

Management Team Meeting Notes
May 16, 2018

Department Heads/Managers Present: Holly Wilson, Michele McPherson, Al Hiem, Bruce Cochran, Kevin Schultz, Reed Peterson, Ben Davis, Mike Virnig, Joe Ahner, Pat Oman, Phil Thompson, Dillon Hayes, Jess Olson, Beth Crook

Personnel Update:

- Resignation
 - Vacation time cannot be used once an employee resigns from the County. If they use vacation time they will not leave in good standing with the County. Even if a vacation is scheduled prior they cannot use the vacation time. The employee could use sick leave after they resign, but they need to provide a doctor's note.
 - Badges need to be turned into Holly, Karly, or Mike on the last day of employment
 - Add an out-of-office reply to email when an employee resigns letting the sender know that they are leaving the County.
- Recruitment/New Hires
 - Reference Checks for an employee should be routed to ASO for employment verification. Only if you are listed as a personal reference can you give a reference. If you give a reference stay with fact based answers and leave out opinions.
- Conference Room
 - With the hiring of the Emergency Manager and Economic Development Manager there will be two less conference rooms. To open up additional space for meetings the Board room will be added to the calendar for scheduling, along with the small room outside the Board room and ASO conference room.

County Administrator Report:

- Website – Kara presented to the Board updating the website in 2019. The current website is 6-7 years old and is out dated. With the new site it would give the department heads the ability to edit their page/content and submit for approval. Once approved it would go live on the site. The Board was supportive of a new website.
- Newsletter – Kara reviewed the newsletter went out and so far the feedback has been positive. In order to get the next newsletter out by the end of June articles are due to Kara no later than June 8th.
- Facebook – Reviewed departments that have a Facebook page and if they are still relevant or if they should be turned off.
- COPE Survey – Joe reviewed the COPE survey that was done by MCIT in the Justice Center, Sheriff Office and Jail. A few opportunities came out of the survey and they are as follows: small appliances, boxes in the way of electrical panels, daisy chain, fire extinguisher, eye wash and first aid kit weekly/monthly checks were not completed.
- 2019 Budget – Jess reviewed that she will be sending out the budgets and objectives for the 2019 budget the end of May beginning of June. Start to think of the major items that

will affect your budget; new purchase, revenue sources or new expenses that may come up in 2019.

Round Table:

- Joe Ahner – Currently working on the camera project, storm window upgrade on the HCH and work related to the changing of seasons.
- Mike Virnig – Currently working on the camera project, phone system upgrade and discussed upgrading the camera server.
- Ben Davis – No updates.
- Al Hiem – They are working on equalization and fieldwork.
- Phil Thompson – Work has started on preparing for the elections, candidates can file starting May 22 through June 5, and ordering supplies for the fall elections.
- Jess Olson – The LMC picnic will be on June 19. The menu will be the same as last year with roast beef sandwiches, potato salad and chips. Feedback was that went over very well. We are also looking at centralizing supply purchasing for office supplies, envelopes, and etc.
- Dillon Hayes – A GreenCorp employees will be in our office starting October for 1 year. They will help with sustainability county-wide. The process has started to abandon County Ditch 1. There will be work this year on County Ditch 2, 3, and 4 which will total close to \$1M.
- Reed Peterson – Construction is underway. The bid was awarded for County Rd 4 and the consultants were selected for County Road 2 and the LOST roads.
- Kevin Schultz – They are working on crack sealing, starting gravel season, and fixing frost boils.
- Bruce Cochran – The Princeton roundabout is underway and is scheduled to be completed mid to late July. On June 1st the work will start for the Malone Island bridge and that will be completed Sept/Oct of this year.
- Michele McPherson – Currently working on hiring a Land Services Tech. With the changes in the services in the office such as septic make sure calls are transferred to the correct department. They are still looking for volunteers for the Moving Wall event July 4-6th.
- Beth Crook – They are fully staffed with the Office Support Specialist and Social Working coming on. At the last work session the Board was supportive of hiring two additional positions within CVS. Transportation meeting will be taking place and TRI-CAP will start their marketing plan in July and will be live 1/1/19.

Meeting adjourned.