



**BOARD WORKSHOP MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**JULY 9, 2024**

|                   |            |
|-------------------|------------|
| Tina Diedrick     | District 1 |
| Darek Vetsch      | District 2 |
| Jeanne Holland    | District 3 |
| Nadine Schoen     | District 4 |
| Michael Kaczmarek | District 5 |

**DATE APPROVED: JULY 23, 2024**

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|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Members Present:</b> | Tina Diedrick, Jeanne Holland, Michael Kaczmarek, Nadine Schoen, Darek Vetsch                                                                                             |
| <b>Others Present:</b>  | Patrick Baumgard, Troy Beise, Scott Johnson, Greg Kryzer, Marc Mattice, Missy Meidinger, Lindsey Meyer, Patrick O'Malley, Matthew Treichler, Tyler Webster, Clay Wilfahrt |

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Commissioner Darek Vetsch began the meeting at 9:00 a.m.  
Items 3.5 and 10.5 were added to the agenda.

**1. Commissioner Updates**

No commissioner updates were provided.

**RECOMMENDATION: Informational only.**

**2. Schedule Meetings As Needed**

**A. Abatement Public Hearing**

Scheduled for Tuesday, July 23, 2024 during Board Meeting.

**B. Committee of the Whole – Oracle Update**

Schedule meeting at a later date in the month of November or December 2024.

**C. Committee of the Whole – HHS MnCHOICES Caseload Update**

Scheduled for 9:00 a.m. Tuesday, July 30, 2024.

**RECOMMENDATION: Informational only.**

**3. Wright County Economic Development Partnership (WCEDP) Appropriations**

Present from the WCEDP were Board Chair Patrick Baumgard, Past Board Chair Scott Johnson, and Executive Assistant/Marketing Coordinator Missy Meidinger. Meidinger shared a list of items and notes of work completed since the departure of the Executive Director. Commissioner Michael Kaczmarek stated he had not seen the benefit to match the 2024 budgeted appropriation of \$120,000 to the WCEDP and opposed issuing the appropriation. Kaczmarek proposed WCEDP members pay a proportional amount to make up for the funding provided by the county to cover organizational costs. Discussion included filling the Executive Director position, current WCEDP funding covering operational costs only, and WCEDP's challenges in expanded programming and services without county appropriations. Meidinger stated that a review of partnership dues had begun with the WCEDP 2025 budget review process.

Commissioner Tina Diedrick stated that in 2023 the county board consensus was to fund the WCEDP with an appropriation approved in the 2024 budget. Diedrick noted the county board's requests to the WCEDP to make changes

had been fulfilled and the appropriations should be granted. Board consensus was to issue the WCEDP appropriated amount of \$120,000 with Kaczmarek opposed.

***RECOMMENDATION: Issue the 2024 Wright County Economic Development Partnership appropriation of \$120,000.***

### **3.5. Wright County Fair Board Sponsorships, Donations, and 2024 Appropriation**

Present from the Wright County Fair Board was Executive Board Secretary Troy Beise. Beise stated the collection of cash donations and sponsorships collected by the board were rare and most collections occur through the updated website or by mail, with donations in form of cash rare. Beise explained the fair board structure, persons responsible for collection of sponsorships, and donations, and practices in place for the collection, reporting, and documentation of sponsorships and donations. Beise shared additional fiscal control measures in place that included online ticket sales and online camping registration. Beise stated the fair board had been ramping up its fiscal controls, reporting, and would evaluate procedures and policies to address cash donations.

Vetsch stated he was comfortable with the overall fair board processes and practices in place based on audit history, fiscal controls, ticketing, and parking reports. Vetsch requested the Wright County Fair Board review and update its policies to specifically exclude cash donations on any level and to investigate the alleged incident.

Kaczmarek stated he attended the fair board meeting on July 8 and asked questions regarding cash donations. Kaczmarek requested assurance from the fair board that only check and credit card transactions would be accepted for donations, sponsorships, and advertising moving forward. Kaczmarek requested the board no longer allow the alleged person who accepted donations be allowed to collect donations, sponsorships, or advertising moving forward. Kaczmarek requested the fair board review and update its bylaws, policies, and procedures as it related to donations.

Finance Director Lindsey Meyer confirmed the fair board's second appropriation would be distributed by the end of the week. Assistant Finance Director Heather Lemieux stated the appropriation dates were January 1<sup>st</sup> and July 1<sup>st</sup> and if dates of appropriations issued needed to be changed to reach out to the Finance Department. Commissioner Nadine Schoen suggested appropriation dates be included and defined with the 2025 budget review process.

***RECOMMENDATION: Informational only.***

### **4. Department of Corrections Work Release Contract, Informational Update**

Present from the Wright County Sheriff's Office were Captain/Jail Administrator Patrick O'Malley and Chief Deputy Sheriff Matthew Treichler. O'Malley provided an overview of the partnership between the Minnesota Department of Corrections (MNDOC) Work Release Program and the Wright County Sheriff's Office. O'Malley stated that on average, 12 individuals are enrolled in the program annually with six individuals currently enrolled. An explanation of the staffing, monitoring, and programming requirements already in place by the county and an average cost of \$12 per day was explained by O'Malley. The program benefits to the community explained by O'Malley were decreased recidivism, housing, and employment for individuals enrolled in the program. O'Malley clarified that the MNDOC was responsible for the monitoring of individuals and probation services, not the county. O'Malley explained the MNDOC sets the rates through its budgeting process and individually with participating partnership contracts. O'Malley explained the program participation requirements of persons enrolled.

***RECOMMENDATION: Informational only.***

### **5. Procedure on Information Dissemination**

The board discussed information dissemination procedures of pertinent and important information as it relates to agenda items. The commissioners discussed due diligence in reviewing shared agenda materials and practice individual discretion in gathering additional information and asking questions from the appropriate departments.

***RECOMMENDATION: Informational only.***

## **6. Front Desk Staffing**

The board discussed front desk staffing by Finance & Taxpayer Services staff and the RSVP volunteer organization. The board discussed other staffing options and challenges. Meyer shared an update with the increase of RSVP volunteers and primary staff person to cover the front desk. The board directive was for Finance & Taxpayer's Services to always have the front desk staffed between county personnel and RSVP, except for daily breaks not to exceed one-30-minute lunch and two-15-minute breaks. The board requested Finance & Taxpayers Services to follow-up after 30 days with a detailed coverage schedule.

***RECOMMENDATION: Finance and Taxpayer Services directed to fully staff the front desk daily apart from a 30-minute absence for lunch and two-15-minute absences for breaks.***

## **7. Mayors Association Membership**

The board discussed membership with the Mayors Association, benefits, and dues. The board agreed individual membership to the Mayors Association be determined by each elected official with dues paid from individual expense budgets. Vetsch explained the Mayors Association was undergoing the process of filing as a non-profit. Board discussed differentiation of membership dues paid by the county and events paid by individual elected official's budget. The board agreed that a review of membership be conducted on an annual basis for each elected official beginning January 2025. Vetsch stated he would communicate with the Mayors Association to discontinue Kaczmarek's 2024 membership as Kaczmarek requested.

***RECOMMENDATION: The board agreed individual membership to the Mayors Association be determined by each elected official with dues paid from individual expense budgets.***

## **8. Planning Commission At-Large Position**

Vetsch explained that by Minnesota Statute 394.27 the Board of Adjustment must have one person from the Planning Commission and the Board of Adjustment that serves on both. The board discussed appointment procedures for district positions and county positions. The consensus of the board was to continue the practice of commissioners choosing to post individual district-specific openings or appointment by individual commissioners, with Kaczmarek opposed. Kaczmarek wanted the opening to be posted, and existing members apply if interested. The consensus of the board was to continue the practice of posting countywide openings, with applications reviewed and appointed by the county board.

***RECOMMENDATION: Reappoint Dan Mol as Planning Commission At-Large Member and Board of Adjustment 2<sup>nd</sup> District Member.***

## **9. Review Employee Engagement Survey Report**

The board directed Administration to move forward with plans outlined in the Wright County Engagement Survey 2024 report.

***RECOMMENDATION: Administration move forward with plans outlined in the Wright County Engagement Survey 2024 report.***

## **10. Commissioner Use of County Fleet And Charge Back Process**

The board discussed and clarified the 2024 budget expenses. The \$2,400 individual commissioner budgets were clarified as use of county fleet vehicles and charge backs or other qualified expenses such as trainings, conferences, and events. The \$3,600 addition to the commissioner base salary was for coverage of mileage by individual commissioners that was previously reimbursed prior to 2024. Commissioner Nadine Schoen requested a review of the commissioner expense accounts and amounts during the 2025 budget review cycle.

***RECOMMENDATION: Informational only.***

#### **10B. July 2, 2024 County Board Closed Session Outcome**

At 11:48 a.m. Vetsch stated the July 2, 2024 county board closed session outcome for the performance review of the County Administrator was “needs improvement” and satisfied Minnesota Statute 13D.05.

***RECOMMENDATION: Informational Only.***

The meeting recessed at 10:23 a.m. and reconvened at 11:48 a.m.

The meeting adjourned at 12:15 p.m.

*County Board Workshop minutes submitted by Kelly Kosloski, Administrative Specialist.*