

Management Team Meeting Notes  
April 10, 2019

Department Heads/Managers Present: Pat Oman, Holly Wilson, Phil Thompson, Mike Virnig, Beth Crook, Ben Davis, Al Heim, Don Lorge, Michele McPherson, Susan Shaw, Julie Peterson, Noelan Lange, Dillon Hayes, Reed Pederson, and Kevin Schultz.

Introductions: Holly had everyone in the room introduce themselves, to ensure that the new Facilities Operations Manager Noelan Lange knew everyone who was present.

New Website Training/Updates: Kara discussed the new County website and staff website training opportunities. County staff training sessions will occur from 4/28/19-5/10/19. Kara indicated that a follow-up email with all information discussed at the meeting that would be emailed to department heads and managers.

Personnel Report: Holly reviewed current staffing needs for the County.

Current Staffing Needs:

- Administrative Financial Manager – Public posting closes on 4/21/19.
- Correctional Officer –The County is nearing full-staff for this position.
- Custodian – Initial interviews did not result in a new-hire; this part-time position has been posted again.
- Temporary Law Clerk – Initial interviews did not result in a new-hire; this position has been posted again.

Holly noted that Joe Walsh has two new attorneys in the County Attorney Office; this department is now at full staff. It is expected that several job positions will be opening in Community & Veterans Services within the next few months. HR is preparing for this transition.

Administrator Report: Pat discussed the how to handle tasks previously completed by the Administrative Financial Manager.

- Ergonomic Assessments will be completed by MCIT, if necessary.
- The Vertical Desk List is still active; priority is given to those with ergonomic needs and order of inquiry.

Pat also briefly discussed the 2020 Census informational session presented by Sarah Priest occurring this afternoon, in addition to the status of the County fleet vehicle transition to Enterprise fleet.

- The County will receive 5 Jeep Compasses and 5 Chevrolet Equinoxes as new fleet vehicles through Enterprise.
- Additional new vehicles will arrive in the second year with Enterprise.
- Enterprise fleet vehicles will sport MLC logo on the door.
- Enterprise fleet vehicles will be updated every 4-5 years.
- Current County fleet vehicles will be going to auction in 6 weeks.

- Department Heads will be able to select “hand-me-down” vehicles before this time, if it is deemed their department needs a specific vehicle long-term.
- Gas cards will change with Enterprise.
  - Staff will enter last 4 digits of their SSN instead of a general pin number.
- Verizon Network Fleet System will dissipate; Enterprise has their own tracking system available. Enterprise system will alert driver & the County of speed violations.
- County vehicle numbers will remain the same; existing vehicle numbers will be assigned to new vehicles; there will be no disturbance to the Outlook calendar.
- Licensed shops, rather than MLC mechanics, will complete Enterprise fleet vehicle maintenance. An RFQ will be published locally.
- Any maintenance required for fleet vehicles should be submitted via a Facility Operations work order.

Pat mentioned that several employees have received emails asking to confirm or update financial information. He noted that these emails are a scam; when updating financial information for the County, submit a hard copy to Karen in the A-T Office.

#### Round Table:

- Phil Thompson – Phil mentioned his concerns regarding the current staff parking situation. There is oftentimes not enough parking space available for County staff; this leaves staff to park their vehicle on the road. Pat noted this is a valid concern that needs to be addressed, especially with the CSAH 2 & CSAH 32 construction project that is planned for this summer.

Pat asked Bruce & Reed the potential of painting defined parking lines on the street, to ensure that all space available is being utilized. Bruce stated that Rum River Drive is the only street with defined parking lines in the County. Don Lorge believes utilizing a nearby side road may be the best option. Don discussed making the side road into a one-way street, with angled parking as a potential solution. Beth Crook has noticed this issue with CVS staff as well. She believes that angled parking should be placed on 5<sup>th</sup> Avenue, just west of CVS. Pat stated that the County should explore the one-way street option further.

- Mike Virnig – Tech Services has resolved the issue with the switch in the SO. The part was covered under warranty from Dell. TS replaced the switch/cables/etc. in order to resolve the issue. New computer installations are continuing in CVS. TS is creating a tech support phone extension for technology emergencies. Ideally, work orders will be placed online, but in case of a technology emergency, department heads/managers may leave a voicemail for TS. TS will send out an email to staff once the phone extension is created.
  - Technology Emergencies include: computer password locked or downed equipment.

A new AppXtender update will occur in July/August. Mike will have more information at the next Management Team Meeting.

- Beth Crook
  - 1 of 2 VSO in CVS is out on extended leave. A MN Veterans Affairs employee will be sent to support the MLCCVS workload, once per week.
  - CVS will be hiring 8 new child protection staff within the next few months.
  - Operation Community Connect (north end) will be held in June. The south end Milaca event is held in October. Contact Beth Vanderplaats for information regarding OCC north. Pat requested an updated OCC resolution for OCC.
  - MLC Health System received a \$50,000 grant for a mobile dental unit. Residents on MA will be able to take advantage of this mobile unit as well. Beth Crook indicated she plans on advertising this feature in the MLC Quarterly Newsletter and via postcard.
  - Beth spoke of the limited homeless resources available in the area, as St. Cloud has the nearest shelter. It was noted that there have been a couple homeless individuals living out of their vehicles in the CVS parking lot. Pat has spoken to these individuals and clarified that the County may be able to provide assistance, but that they cannot continue to reside in the CVS parking lot. In these specific cases, neither individual residing in the CVS lot wanted to go to the St. Cloud shelter.
  - Milaca Public Schools Community Day of Service event is approaching where students complete yardwork for residents in Milaca at no charge. Beth requests that this information be emailed to County staff.
- Al Heim
  - All valuation notices have been sent to property owners.
  - The Board of Appeal & Equalization Public Hearing will be held the last 2 Fridays in April.
- Michele McPherson
  - The LSO is continuing to see an increase in permits due to construction season.
  - Michele noted that she has been receiving excessive spam emails since the County email addresses have been updated. Mike Virnig noted that this may be due to the spam filter needing an update. This problem should be resolved once the update is complete.
- Bruce Cochran
  - Bids coming in for 4 LOST road projects
  - CRs 112, 106, 151 – Hardrives was awarded the bid.
  - CSAH 5 Bridge replacement – Bids closed.
  - CSAH 2 & 32 project – discussing with the City of Milaca.

- Bruce noted that Frontier Communications is placing a significant amount of fiber optic cables in the County. However, the maps submitted with Frontier permits are often incorrect, which prolongs the process.
- Susan Shaw
  - No SWCD spring projects have begun yet, due to weather complications.
  - Youth Outdoor Conservation event – May 15, 2019
  - SWCD Tree Sale; delivery the last Thursday in April at the Milaca Public Works shop.
  - Local farmers are already inquiring about the seeders. Reed inquired as to if the seeders could be moved in the parking lot, as they are difficult to maneuver around. Susan said that could be a short-term possibility. Pat advised that Noelan review the site and determine the best solution.
  - Buffer Law – landowners want buffers flagged; waiting until after snow.
  - SWCD will be looking for public input regarding the Rum River One Watershed, One Plan. SWCD is still developing this plan.
- Julie Peterson
  - All statewide & county tornado/severe weather drills are canceled due to the forecasted snow. They will be held on a later date.
  - Test calls for the emergency GETS cards will be conducted.
- Noelan Lange
  - Pat, Kevin, Noelan, & Diana will receive Enterprise fleet vehicle training on Friday.
  - Noelan is reviewing guest parking options in the CVS parking lot; checking parking lot signs.
  - Oil leak on CVS link; will be corrected. Will keep team updated on status.
  - A trash can was placed in the MLC fleet vehicle lot; it will be chained to a sign in the near future.
  - MLC broilers were tested; currently waiting on results.
  - Noelan requested that staff place work orders if they discover a problem.
- Dillon Hayes
  - Household Hazardous Waste event is approaching in May & June.
  - Bids coming in regarding County Ditch 2.
  - A significant increase in Environmental Resources permits this year.
- Kevin Schultz
  - Pothole fill operations are occurring;
  - Planning repairs for the boils in the road on CSAH 1 & 12.
- Holly Wilson
  - Karly sent out employee evaluation reminders in February. The links included in those emails will not work with the new website; please contact Karly in the ASO with any questions.

Meeting adjourned.