



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
JULY 27, 2021**

**WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES**

The Washington County Board of Commissioners met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room.

Present: Commissioner Fran Miron, District 1  
Commissioner Stan Karwoski, District 2  
Commissioner Gary Kriesel, District 3  
Commissioner Wayne Johnson, District 4  
Commissioner Lisa Weik, District 5

Also Present: Kevin Corbid, County Administrator  
Susan Tice, County Attorney Civil Division Chief  
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

**COMMENTS FROM THE PUBLIC**

Board Chair Weik asked for comments from the public.

Randall Simonson, City of Scandia, expressed concerns about the speed and recklessness of traffic on County Road 52/Oakdale Road North in Scandia.

**CONSENT CALENDAR**

Commissioner Miron moved, seconded by Commissioner Johnson, to adopt the Consent Calendar as follows:

- A. Approval of the July 6, 2021, County Board meeting minutes.
- B. Approval of **Resolution No. 2021-080** as follows:

**2021 2<sup>nd</sup> QUARTER DONATIONS, GIFTS, AND BEQUESTS**

**WHEREAS**, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

**WHEREAS**, any gift, donation, or bequest becomes the property of Washington County; and



**WHEREAS**, the Washington County Board is authorized to approve donations, gifts, and bequests on a quarterly basis.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$1,834.40 for the second quarter of 2021.

- C. Approval to appoint Chris Loth, Forest Lake, to a partial first term as Manager on the Comfort Lake - Forest Lake Watershed District expiring September 23, 2022.
- D. Approval to appoint Peter Koerner, Cottage Grove Police Chief, to a partial first term expiring December 31, 2021, as the Law Enforcement Representative on the Community Corrections Advisory Board.
- E. Approval to appoint Kelly Ammerman, Stillwater, to the Disabled Veterans Rest Camp Association Board to a partial first term expiring December 31, 2022.
- F. Approval of Administration Policy #1300 - Washington County Guidelines and Procedures for Minnesota Government Data Practices Act.
- G. Approval of **Resolution No. 2021-081** as follows:

**RESOLUTION AUTHORIZING RENEWAL OF THE JOINT  
POWERS AGREEMENT BETWEEN THE STATE OF  
MINNESOTA, THE SENTENCE TO SERVICE PROGRAM, AND  
WASHINGTON COUNTY**

**WHEREAS**, for the State Fiscal Years 2022 and 2023, the State of Minnesota will provide up to \$195,022.59 to Washington County Community Corrections to offset the costs of operating the Washington County Corrections Sentence to Service program; and,

**WHEREAS**, Sentence to Service programming contributes over 68,000 hours of service back to the community annually; and,

**WHEREAS**, Sentence to Service provides an alternative to longer incarceration times for local clients.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners hereby agrees to renew the Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Corrections, Sentence to Service program, and Washington County for the period of July 1, 2021 through June 30, 2023.

**BE IT FURTHER RESOLVED**, that the Community Corrections Director Terry Thomas is hereby authorized to execute and sign the agreement, as



necessary to complete the Joint Powers Agreement on behalf of the Washington County Community Corrections Department.

- H. Approve an amendment between the Department of Human Services and Washington County Community Services to extend Grant Contract No. 12563 by three years, and add \$360,000 to the Project for Assistance in Transition from Homelessness (PATH) Services, through June 30, 2024.
- I. Approval of **Resolution No. 2021-082** as follows:

**RESOLUTION APPOINTING NENG LOR AS THE  
WASHINGTON COUNTY DRIVERS LICENSE AGENT AND  
DEPUTY REGISTRAR FOR THE OFFICES LOCATED IN  
FOREST LAKE, STILLWATER, AND WOODBURY**

**WHEREAS**, Minnesota Statutes 171.061, 373.32 to 373.38, 168.33, and Minnesota Rules Chapter 7404 provide for the appointment of a County Drivers License Agent and Deputy Registrar to fulfill the duties of the offices; and

**WHEREAS**, Neng Lor is serving as the License and Service Center Division Manager that manages the functions of both appointments; and

**WHEREAS**, the Commissioner of Public Safety may appoint the County Auditor of each County as a Deputy Registrar, or designee, if the County Auditor chooses not to accept the appointment; and

**WHEREAS**, the Commissioner is requesting the Washington County Board of Commissioners to recommend and approve the appropriate designee to fulfill the duties of the Drivers License Agent and Deputy Registrar.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners appoint Neng Lor, License and Service Center Division Manager, as the Washington County Drivers License Agent and Deputy Registrar, and asks the Commissioner of Public Safety to do the same.

- J. Approval of Change Orders 1 through 4 totaling \$16,617.76 with Valdes Lawn Care and Snow Removal, LLC, to Contract No. 13561 for the Trunk Highway 36 and Hadley Avenue Landscaping Project.
- K. Approval of Change Order No. 5 in the amount of \$20,071.48 and Change Order No. 6 in the amount of \$3,705.01 with Minnesota Paving and Materials, Inc. for the County State Aid Highway (CSAH) 27 Resurfacing Project.

- L. Approval to transfer microwave radio equipment to other government agencies, pursuant to Minnesota Statute 471.85.

The motion was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

## **PUBLIC WORKS**

### **Accept Awards of Excellence from the Minnesota Recreation and Park Association**

The Minnesota Recreation and Park Association (MRPA) Awards of Excellence Program is an annual program that recognizes agencies or organizations in Minnesota for outstanding achievements in parks, recreation, and leisure service. The awards recognize programs, projects, or initiatives that were implemented or received substantial revisions in 2020.

Parks Director Sandy Breuer, introduced MRPA Awards Committee Member Steve Benoit, who presented two awards to Washington County in two different categories. The Marketing and Communications category was awarded to Lake Elmo Park Reserve Wayfinding project, which was a comprehensive and systematic overhaul on trail signage at Lake Elmo Park Reserve. The Program and Events category was awarded to Nature's Art Gallery, a new program at Washington County Parks in 2020, which invites park visitors to see nature from an artist's perspective.

## **GENERAL ADMINISTRATION**

### **Audit Advisory Committee Report**

Internal Auditor Melanie Greufe presented the 2020 Audit Advisory Committee Report. Washington County established the Audit Advisory Committee in 1984 and it is comprised of the County Board Chair or commissioner designee, the County Administrator, and two citizen members. Current members are Commissioner Gary Kriesel, who serves as chair, County Administrator Kevin Corbid, and citizen members James Honsvall and Frank Rheinberger. The Audit Advisory Committee meets quarterly with the county's external auditors, the county's internal auditor, and other county staff. Ms. Greufe has served as the internal auditor for the county for five years, assisting the external auditors and also performing tests of the county's internal control measures and policies. The majority of the internal auditor's work is testing the internal controls of the county and determining whether the county is in compliance with federal and state regulations, and county policies and procedures.

The Audit Advisory Committee met three times in 2020, instead of the usual four times, due to COVID-19 restrictions and social distancing requirements. At each meeting, the internal auditor provided reports on the testing conducted during the quarter. Throughout the year, all payments that equaled or exceeded \$25,000 were tested, along with judgmentally selected samples of all payments less than \$25,000. This process of disbursement testing and reporting to both the Audit Committee and the County Board is required by law and this reporting is in lieu of the board having to approve each payment at its board meetings.



When issues were identified related to disbursements, recommendations were made to the Audit Committee to strengthen internal controls to ensure that all contract policy processes and procedures are being followed. This has been an issue in the past, but as of April 2021, this issue has been resolved.

The county also utilizes purchasing cards as a method for county employees to pay for county obligations and expenses. The use of these cards is efficient and allows for the testing and tracking of these purchases to ensure compliance with all county policies. Ms. Greufe completed testing on random and judgmentally selected samples of all purchases made using the general use purchasing cards and the uniform allowance purchasing cards.

When issues were identified related to the use of purchasing cards, recommendations were made to the Audit Committee to review current policies to address the issues identified, including strengthening internal controls, updating the policies, and increasing training for staff.

In addition to the quarterly testing, Ms. Greufe completed random unannounced cash counts of the change and petty cash funds authorized for Washington County. All petty cash and change fund accounts balanced except for a couple of minor issues which were quickly corrected. However, due to COVID-19 restrictions during 2020, only the Parks change funds were counted because they were required for the county's financial statement audit.

During the year, the Audit Committee met two times with the external auditor. At the first meeting, the audit manager conducted the audit closing meeting and discussed the 2019 Comprehensive Annual Financial Report. The final meeting with the external auditors occurred in December to conduct the opening meeting for the 2020 audit.

During 2020, Ms. Greufe reported that no instances of fraud were detected within Washington County government. The Audit Committee was made aware of an instance of theft during the calendar year. Law enforcement and county staff responded by increasing controls to prevent similar future opportunities. As required, the state auditor's office was notified.

Finally, Ms. Greufe has taken on additional duties and an increased role with the annual financial statement audit. In 2020, working with the external auditors, Ms. Greufe has taken on more testing responsibilities, allowing for better coverage and an easier auditing process overall. The external auditors were pleased with Ms. Greufe's work, and appreciate the improved communication process, especially during the COVID-19 pandemic.

### **Resolution Proclaiming July 27, 2021, as County Staff Appreciation Day**

County Administrator Kevin Corbid presented a resolution to proclaim July 27, 2021, as County Staff Appreciation Day. Mr. Corbid reported that Governor Tim Walz has officially proclaimed July 27th as "County Staff Appreciation Day" in recognition of all the hard work and dedication shown by Minnesota county employees during the pandemic. This well-deserved recognition is a testament to all that Minnesota county employees have done to continue serving residents in the midst of a public health crisis.

Commissioner Karwoski moved to approve **Resolution No. 2021-083** as follows:

**PROCLAMATION OF COUNTY STAFF APPRECIATION DAY**

**WHEREAS**, county staff serve as the cornerstone of this community, dedicating their time, skills, and expertise for the benefit of their neighbors; and

**WHEREAS**, county staff went beyond expectations, taking on personal risks, to continue delivering essential services to the residents of Washington County during the COVID-19 pandemic; and

**WHEREAS**, in addition to their regular duties, many county staff were called upon and accepted new and challenging responsibilities during the pandemic, such as expediting the distribution of thousands of dollars in economic recovery appropriations, empowering the survival of our local business community; successfully managing a deluge of mail-in ballots in an unprecedented federal election; and retooling local public health education outreach to flatten the pandemic curve; and

**WHEREAS**, although the state has turned the corner on the COVID-19 pandemic, county staff continue their exemplary work, assisting with recovery through vaccination roll outs and preparing for the American Rescue Plan's multi-year recovery effort; and

**WHEREAS**, the work of county staff over the past year and a half have kept the doors of the county open and our community safer, healthier, and productive throughout months of unprecedented global transition; and

**WHEREAS**, President Rich Sve and the Board of the Association of Minnesota Counties requested the Office of Governor Walz and Lt. Governor Flanagan to proclaim July 27, 2021, as County Staff Appreciation Day and their request was granted.

**NOW, THEREFORE, BE IT RESOLVED** that the Washington County Board of Commissioners proclaim July 27, 2021, as County Staff Appreciation Day and extend thanks to the staff of Washington County, and express deep gratitude for their commitment to excellence in public service during the COVID-19 pandemic.

Commissioner Johnson seconded the motion and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.



**Resolution for Oakdale Police Chief Bill Sullivan**

County Administrator Kevin Corbid introduced a resolution to acknowledge the retirement of Oakdale Police Chief Bill Sullivan. Commissioner Karwoski read the resolution.

Commissioner Karwoski moved to approve **Resolution No. 2021-084** as follows:

**RESOLUTION ACKNOWLEDGING THE PUBLIC SERVICE OF  
OAKDALE POLICE CHIEF BILL SULLIVAN**

**WHEREAS**, Bill Sullivan has served as the Police Chief in the City of Oakdale since January 1988; and

**WHEREAS**, Chief Sullivan has announced his retirement at the end of July 2021; and

**WHEREAS**, Chief Sullivan has worked with and alongside a number of Washington County Sheriffs during his time as police chief; and

**WHEREAS**, Chief Sullivan was the police chief at the same time as Commissioner Stan Karwoski was the Mayor of Oakdale and on the City Council; and

**WHEREAS**, Chief Sullivan has been a member of the county's Community Corrections Advisory Board for 13 years; and

**WHEREAS**, the public safety of the community and county are enhanced through the cooperation and collaboration of all law enforcement officials, including state, county and local officers and leaders; and

**WHEREAS**, Chief Sullivan has had the support of his wife Jane throughout his long career in law enforcement and together they participated in many community events and activities; and

**WHEREAS**, Chief Sullivan has played an integral role in the county's mobile field force and SWAT teams, as well as the work to combat sex trafficking throughout the county and region; and

**WHEREAS**, local law enforcement professionals take an oath to protect and serve their communities and Chief Sullivan has been an excellent example of a person who has met that responsibly and has worked to develop strong relationships with all in the Oakdale community.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners does hereby acknowledge and thanks Chief Sullivan for his over 45 years in law enforcement and wishes him well in retirement.

Commissioner Miron seconded the motion and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

**COMMISSIONER REPORTS**

Commissioners reported on meetings and other events they attended. Please see archived web streaming of the board meeting for full commissioner reports at [www.co.washington.mn.us](http://www.co.washington.mn.us), under “County Board.”

**BOARD CORRESPONDENCE**

Board correspondence was received and placed on file.

**ADJOURNMENT**

There being no further business to come before the Board, Commissioner Miron moved to adjourn, seconded by Commissioner Karwoski, and it was adopted unanimously. The County Board meeting adjourned at 10:35 a.m.

**BUDGET WORKSHOP WITH ADMINISTRATION**

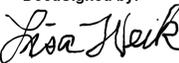
The Board met in workshop session to introduce the Office of Administration’s recommended 2022 budget. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

**BUDGET WORKSHOP WITH ACCOUNTING AND FINANCE/ADMINISTRATION**

The Board met in workshop session to discuss planning for the American Rescue Plan Act (ARPA) program. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

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Kevin Corbid  
County Administrator

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Lisa Weik  
County Board Chair