

Management Team Meeting Notes  
June 13, 2018

Department Heads/Managers Present: Mike Virnig, Susan Shaw, Jess Olson, Reed Peterson, Dillon Hayes, Phil Thompson, Kevin Schultz, Michel McPherson, Holly Wilson, Pat Oman, Beth Crook, and Joe Walsh

Personnel Update:

- Staffing update
  - Job offers have been extended for the Land Services Tech and Sr. Engineer Project Manager positions and are currently having background checks completed.
  - Hwy Maintenance Worker and 3 correctional officers have been hired
  - Open Positions: Probation, Social Worker, Case Aid, Office Support and Economic Development Manager
- There have been some issues with employees being respectful in the workplace. This behavior will not be tolerated in the work place.

County Administrator Report:

- Break room – The code will be updated in the next couple of weeks.
- The 2019 budget schedule and budget documents will be sent out the week of June 18<sup>th</sup> to department heads to work on the preliminary budget.
- Fleet keys – Each building has their own set. If a building is missing a set they cannot go to the other building and grab their set. They need to find the one that belongs in their building.
- Fleet cars – The new cars have arrived and will be put in the fleet in the next couple of weeks once they are set up.
- White House Conference – Commissioners' and Pat attended the White House Conference and a NACO event while they were out there.

Round Table:

- Mike Virnig – There will be a technology committee meeting in the next couple of weeks. The camera system is starting to be installed and there will be 111 new cameras. The Shortel Phone System upgrade has been delayed till the end of July. Additionally, Mike and Joe are working on window treatments for the County Attorney and Probation offices.
- Susan Shaw – SWCD has had community events they have been a part of. They have completed well water sampling during the HHW events and also part of Operations Community Connect. The SWCD has an intern this summer who will be helping with mapping the noxious weeds.
- Jess Olson – ASO has sent out a RFQ to website vendors to upgrade our website. Once a website is pick a committee will be put together for the upgrade to help develop/design the new site. If you have any website updates that need to be done send them to Kara as she is now primary on the website. Diana is secondary on the site. If you don't know who to send a request to, send it directly to me and I will assign it.

- Reed Peterson – Construction is under way. Utility work has started on CSAH 4 and construction will start on July 2. SIEH is the consultant that was selected for County Road 2. The LOST project on 103/107 is now completed and receiving positive feedback.
- Dillon Hayes – Two Household Hazard Waste events took place in May. Participation was down from last year, but the appliance drop off increased. Work is continuing on county ditch 1, county ditch 3, and county ditch 4 has a public hearing on June 19, 2018. Septic inspections are starting to increase.
- Phil Thompson – Work is going on for elections this fall. Today marks Phil's 40<sup>th</sup> year with the County.
- Al Hiem – Finishing the appeals process and the board of equalization will reconvene on June 25, 2018. The County's tax system now includes the fire district. Lastly, the appraisers are out in the field.
- Joe Walsh – The domestic violence court is going well and had its first graduate from the court. The Board approved applying for the Drug Court grant to start a Drug Court in Mille Lacs County. Joe is also working on getting an Ocular Scanner for drug testing. It would reduce the cost to the offender and also increase the number of tests that are being done. The cost associated with it is only the unit.
- Kevin Schultz – The crews are working on crack filling, mowing, graveling and culverts.
- Bruce Cochran – The construction has started on the Maloni Island Bridge and the sewer/water have been moved off the bridge and has been drilled under Lake Mille Lacs. The roundabout project is going well. It is scheduled to be completed mid-July.
- Beth Crook – They held a Public Health Emergency Preparedness meeting, which was attended by CVS staff, the new Emergency Manager Julie Peterson, and Holly. CVS has two positions they will be posting for. Staff has requested to have training for active shooter scenarios.
- Michele McPherson – Construction season has started and Tad the building inspector is busy. Document recording is stable. The Moving Wall will be at the Fair Grounds July 4-6 with 24 access to the wall. The County Fair is August 8-12<sup>th</sup>, 2018.

Meeting adjourned.