon project is progressing. CAO and PD office projects will begin next week. SCR is

onsite and putting automatic faucets in the break room and restroom. SO enhancement will be extremely busy. Board Room project, all panels are stained and will be brought to the HCH to install.

- Beth Crook – Community and Veterans Services Director Beth Crook stated that in-person visits have begun, fairly slow so far. Two staff have tested positive for COVID-19 in the last two weeks. They have been quarantined and proper cleaning has been taken. MLC Economic relief grant. Approved for \$9,538.65; 28 applications received and being reviewed. \$2400 on staff time has been used dso far. 20-25 staff come into the office weekly; 60 still teleworking. Business as usual in each unit.
- Susan Shaw – SWCD Director Susan Shaw stated that the Mille Lacs County SWCD working the 60 grants, short one staff person, using CARES act funding to incorporate COVID-19 guidelines.

Meeting adjourned at 10:20 a.m.