



## Board of Commissioners

Fran Miron, District 1  
Stan Karwoski, District 2  
Gary Kriesel, District 3  
Wayne A. Johnson, Chair, District 4  
Lisa Weik, District 5

## BOARD WORKSHOPS June 28, 2022 - 9:00 AM

Because of the continuing COVID-19 Pandemic first declared by the World Health Organization on March 11, 2020, some or all of the County Board members may participate in this meeting by telephone or other electronic means and the Board Workshops will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. The County Board Workshops will be conducted at the regular meeting location of the Board Room, Washington County Government Center, 14949 62<sup>nd</sup> Street North, Stillwater, MN. Members of the public can attend the meeting in person.

Members of the public who wish to share their comments or concerns on any issue that is the responsibility or function of Washington County Government, including the items that are listed on this agenda, may provide that comment via email at [administration@co.washington.mn.us](mailto:administration@co.washington.mn.us), or by telephone at 651-430-6001. Any comments or concerns shared, either prior to or during the Board Workshops, will be provided to each county commissioner.

1. 9:00 **Board Workshop with Administration** - Matt Massman, MICA Executive Director
  - A. Minnesota Inter-County Association (MICA) Update
  
2. 9:45 **Board Workshop with Accounting and Finance** - Tabatha Hansen, Director
  - A. American Rescue Plan Act 2022 Recovery Plan Workshop
  
3. 10:45 **Break**
  
4. 11:00 **Board Workshop with Property Records and Taxpayer Services** - Phillip Freeman,  
Interim License Center Division Manager
  - A. License and Service Center Operation Workshop

**\* Please note: No official county business or votes will take place during Workshop Only meetings.**



# Request for Board Action

BOARD MEETING DATE:  
June 28, 2022

AGENDA ITEM NUMBER:  
1.A

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Matt Massman, MICA Executive Director	MEDIA CONTACT: Paul Nasvik, MICA Legislative Assistant	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Minnesota Inter-County Association (MICA) Update		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 40 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: MICA staff will provide an end-of-session briefing of the 2022 Legislative Session. Matt Massman, Nancy Silesky, Steve Novak, and Carli Stark will be presenting.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

Jan Lucke, Deputy County Administrator    6/22/2022

# 2022 End-of-Session Briefing Washington County Visit *June 28, 2022*

Matt Massman, Executive Director



# Historic Budget Surplus - \$9.3 Billion<sup>+</sup>

At the start of the 2022 Legislative Session:

- \$9.3 Billion surplus for FY22-23, plus \$1.2 Billion federal ARPA funds
- \$6.0 Billion surplus for FY24-25
- Flush budget reserves

<b>State General Fund (\$'s in 000's)</b>	<b><u>FY2022-23</u></b>	<b><u>FY2024-25</u></b>
February 2022 Budget Forecast		
<b>Balance Forward Prior Year</b>	<b>\$ 7,025,957</b>	<b>\$ 12,585,538</b>
Forecasted Revenues--current law	\$ 57,288,837	\$ 60,595,962
Forecasted Spending--current law	\$ 51,729,256	\$ 54,306,973
<b>Projected Budget Balance Before Reserves</b>	<b>\$ 12,585,538</b>	<b>\$ 18,874,527</b>
<b>Total Reserves</b>	<b>\$ 3,332,506</b>	<b>\$ 3,586,966</b>
<b>Projected Budgetary Surplus</b>	<b>\$ 9,253,032</b>	<b>\$ 15,287,561</b>
<i>Estimated Surplus -- Assuming No Carryforward</i>	<i>\$ 9,253,032</i>	<i>\$ 6,034,529</i>



# 2022 End-of-Session Overview

**Governor and Leaders signed global agreement for allocating surplus on May 17**

- Conference committees were unsuccessful at resolving differences – for K-12 education, human services, public safety, transportation, and housing
- Tentative agreements were reached—but not passed—on tax cuts and property tax relief; environment and energy; jobs and workforce programs; higher education; and state agency appropriations.

## **Some Stand Alone Bills Did Pass**

- Drought Relief, Ag, and Broadband funding.
- Mental Health Funding Package
- UI Trust Fund Restoration and Frontline Worker Payments
- Extension of COVID Workers' Comp Presumption

## What did pass:

- Broadband - \$50M state GF + \$60.7M federal ARPA funds + \$100M federal IIJA, and Broadband Grant policy changes

## What did not pass – Omnibus Tax Bill

- \$30.0 million annually — Increased County Program Aid (CY2023)
- \$9.2 million annually — Increased Payments-in-Lieu-of-Tax (CY2023)
- \$6 .0 million—Soil & Water Conservation Districts
- \$30 million— annual reduction in State General Property Tax
- \$175 million annually for Renter, Homeowner, and Targeting Refunds
- Expanded Homestead Market Value Exclusion
- Expanded Senior Deferral Program
- No levy limits or limited market value



# Transportation & Transit

## NO Transportation Priorities Passed in Regular Session

### What did not pass:

- Omnibus Supplemental Funding Targets – \$360 million (FY2022-23) and \$486 million (FY2024-25)
  - Direct appropriations –v- dedicating auto parts sales tax revenue
  - Transit funding allocations
  - Federal IIJA matching funds
- Bonding – Local Road Improvement Funding
- Bonding – Local Bridge Rehab and Replacement Funding
- Local Road Wetland Replacement Funding
  - Bonding – one-time GO Bonds and one-time GF Cash
  - Environment Bill – \$1.5 million base funding each biennium



# Public Health & Human Services

## What did pass:

- Mental Health Funding Package
  - Including a new competency restoration initiative
  - Investments in Mental Health
- Opioid State Settlement Legislation
- Human Services Policy Bill

## What did not pass:

- Omnibus supplemental funding bill

Looking ahead: Legislative Task Force on Child Protection





# Corrections & Public Safety

## NO Supplemental Public Safety & Corrections Bill

### What did pass:

- Competency Restoration
- Opioid Settlement Legislation
- Data Sharing Authority – Mental Health & Crisis/First Responders

### What did not pass:

- Community Corrections and Probation Services Funding
- Emergency Management Planning Grant Funding
- ARMER Radio Funding
- Crossover Youth Grant Funding

## What did pass:

- No MICA priorities

## What did not pass:

- Increased SCORE Funding – Tax bill included partial redirect of SWMT (Solid Waste Management Tax) from General Fund to County grants. Environment bill included – \$700,000 annual SCORE increase.
- Repayment of Closed Landfill Trust Funds
- Deputy Registrar Fee/Revenue Changes (*King Report Recommendations*)
- Cybersecurity funding grants



# \$7.0 Billion — Unallocated Surplus

- \$7.05B FY2023 End-of-Session Balance, plus \$5.1B for FY2024-25
- IF Bonding, Tax, and supplemental bills passed, \$4.2B balance remains

State General Fund (\$'s in 000's)	FY2022-23	FY2024-25
<b>Projected Surplus - February Forecast*</b>	<b>\$ 9,253,032</b>	<b>\$ 6,034,529</b>
<u>Passed</u>		
Ch. 50: UI Fund, Frontline Workers, COVID*	\$ 1,740,575	\$ 550,000
Ch. 44: Reinsurance	\$ 313,361	\$ 403,250
Ch. 95: Ag & Broadband	\$ 50,900	\$ 32,500
Ch. 54: Veterans & Military	\$ 64,880	\$ 10,182
Ch. 99: Mental Health	\$ 15,638	\$ 77,100
All Other New Laws	\$ 18,158	\$ (101,353)
<b>Net Remaining --End of Session</b>	<b>\$ 7,049,520</b>	<b>\$ 5,062,850</b>
<i>* In addition, about \$1.2 billion of unallocated federal ARPA funds was also used for Ch. 50.</i>		
<u>Upassed Global Targets</u>		
-- Tax Bill (approximate)	\$ 1,600,000	\$ 2,400,000
-- Supplemental Budget (approximate)	\$ 1,519,700	\$ 2,334,000
<b>Estimated Net Remaining--After Targets</b>	<b>\$ 3,929,820</b>	<b>\$ 328,850</b>

- Next Regular Session Begins at Noon, Tuesday, January 3, 2023
- Fall Elections – All Statewide and Legislative Offices on Ballot
  - A minimum of 23 of 67 of new Senators
  - A minimum of 44 of 134 of new State Representatives

# QUESTIONS?

## Contact Us

### Executive Director

*Matt Massman*

Matt.Massman@mica.org

763-458-1681 (cell)

651-222-8737 (office)

### Transportation

*Steve Novak*

stevengnovak@gmail.com

763-458-8232 (cell)

### Health & Human Services

*Nancy Silesky*

nancy@cortholten.com

612-747-7242 (cell)

651-291-1900 (office)

### Corrections & Public Safety

*Carli Stark*

cstark@mncounties.org

612-414-1869 (cell)

651-789-4335 (office)



# Request for Board Action

BOARD MEETING DATE:  
June 28, 2022

AGENDA ITEM NUMBER:  
2.A

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Accounting and Finance	REQUESTOR: Trina Brinda, Financial Analyst I	REQUESTOR PHONE: 651-430-6053
PRESENTER(S): Tabatha Hansen, Jill Zenzola	MEDIA CONTACT: Jill Zenzola 651-430-6048	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: American Rescue Plan Act 2022 Recovery Plan Workshop		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 20 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A	
BACKGROUND/JUSTIFICATION: Workshop to discuss American Rescue Plan Act 2022 Recovery Plan.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 8/24/2021 - Resolution approved to accept ARPA funds and adopt ARPA project plan. 9/28/2021 - Resolution amending the American Rescue Plan Act project for the City of Stillwater as a subrecipient. 11/9/2021 - Resolution amending the American Rescue Plan Act project plan to change scope of the specific need of supporting the Emergency Rental Assistance Program, to supporting the needs of the Economic Support Division. 2/1/2022 - Resolution amending the American Rescue Plan Act project plan to amend language under the payroll and benefit costs of those directly responding to the pandemic and splitting the county emergency/ transitional housing capital program into two separate projects. 3/22/2022 – Resolution adding the Small Business Technical Assistance program to the American Rescue Plan Act project plan.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: N/A	

### Approvals

Tabatha Hansen, Accounting & Finance Director	6/21/2022
Jan Lucke, Deputy County Administrator	6/23/2022



# American Rescue Plan Act Program Planning County Board Workshop

June 28, 2022



# Agenda

- 1 Overview of American Rescue Plan Act (ARPA)
- 2 Recovery Plan Status Update
- 3 Recovery Plan Update
- 4 Board Discussion

U.S Department of the Treasury Resources:  
[coronavirus/assistance-for-state-local-fiscal-recovery-funds](https://www.treasury.gov/coronavirus/assistance-for-state-local-fiscal-recovery-funds)

Full Act: [American Rescue Plan](#)





# Overview of ARPA

- The American Rescue Plan Act of 2021, signed into law on March 11, 2021, is a \$1.9 trillion total package
  - Of which, \$130.2 billion is provided as Local Fiscal Recovery Fund, equally divided between cities and counties.
  - \$65.1 billion directed aid to counties
- Washington County allocation: \$50,975,893



# Overview of ARPA

- Allowable Uses:
  - “(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
  - “(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
  - “(C) for the provision of government services to the extent of the reduction in revenue of county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the county prior to the emergency; or
  - “(D) to make necessary investments in water, sewer, or broadband infrastructure.

# 2022 Recovery Plan

# 2022 Recovery Plan

- Provide a framework for spending
- Provide opportunity for public input via County Board meetings and county website
- Provide examples of potential projects
- Adopt an updated Recovery Plan by July 31, 2022
- Provide flexibility for updating plan as necessary and needed



# 2022 Recovery Plan Input

- Commissioner comments, suggestions, and direction
- Discussion with metro administrators, interest groups
- Participation in National Association of Counties (NACO), Association of Minnesota Counties (AMC), Government Finance Officers Association (GFOA), U.S. Department of Treasury webinars
- Considered our experience with Coronavirus Aid, Relief, and Economic Security Act (CARES)
- Requested proposals from county departments and the Community Development Agency (CDA) in April 2022

# 2022 Recovery Plan



## American Rescue Plan Act – Washington County Recovery Plan Changes Supporting the Public Health Needs of County Residents and Staff

Program/Project Description	Department	2021 Recovery Plan Amount	2022 Recovery Plan Amount	Change
Building Modifications to ensure safe service delivery	Public Works	\$5,101,535	\$6,000,000	\$898,465
County Emergency/Transitional Housing Capital Program	Community Services	\$6,000,000	\$8,000,000	\$2,000,000
Safe Working Environment at Big Marine Park	Public Works	\$168,000	\$418,000	\$250,000
Safe Handling of Deposits	Accounting and Finance	\$100,000	\$0	(\$100,000)
Protective Equipment and Measures	Administration	\$500,000	\$250,000	(\$250,000)
COVID-19 Vaccination Planning and Implementation	Public Health & Environment	\$500,000	\$0	(\$500,000)
COVID-19 Testing Planning and Implementation	Public Health & Environment	\$500,000	\$60,000	(\$440,000)
Affordable Housing	Community Development Agency	New	\$7,500,000	
Jail Camera and Security System	Sheriff	New	\$350,000	
Court Room Security Glass	Sheriff	New	\$200,000	
Access & Continuity Navigator	Community Services	New	\$207,500	

# 2022 Recovery Plan



## County Infrastructure Improvements Funded by Lost Revenue

Program/Project Description	Department	Initial Amount	Updated Amount	Change
Election Equipment Replacement	Property Records and Taxpayer Services	\$500,000	\$350,000	(\$150,000)
Law Library Loss Revenue	Library	New	\$68,800	

# 2022 Recovery Plan

## New Affordable Housing Project

- Construct CDA owned rental units for residents earning 30% of the Area Median Income (AMI)
- ARPA funds are intended to fill the gap between the financing the development can support and the cost of construction
- Construction is projected to be completed in late 2024 and lease in early 2025





# Updated Washington County Recovery Plan



Funding Categories	2021 Recovery Plan	2022 Recovery Plan
County Infrastructure Improvements funded by loss revenue	\$7,847,400	\$7,766,200
Investments in Water, Sewer and Broadband	\$2,750,000	\$2,750,000
Supporting the Public Health Needs of County Residents and Staff	\$29,067,793	\$38,710,893
Supporting Workers, Residents, Businesses and Others Negatively Impacted by the Pandemic	\$1,748,800	\$1,748,800
Unallocated Contingency	\$9,561,900	\$0
<b>Totals</b>	<b>\$50,975,893</b>	<b>\$50,975,893</b>

## Next Steps

- Discussion and direction from County Commissioners
- County Board agenda item on July 12 to approve the projects and finalize the Washington County 2022 Recovery Plan
- Submit 2022 Recovery Plan by July 31 to U.S. Department of Treasury, and post to county website



# Board Discussion



# Request for Board Action

BOARD MEETING DATE:  
June 28, 2022

AGENDA ITEM NUMBER:  
4.A

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Property Records and Taxpayer Services	REQUESTOR: Christine Piskura, Taxpayer Services & Elections Division Manager	REQUESTOR PHONE:
PRESENTER(S): Phil Freeman	MEDIA CONTACT: Phillip Freeman	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: License and Service Center Operation Workshop		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 30 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The License and Service Centers are experiencing post-pandemic operational challenges, creating the need to evaluate operations.  Department staff will update the board on the License and Service Center status and provide the following for the board's review: <ul style="list-style-type: none"> <li>- Background</li> <li>- A review of actions taken to continue providing quality services</li> <li>- Data and goals</li> <li>- Recommendation to improve service delivery</li> </ul>		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

Joanne Helm, Deputy Director PRTS	6/21/2022
Jennifer Wagenius, Deputy County Administrator	6/21/2022



# License and Service Center Operations

June 28, 2022

# Background

# Background

- What we are doing
- Challenges
  - Recruitment
  - Retention | High Turnover
  - Burnout | Unplanned Time Off Calls
  - Training

# What we are doing today



# What we are doing today

- Continuous Postings
- Staff Sharing
  - Expanded our list of two people from each location
  - Unable to only share most knowledge staff due to continuous training
- Stretching our resources

# Recruitment

# Recruitment

- Sharing our postings in the following areas:
  - League of Minnesota Cities
  - Indeed
  - LinkedIn
  - Facebook
  - Shared with Career Force Team

# Goals and Data

# Goals

- Provide more staff at front counters during open hours
  - Stabilize workforce
  - Continue to train current and new employees
- Improve our service delivery to positively impact our customers
  - Reduce wait times
- Increase transaction count
- Increase revenue
- Review impact in late Fall

# What does the data say?

- Busiest day...
  - Friday for all locations
- Busiest time of the day...
  - Beginning of the day at Woodbury
  - Mid-morning (10:30-11:30) and mid-afternoon (1:30-2:30) at Stillwater and Forest Lake
- Slowest day...
  - Woodbury – Wednesday
  - Stillwater and Forest Lake – Saturday
- Slowest time of day...
  - After 4 p.m. for all locations

# Options and Recommendation

# Alternative Options Considered



1. Reduce weekday hours
2. Close all offices on the same weekday
3. Close offices on their slowest day
4. Reduce weekday hours and close all offices on Saturday



# Recommendation



Recommended Hours				Current Hours			
Day	Open	Close	Hours	Day	Open	Close	Hours
Monday	8:30AM	5:00PM	8.5	Monday	8:00AM	6:00PM	10
Tuesday	10:00AM	6:00PM	8	Tuesday	8:00AM	5:00PM	9
Wednesday	8:30AM	5:00PM	8.5	Wednesday	8:00AM	6:00PM	10
Thursday	8:30AM	5:00PM	8.5	Thursday	8:00AM	5:00PM	9
Friday	8:30AM	5:00PM	8.5	Friday	8:00AM	5:00PM	9
Saturday	Closed	Closed	0	Saturday	8:00AM	12:00PM	4
Sunday	Closed	Closed	0	Sunday	Closed	Closed	0
<b>Total Hours</b>			<b>42</b>	<b>Total Hours</b>			<b>51</b>

# Discussion | Questions?