

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
AUGUST 6, 2024**

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 Karla Bigham, District 4
Commissioner Michelle Clasen, District 5

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

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

Board Chair Karwoski asked for comments from the public.

Joshua Loahr of Woodbury, and representative of Teamsters Local 320, spoke of concerns related to turnover in the Washington County Community Corrections Department.

CONSENT CALENDAR

Commissioner Bigham moved, seconded by Commissioner Clasen, to adopt the Consent Calendar as follows:

1. Approval of the July 23, 2024, County Board meeting minutes.
2. Approval of **Resolution No. 2024-080** as follows:

**RESOLUTION REAPPOINTING DAVID BAKKE TO THE
COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT**

WHEREAS, Minnesota Statutes 103D.311 requires the county board to appoint a member to fill a vacancy in the office of watershed district manager; and

WHEREAS, a person appointed a watershed district manager must be a voting resident of the watershed district who is not a public officer of the county, state or federal government, expect that a soil and water conservation supervisor may be appointed a watershed district manager; and

WHEREAS, Minnesota Statutes 103D.311 also provides the process that must be followed in making appointments of watershed district managers, including the requirement to ensure the appointees to the watershed district are able to fairly represent the various hydrological areas within the watershed district; and

WHEREAS, a term is expiring for the position of watershed district manager and the county has undertaken all the necessary steps to make an appointment; and

WHEREAS, the county has provided the notice required to the townships and municipalities that are within the watershed; and

WHEREAS, the county has provided the required published notice; and

WHEREAS, the county has reviewed the applications submitted for the manager position and the list of nominees provided by the townships and municipalities; and

WHEREAS, the county has determined that the aggregate list of nominees submitted by the townships and municipalities is valid; and

WHEREAS, the county has reviewed residency of the manager being appointed as well as the residency of the current managers, considered the experience of the individual being appointed to determine if he is able to represent the concerns of the entire watershed district, and reviewed any other material available to determine the ability of the managers to fairly represent all hydrological areas of the watershed district; and

WHEREAS, the county has determined that by making the following appointment it finds that the managers of the watershed district, including the newly appointed member, fairly represent the various hydrologic areas within the watershed district to the greatest extent possible; and

WHEREAS, the individual being appointed manager was included on the list of nominees as presented by the townships and municipalities under Minnesota Statutes 103D.311, subdivision 3.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners hereby reappoints David Bakke to a second term on the Comfort Lake – Forest Lake Watershed District, to begin on September 24, 2024, and end on September 23, 2027.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Washington County Board of Commissioners directs that a record of all appointments made be filed with the county auditor of each county affected by the watershed district, the secretary of the board of managers, and the Board of Water and Soil Resources.

3. Approval of **Resolution No. 2024-081** as follows:

**RESOLUTION ADOPTING THE WASHINGTON COUNTY
2024-2029 COUNTYWIDE STRATEGIC PLAN**

WHEREAS, strategic planning is critical to create alignment within an organization and to promote coordinated efforts toward a common vision; and

WHEREAS, Washington County last adopted a Strategic Plan in 2013, which reached its sunset in 2020; and

WHEREAS, the 2024-2029 Countywide Strategic Plan process began in 2023 through conducting engagement, examining existing conditions, and leveraging industry best practices; and

WHEREAS, on November 14, 2023, April 2, 2024, May 7, 2024, and July 30, 2024, the Board of Commissioners participated in workshops with project staff to develop and provide feedback on the plan direction and development; and

WHEREAS, extended engagement with and input from the Washington County Board of Commissioners and county employees was fundamental in shaping the Mission, Vision, and Values statements in the Countywide Strategic Plan; and

WHEREAS, through the planning process four strategic priorities of Organizational Excellence, Safe Communities and Thriving People, Strong Sustainable Communities, and Financial Health and Capacity emerged as foundation of Countywide Strategic Plan to guide work over the next five years; and

WHEREAS, upon adoption of this Resolution, Washington County staff will develop an implementation plan to enact the Strategic Plan and will provide annual progress updates to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby adopt the proposed 2024-2029 Countywide Strategic Plan.

4. Approve revisions to Policy #1003 - County Mission, Vision and Values Statements.
5. Approve Purchase Order No. 27453 with AVI Systems, Inc. for \$642,032.07 for the audio/visual county boardroom, boardroom overflow areas, and control room project.

6. Approve contracts with the State of Minnesota, Department of Natural Resources to continue to operate as Electronic Licensing System Point of Sale agents at the Forest Lake, Stillwater, and Woodbury License and Service Centers.
7. Approval of **Resolution No. 2024-082** as follows:

**RESOLUTION TO ACCEPT AN APPLICATION TO CONDUCT
OFF-SITE GAMBLING CARPENTER ST. CROIX VALLEY
NATURE CENTER**

WHEREAS, an application has been received from Carpenter St. Croix Valley Nature Center to conduct off-site gambling (Raffle) activities on September 8, 2024 at 12805 St. Croix Trail South, Hastings, Minnesota in Denmark Township, and

WHEREAS, Minn. Stat. 349.165 requires the permit to be approved by the County Board of Commissioners by resolution and remitted to the Minnesota Gambling Control Board for their consideration.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners accepts the application to conduct off-site gambling, raffle, from the Carpenter St. Croix Valley Nature Center at 12805 St. Croix Trail South, Hastings, Minnesota in Denmark Township and for it to be remitted to the Minnesota Gambling Control Board for their consideration.

8. Approve Contract No. 16592 with Data One Technologies for the period of June 13, 2024, through June 13, 2029, for ATM services at county facilities.
9. Approve Contract No. 16692 for \$165,795.10 with Nadeau Companies for the County Road 71 Culvert Replacement Project.
10. Approve acceptance of South Washington Watershed District Coordinated Capital Improvements Program Grant for erosion control and stabilization along the entrance road in Cottage Grove Ravine Regional Park.
11. Approval of **Resolution No. 2024-083** as follows:

**AMENDMENT NO. 2 TO WASHINGTON COUNTY
TOWER LICENSE AGREEMENT BILL OF SALE AND
ASSIGNMENT OF TOWER**

BE IT RESOLVED, that the Chair of the Washington County Board of Commissioners and the County Administrator hereby authorize Amendment No. 2 to Washington County Tower License Agreement and the transfer of ownership of the new tower located at 2001 West Willard Street in Stillwater, Minnesota.

BE IT FURTHER RESOLVED, that the Washington County Sheriff, Dan Starry, is hereby authorized to execute and sign Amendment No. 2 and the Bill of Sale and Assignment of Tower, as is necessary to transfer ownership of the tower to Washington County.

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

PUBLIC HEALTH & ENVIRONMENT

Resolution Recognizing Minnesota Breastfeeding Month

Senior Community Health Specialist Lia Burg presented a resolution to recognize August 2024 as Minnesota Breastfeeding Month. Ms. Burg summarized the lactation projects supported by the Department of Public Health & Environment, such as lactation spaces at Washington County offices, Canvas Health, and South Washington County Schools.

Commissioner Clasen moved to adopt **Resolution No. 2024-084** as follows:

MINNESOTA BREASTFEEDING MONTH AND WORLD BREASTFEEDING WEEK

WHEREAS, the theme for the breastfeeding observance during August 2024 is Nourish, Sustain, Thrive: protecting, promoting, honoring the incredible work that organizations are doing to make the world a little more friendly for new parents and families, and highlight how individuals, funders, and policymakers can contribute to a strong and sustainable lactation field; and

WHEREAS, chest/breastfeeding or providing breastmilk is recommended for optimal nutrition and healthy growth and development in the early months and years of life, and is fundamental to the well-being and prosperity for millions of young children to survive and thrive; and

WHEREAS, chest/breastfeeding has an impact on lifelong health for mothers and infants and is key to early brain development and health promotion; and

WHEREAS, chest/breastfeeding is one of the most cost-effective prevention strategies for many infections, chronic and acute diseases; and

WHEREAS, infant feeding is one of the most important decisions that a family makes; and

WHEREAS, families need support for their chest/breastfeeding efforts from family, friends, health care providers, support groups, the community, employers, and child care settings; and

WHEREAS, enabling women to chest/breastfeed is key to certain health goals as it improves nutrition, promotes food security, and reduces inequalities; and

WHEREAS, Washington County is committed to enhancing the Women, Infant, and Children (WIC) program's support for breastfeeding families. While recognizing the program's efforts in promoting breastfeeding initiation, Washington County seeks to further improve breastfeeding rates, particularly within the first year of life, aligning with broader public health goals; and

WHEREAS, through the collaboration of WIC, the Washington County Breastfeeding Coalition, Statewide Health Improvement Partnership, and Baby Friendly certified organizations during the month of August will provide clinic educational displays and additional professional support and encouragement.

NOW THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby acknowledges the role of chest/breastfeeding in achieving optimal health for infants and mothers by recognizing August 2024 as Minnesota Breastfeeding Month.

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

PUBLIC WORKS

Contract for Lake Elmo Park Reserve Pavement Preservation Project

Engineer Erin Clarkowski presented a contract for the Lake Elmo Park Reserve Pavement Preservation project. Ms. Clarkowski reported that this project is identified in the Capital Improvement Plan as #PARK-1005.

Ms. Clarkowski reported that this pavement preservation project includes access road and trail resurfacing, pedestrian ramps, and crosswalk striping. Two bids were received for this project, and Bituminous Roadways, Inc. was selected as the lowest bid. This project will be funded by Metropolitan Council Bonds and Transportation Advancement Account funds.

Commissioner Kriesel moved to approve Contract No. 16705 for \$757,565.89 with Bituminous Roadways, Inc. for the 2024 Lake Elmo Park Reserve Pavement Preservation project. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Cooperative Agreement for the County State Aid Highway (CSAH) 19 Central Greenway Regional Trail Segment Extension Project

Engineer Erin Clarkowski presented a cooperative agreement with the South Washington Watershed District (SWWD) for the CSAH 19 Central Greenway Regional Trail Segment Extension project. The Central Greenway Regional Trail South Segment (Interstate 94 to Cottage Grove Regional Park) is a planned regional trail, which serves to provide a continuous off-road trail network connecting three Washington County parks.

Ms. Clarkowski reported that the SWWD owns property within Glacial Valley Park in Woodbury. Constructing a new trail extension within Glacial Valley Park will complete the final connection of the Central Greenway Regional Trail South Segment, consistent with the master plan. The SWWD will be responsible for project implementation and the county will contribute funding to the project.

Commissioner Bigham moved to approve Cooperative Agreement No. 16713 between South Washington Watershed District and Washington County for the CSAH 19 Central Greenway Regional Trail Segment Extension project. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Change Order for Stillwater Campus Heating and Cooling Project

Building Services Capital Projects Manager Erik Jalowitz presented a change order for the heating and cooling project at the Stillwater campus. Mr. Jalowitz reported that this project is utilizing American Rescue Plan Act (ARPA) funds to replace the outdated and inefficient heating and cooling equipment at the Stillwater Campus.

Mr. Jalowitz reported that Burnn Boiler & Mechanical was awarded the contract for the installation of the heating and cooling system. Construction on the project has progressed as planned with the Law Enforcement Center (LEC) cooling equipment being installed over the past winter, and replacement of the heating systems in both the LEC and Government Center currently in progress. Change Order #2 will improve energy efficiency, safety, and life expectancy of the new equipment.

Commissioner Miron moved to approve Change Order #2 with Burnn Boiler & Mechanical, Inc. for \$220,236 for the replacement of the existing system components and enhancements of the new heating and cooling equipment at the Stillwater Campus. Commissioner Bigham seconded the motion, and it was adopted unanimously.

PROPERTY RECORDS AND TAXPAYER SERVICES

Contract for Street Level Imagery Services and Software

County Assessor Lisa Young presented a contract for street level imagery services and software. Ms. Young reported that state statute requires assessors to view at least one-fifth of parcels in the county annually. This process, called quintile review, can be done in-person or remotely using high-resolution imagery. When reporting the 2023 quintile inspections to the Department of

Revenue (DOR), the imagery used by Washington County was not in compliance with DOR standards.

Ms. Young reported that Cyclomedia Technology is the vendor who provides street level, high resolution imagery required to be in compliance with DOR standards when remotely inspecting properties. Utilizing Cyclomedia will allow Washington County to return to being in compliance with DOR standards. In addition, use of Cyclomedia imagery will provide other benefits to the county, including improved staff efficiency, increased appraiser safety, and fewer intrusions for residents.

Commissioner Miron moved to approve Contract No. 16589 with Cyclomedia Technology for \$240,845 for street level imagery services and software. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve use of fund balance to cover the cost of the Cyclomedia contract. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Resolution to Establish an Absentee Ballot Board

Taxpayer Services and Election Division Manager Christine Piskura presented a resolution establishing the Washington County Absentee Ballot Board. Ms. Piskura reported that per state statute, the county must establish an absentee ballot board to process absentee ballots cast by Washington County voters for elections held in Washington County. The current resolution for this purpose was adopted in 2008, and has continued to be in place for subsequent even-year elections. Since its adoption, there have been language changes to statute and a court ruling which deemed it necessary to make updates to both the county's practice and the resolution to align with the law.

Commissioner Clasen moved to adopt **Resolution No. 2024-085** as follows:

ESTABLISHING THE WASHINGTON COUNTY ABSENTEE BALLOT BOARD

WHEREAS, Minnesota Statute 203B.121 requires the governing body of each county with responsibility to accept and reject absentee ballots to establish an Absentee Ballot Board and outlines the duties of the Absentee Ballot Board; and

WHEREAS, the Absentee Ballot Board must consist of a sufficient number of major political party balanced election judges appointed as provided in Minnesota Statutes 204B.19 to 204B.22; and

WHEREAS, the Absentee Ballot Board may consist of deputy county auditors who have received training in the processing and counting of absentee ballots; and

WHEREAS, the Washington County Elections Division of the Department of Property Records and Taxpayer Services is responsible for the administration of absentee voting for Washington County.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby establish an Absentee Ballot Board pursuant to Minnesota Statutes Section 203B.121, subd. 1, for the purpose of accepting, rejecting, processing, and counting absentee ballots cast by Washington County voters for elections held within Washington County.

BE IT FURTHER RESOLVED that major political party balanced election judges will perform all duties where their participation is required by statute.

BE IT FURTHER RESOLVED that the Washington County Elections Division of the Department of Property Records and Taxpayer Services is hereby delegated the authority to appoint members to the Absentee Ballot Board, pursuant to Minnesota Statutes 204B.19 to 204B.22.

BE IT FURTHER RESOLVED that this Absentee Ballot Board will be reconvened, and members appointed for each election held within Washington County, until adoption of a subsequent resolution by a future action of the Washington County Board of Commissioners.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners hereby rescinds Resolution No. 2008-097 (August 5, 2008).

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

Joint Powers Agreement with the State of Minnesota

Ms. Piskura presented a joint powers agreement for election recount services with the State of Minnesota, Office of the Secretary of State. Ms. Piskura reported that the Office of the Secretary of State is the recount official for federal and state offices that are part of an election. This agreement designates the county as the recount official for these offices on Washington County ballots, should a recount be needed following the primary.

Commissioner Clasen moved to approve Joint Powers Agreement No. 253367 for election recount services with the State of Minnesota, Office of the Secretary of State. Commissioner Miron seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Audit Advisory Committee Report

Internal Auditor Melanie Greufe presented the annual Audit Advisory Committee report. Ms. Greufe reported that the Audit Advisory Committee was established in 1984 and meets quarterly. It is comprised of two citizen members, Joseph Rheinberger and James Honsvall, Commissioner Gary Kriesel, and County Administrator Kevin Corbid.

Ms. Greufe has served as the county's internal auditor since 2016. 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. Throughout the year, all payments that equaled or exceeded \$25,000 were tested, along with judgmentally selected samples of all payments under \$25,000. The process of disbursement testing and reporting to both the Audit Advisory 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. During the course of reviewing each of these disbursement testing periods, there were no written issues.

Ms. Greufe reported that 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 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 card and the uniform allowance purchasing card. When issues were identified, recommendations were made to the Audit Advisory Committee to review current policies to address the issues identified, including strengthening internal controls, updating policies, and increasing training for staff in the organization. During the testing periods, one issue regarding transactions that are not allowable under county policy was identified. Recommendations were made to the Audit Advisory Committee to strengthen internal controls and increase staff training on allowable purchases.

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.

Ms. Greufe reported that CliftonLarsonAllen (CLA), the county's external auditors, participated in two of the Audit Advisory Committee meetings in 2023. At the first meeting, the audit manager reviewed the progress of the current audit, and during the second meeting, conducted the audit closing meeting for the prior year's audit.

Ms. Greufe reported that for the 2022 audit, CLA concluded that there was one material audit adjustment made which was related to interest expense and interfund transfers, and one significant deficiency noted which was related to reporting in the foster care program. These types of weaknesses or deficiencies are not uncommon and have been discussed with county staff responsible for these programs.

Ms. Greufe reported that during 2023, there were no thefts or frauds identified.

Letter of Support for Metropolitan Council's Grant Application to the U.S. Department of Transportation

Deputy County Administrator Jan Lucke presented a letter of support to the U.S. Secretary of Transportation Pete Buttigieg for the Metropolitan Council's application to the Charging and Fueling Infrastructure Discretionary Grant Program. Commissioner Bigham moved to approve sending the letter of support. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Closure at Point Douglas Park

Parks Director Alex McKinney reported that Point Douglas Park swimming beach has been closed, due to the presence of blue-green algae.

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived livestreaming of the board meeting for full commissioner reports on the county's website [washingtoncountymn.gov](https://www.washingtoncountymn.gov) under "County Board of Commissioners."

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. Commissioner Bigham seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 10:40 a.m.

BUDGET WORKSHOP FOR RECOMMENDED 2025 COUNTYWIDE BUDGET

The board met in workshop session to review the recommended 2025 countywide budget. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BUDGET WORKSHOP FOR RECOMMENDED 2025 INTERNAL SERVICES BUDGET

The board met in workshop session to review the recommended 2025 budgets for the Internal Services Departments - Accounting & Finance, Administration, Commissioners, Human Resources, and Information Technology. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

**BUDGET WORKSHOP FOR RECOMMENDED 2025 WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY BUDGET**

The board met in workshop session to review the recommended 2025 budget for the Washington County Community Development Agency. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, outside agencies, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Stan Karwoski

Stan Karwoski
County Board Chair