



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 AGENDA February 1, 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 meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. The County Board meeting will be conducted at the regular meeting location of the Board Room, Washington County Government Center, 14949 62nd Street North, Stillwater, MN. Members of the public can attend the meeting in person, or view/monitor the meeting electronically from a remote location via live webstream.

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, or by telephone at 651-430-6001. Any comments or concerns shared, either prior to or during the board meeting, will be provided to each county commissioner.

1. 9:00 **Roll Call**

Pledge of Allegiance

2. 9:00 **Comments from the Public**

Visitors may share their comments or concerns on any issue that is a responsibility or function of Washington County Government, whether or not the issue is listed on this agenda. Persons who wish to address the Board must fill out a comment card before the meeting begins and give it to the County Board Clerk or the County Administrator. The County Board Chair will ask you to come to the podium, state your name and city of residence, and present your comments. Your comments must be addressed exclusively to the Board Chair and the full Board of Commissioners. Comments addressed to individual Board members will not be allowed. You are encouraged to limit your presentation to no more than five minutes. The Board Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Washington County's responsibilities.

3. 9:10 **Consent Calendar - Roll Call Vote**

Consent Calendar items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

- A. Approval of the January 18, 2022, County Board meeting minutes.
- B. Adopt a resolution to amend the scope of two American Rescue Plan Act project descriptions in the county project plan.
- C. Approve Contract No. 14562 with Timothy Lindwall, for multi-systemic therapy services, in the amount of \$105,000 annually, for the period of February 01, 2022, through December 31, 2026.
- D. Approve Contract No. 14584 with Corin Johnson, for multi-systemic therapy services, in the amount of \$105,000 annually, for the period of February 01, 2022 through December 31, 2026.
- E. Approve Contract No. 14559 with Stepping Stone Emergency Housing for the amount of \$190,000 with a term of February 1, 2022, through January 31, 2023, to provide services to individuals served in the Washington County hotel shelter program.



Consent Calendar continued

- F. Approve licenses for the use of real property for the collection of household hazardous waste, and authorize execution by the Board Chair, County Administrator, and pursuant to Minn. Stat. 373.02.
- G. Adopt a resolution to approve a declaration on the Historic Courthouse property in relation to the acceptance of a Minnesota Historical Society's State Capital Project Grants-in-Aid County and Local Preservation Grants Program.
- H. Adopt a resolution to acquire right-of-way, permanent roadway easements, and temporary easements as a part of the construction of the County State Aid Highway (CSAH) 15 and 30th Street Intersection Project in the City of Lake Elmo, Baytown Township, and West Lakeland Township.
- I. Adopt a resolution and approve Grant Agreement No. 14583 with the Minnesota Department of Public Safety in the amount of \$228,000 for the Violent Crime Enforcement Teams Grant Program.

4. 9:10 **General Administration** - Kevin Corbid, County Administrator

- A. Legislative Update
- B. COVID-19 Update and Operational Requests

5. 9:40 **Commissioner Reports - Comments - Questions**

This period of time shall be used by the Commissioners to report to the full Board on committee activities, make comments on matters of interest and information, or raise questions to the staff. This action is not intended to result in substantive board action during this time. Any action necessary because of discussion will be scheduled for a future board meeting.

6. 9:55 **Board Correspondence**

7. 9:55 **Adjourn**

8. 10:00 **Board Workshop with Administration** - Kevin Corbid, County Administrator

- A. Update on fund balance usage authorized in 2021.

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 18, 2022**

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 Johnson asked for comments from the public; none were heard.

CONSENT CALENDAR

Commissioner Weik moved, seconded by Commissioner Karwoski, to adopt the Consent Calendar as follows:

1. Approval of the January 4, 2022, County Board meeting minutes.
2. Approve Amendment No. 1 to Contract No. 14043 Madden Galanter Hansen LLC for labor relations consulting.
3. Approval to appoint Kevin Kelly, Oakdale, to the Board of Adjustment & Appeals and the Planning Advisory Commission as the District 2 Representative to a partial term expiring December 31, 2023.
4. Approval to write-off the existing processing fees on all library patron accounts.
5. Approval of a contract with Vanguard Appraisals Inc. in the total amount of \$262,288, through December 31, 2026.

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

PUBLIC WORKS

Metropolitan Council Grant Agreement – Lake Elmo Park Reserve Swim Pond Filtration Improvements

Public Works Engineer Andrew Giesen presented a grant agreement with Metropolitan Council for the Lake Elmo Park Reserve swim pond filtration improvements.

Mr. Giesen reported that work on the swim pond rehabilitation project (PARK-3021) is scheduled for late summer and early fall 2022, and will include rehabilitation of the filtration equipment, pumps, motors, interconnecting pipes, and electrical equipment. This project includes the addition of automated systems, such as automated chlorine feed and backwash operations, which will reduce the number of staff hours dedicated to operate the swim pond.

Mr. Giesen reported that this project will be funded by state bonds, county program aid, and a grant from Metropolitan Council of \$1,032,892. Commissioner Karwoski moved to approve Metropolitan Council Grant Agreement No. SG-22P4-10-01 for \$1,032,892 for the Lake Elmo Park Reserve swim pond filtration improvements. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Contract Amendment with Kimley-Horn and Associates Inc.

Public Works Engineer Kevin Peterson presented a contract amendment with Kimley-Horn and Associates Inc. for preliminary engineering services on the County Road 19A/100th Street realignment within the City of Cottage Grove.

Mr. Peterson reported that Washington County led a Southwest Arterial Study, in cooperation with Cottage Grove, St. Paul Park, Grey Cloud Island Township, and the South Washington Watershed District, to analyze the area of Cottage Grove south of U.S. Trunk Highway 61/10, due to a lack of regional transportation facilities. The conclusion of the study identified a conceptual alignment agreed upon by both agencies after an extensive public involvement process. Development pressure has since increased in the area, justifying the advancement into a preliminary engineering phase on the eastern segment of County Road 19.

Commissioner Johnson moved to approve Amendment No. 5 to Contract No. 12418 with Kimley-Horn and Associates Inc. for \$286,675 for the County Road 19A/100th Street realignment (RB-2685). Commissioner Kriesel seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

County Administrator Kevin Corbid updated the board that last Thursday, the U.S. Supreme Court stayed the implementation of OSHA's standards related to COVID-19 vaccination, testing, and masking. A workshop had been planned for next week on the draft policy for implementing that standard, as it was to take effect in February, and that policy will likely not be presented at this time. However, staff is determining if there are any other COVID-19 operational related items that needs board review, and a workshop may be added to next week's agenda.

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, under “County Board.”

BOARD CORRESPONDENCE

Board correspondence was received and placed on file.

EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS

Commissioner Weik moved to move into Executive (closed) session. Commissioner Miron seconded the motion, and it was adopted unanimously.

The Board met in Executive (closed) session at 9:53 a.m. to review the appraisal for property PID 31.027.21.41.0001 regarding potential purchase for inclusion into Grey Cloud Island Regional Park, pursuant to Minnesota Statute 13D.05, Subd. 3(c). Present for the Executive session were Commissioners Miron, Karwoski, Kriesel, Johnson, and Weik, Kevin Corbid, Jan Lucke, Jennifer Wagenius, Sue Tice, Don Theisen, Wayne Sandberg, Sharon Price, Sandy Breuer, and Stephanie Kammerud.

The Executive session closed at 10:18 a.m.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Karwoski moved to adjourn, seconded by Commissioner Miron, and it was adopted unanimously. The County Board meeting adjourned at 10:20 a.m.

BOARD WORKSHOP WITH PUBLIC WORKS

The Board met in workshop session to discuss a West Central Service Center potential site and scope of work. Present for the workshop were Commissioners Johnson, Weik, Miron, Karwoski, and Kriesel. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH ADMINISTRATION

The Board met in workshop session to discuss the Washington County external website. Present for the workshop were Commissioners Johnson, Weik, Miron, Karwoski, and Kriesel. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

Kevin Corbid
County Administrator

Wayne A. Johnson
County Board Chair



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.B

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Accounting and Finance	REQUESTOR: David Guild, Financial Analyst I	REQUESTOR PHONE: 651-430-6053
PRESENTER(S):	MEDIA CONTACT: Tabatha Hansen 651-430-6027	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to amend the scope of two American Rescue Plan Act project descriptions in the county project plan.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A	
<p>BACKGROUND/JUSTIFICATION:</p> <p>On March 11, 2021, the United States Congress passed the American Rescue Plan Act of 2021 (ARPA), which provides fiscal relief funds to state and local governments, and other program areas aimed at mitigating the continuing effects of the COVID-19 pandemic. ARPA provides \$65.1 billion in direct aid to counties and allocated hundreds of billions of dollars for public health assistance for vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance for families and individuals. Washington County is a direct recipient of \$50,975,893.00 under ARPA, of which \$25,487,946.50 was received after providing the required certification to the federal government on May 10, 2021, to address the expenditures and impacts of COVID-19 and to replace revenue shortages related to the pandemic.</p> <p>On May 17th, the U.S. Department of the Treasury released guidance on the allowable use of state and local funding under ARPA. The guidance includes a fact sheet, an interim final rule, an executive summary, and a frequently asked questions document. On August 24, 2021, the county board adopted an ARPA project plan in accordance with federal guidance.</p> <p>The Accounting and Finance Department is requesting to change the scope of the ARPA project plan to clarify language within the "Payroll and Benefit Costs of those directly responding to the Pandemic" project. Currently, there is minimal language related to allowing consulting costs under this project. Clarification of this scope would allow certain consulting expenditures to be deemed allowable or unallowable, leaving no room for interpretation as to what services consultants can provide when funded by ARPA dollars.</p> <p>The Community Services Department is requesting to split the "County Emergency/Transitional Housing Capital Program" into two separate projects. The department wants to change the "County Emergency/Transitional Housing Capital Program" budget from \$6,800,000 to \$6,000,000. This project would support the purchase of a 50-75 bed hotel to be converted into a 30-bed shelter. The cost includes remodeling of the purchased shelter. The Center for Evidence-based Solutions to Homelessness guides the county's strategy and approach regarding homelessness within our jurisdiction. The \$800,000 would then be allocated to a new project titled, "County</p>		

Emergency/Transitional Housing Program" and would support the housing of the homeless until the Washington County ARPA funded 30 bed shelter is operational in the Spring of 2023. This funding allocation would also support one FTE to supervise the project.

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 Plan to change scope of from the specific need of supporting the Emergency Rental Assistance Program, to supporting the need of the Economic Support Division.

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: American Rescue Plan Act	

Approvals

Tabatha Hansen, Accounting & Finance Director 1/25/2022

Susan Tice, County Attorney Civil Division Chief 1/26/2022

Jan Lucke, Deputy County Administrator 1/27/2022

DATE February 1, 2022

DEPARTMENT Accounting and Finance

MOTION
BY COMMISSIONER _____

SECONDED BY
COMMISSIONER _____

RESOLUTION AMENDING AMERICAN RESCUE PLAN ACT PROJECT PLAN

WHEREAS, on March 11, 2021, The United States Congress passed the American Rescue Plan Act of 2021 (ARPA), which provides fiscal relief funds to State and Local Governments, and other programs areas aimed at mitigating the continuing effects of the COVID-19 pandemic; and

WHEREAS, ARPA provided \$65.1 billion in direct aid to counties and allocated hundreds of billions of dollars for public health assistance for vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance for families and individuals; and

WHEREAS, Washington County is a direct recipient of \$50,975,893.00 under ARPA, of which \$25,487,946.50 was received after providing the required certification to the federal government on May 10, 2021, to address the expenditures and impacts of COVID-19 and to replace revenue shortages related to the pandemic; and

WHEREAS, through the certification signed by the county, the county agrees to spend the funds as required in the American Rescue Plan Act of 2021 (Pub L. No. 117-2) and agrees to regularly report its spending as required by the United States Department of the Treasury; and

WHEREAS, county staff reviewed ARPA eligibility and potential spending options with board members individually and in board workshops on April 13, 2021, to overview ARPA funding for local governments, on May 25, 2021, to review ARPA funding guidance, and on July 27, 2021, to discuss ARPA planning; and

WHEREAS, county staff reviewed the requirements as outlined in ARPA and the Interim Final Rule provided by the United States Department of Treasury (authorized on May 17, 2021), as it developed a plan for recommendation to the county board; and

WHEREAS, the county board, by resolution, accepted the ARPA funds and adopted a county project plan on August 24, 2021; and

WHEREAS, the county board wishes to amend a project description, with no dollar amount change, in the county project plan to change the scope of the ARPA project plan. To include language regarding consulting costs within the "Payroll and Benefit Costs of those directly responding to the Pandemic" project. Currently, there is minimal language to include consulting costs under this project. Including language to add consulting to the scope would allow departments more flexibility in utilizing these funds in efficient ways; and

WHEREAS, the county board wishes to split the "County Emergency/Transitional Housing Capital Program" into two separate projects. The department wants to change the "County Emergency/Transitional Housing Capital Program" budget from \$6,800,000 to \$6,000,000. This project would support the purchase of a 50-75 bed hotel to be converted into a 30-bed shelter. The cost includes remodeling of the purchased shelter. The Center for Evidence-based Solutions to Homelessness guide the county's strategy and approach regarding homelessness within our jurisdiction. The \$800,000 would then be allocated to a new project titled, "County Emergency/Transitional Housing Program" and would support the housing of homeless until the Washington County ARPA funded 30 bed shelter is operational in the Spring of 2023 and provide one special project position to assist with the hotel shelter program with a term of one year.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby adopt these amended projects under the following category as authorized in ARPA and the interim final guidance:

- Amending the scope of ARPA Project “Payroll and Benefit Costs of those directly Responding to the Pandemic” to include consulting costs.
- Amending the “County Emergency/Transitional Housing Capital Program” to create a separate project that would support housing the homeless until the shelter is operational in the Spring of 2023.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the county administrator or his designee to prepare necessary budget amendments authorizing ARPA expenditures as identified in this resolution.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the county administrator or his designee to execute sub-recipient agreements necessary to authorize ARPA expenditures as identified in this resolution.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the county administrator or his designee to prepare and submit all required reporting under ARPA.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

MIRON	_____	_____
KARWOSKI	_____	_____
KRIESEL	_____	_____
JOHNSON	_____	_____
WEIK	_____	_____



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.C

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Community Corrections	REQUESTOR: Trung Le, Sr. Financial Analyst	REQUESTOR PHONE: 651-430-6962
PRESENTER(S):	MEDIA CONTACT: Terry Thomas 651-430-6951	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 14562 with Timothy Lindwall, for multi-systemic therapy services, in the amount of \$105,000 annually, for the period of February 01, 2022, through December 31, 2026.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Multi-Systemic Therapy (MST) is an evidence-based intensive in-home family therapy program for high-risk youth that addresses all environments that impact high risk youth (home and family; school and teachers; neighbors and friends) to reduce re-arrest and out-of-home placement. A MST therapist provides 60-80 hours of direct service to approximately 15 families per year. Per the MST model, the therapist is available to families 24 hours a day, 7 days a week and participates in weekly coaching and mentoring to ensure the service provided adheres to the MST model and program outcomes. MST programming addresses youths' serious antisocial behavior within their social environment and has been proven to increase involvement in school/work, reduce rearrests, and decrease out-of-home placements of high-risk youth. Timothy Lindwall will be contracted as an MST Therapist to provide the aforementioned services listed above, and within our contract. The Community Corrections Department is requesting the approval of Contract No.14562 with Timothy Lindwall for the amount of up to \$105,000 annually for the period of February 1, 2022, through December 31, 2026.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Levy	

Approvals

Terry Thomas, Director	1/25/2022
Susan Tice, County Attorney Civil Division Chief	1/26/2022
Kevin Corbid, County Administrator	1/26/2022



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.D

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Community Corrections	REQUESTOR: Trung Le, Sr. Financial Analyst	REQUESTOR PHONE: 651-430-6962
PRESENTER(S):	MEDIA CONTACT: Terry Thomas 651-430-6951	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 14584 with Corin Johnson, for multi-systemic therapy services, in the amount of \$105,000 annually, for the period of February 01, 2022 through December 31, 2026.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
<p>BACKGROUND/JUSTIFICATION: Multi-Systemic Therapy (MST) is an evidence-based intensive in-home family therapy program for high-risk youth that addresses all environments that impact high risk youth (home and family; school and teachers; neighbors and friends) to reduce re-arrest and out-of-home placement. A MST therapist provides 60-80 hours of direct service to approximately 15 families per year. Per the MST model, the therapist is available to families 24 hours a day, 7 days a week and participates in weekly coaching and mentoring to ensure the service provided adheres to the MST model and program outcomes. MST programming addresses youths' serious antisocial behavior within their social environment and has been proven to increase involvement in school/work, reduce rearrests, and decrease out-of-home placements of high-risk youth.</p> <p>Corin Johnson will be contracted as an MST Therapist to provide the aforementioned services listed above, and within our contract.</p> <p>The Community Corrections Department is requesting the approval of Contract No.14584 with Corin Johnson for the amount of up to \$105,000 annually for the period of February 1, 2022, through December 31, 2026.</p>		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Levy	

Approvals

Terry Thomas, Director	1/25/2022
Susan Tice, County Attorney Civil Division Chief	1/26/2022
Kevin Corbid, County Administrator	1/26/2022



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.E

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Jacob Wasmund, Submitter	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Jennifer Castillo 651-430-6461	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 14559 with Stepping Stone Emergency Housing for the amount of \$190,000 with a term of February 1, 2022, through January 31, 2023, to provide services to individuals served in the Washington County hotel shelter program.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Washington County Community Services began a COVID hotel emergency shelter in April 2020. In September 2020, Community Services began a contract with Stepping Stone Emergency Housing to provide case management services to individuals in the COVID shelter. That contract was later amended to continue through January 31, 2022. Community Services intends to continue to operate a hotel emergency shelter in the interim until a permanent shelter is acquired and operationalized. Community Services was allocated \$800,000 of County American Rescue Plan Act funds approved by the County Board on 8/24/2021 and will be utilizing these funds for this contract to secure Stepping Stone as the shelter service provider for the interim hotel shelter.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? The County Board approved a contract with Stepping Stone Emergency Housing in the amount of \$240,000 on March 2, 2021. This contract is set to expire on January 31, 2022.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: County ARPA funds	

Approvals

Jennifer Castillo, Director	1/26/2022
Susan Tice, County Attorney Civil Division Chief	1/27/2022
Kevin Corbid, County Administrator	1/27/2022



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.F

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Public Health and Environment	REQUESTOR: Stephanie Holt, Management Analyst I	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Adam Frederick	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve licenses for the use of real property for the collection of household hazardous waste, and authorize execution by the Board Chair, County Administrator, and pursuant to Minn. Stat. 373.02.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
<p>BACKGROUND/JUSTIFICATION: Six satellite (weekend) household hazardous waste collection events are planned for 2022 in Washington County. Satellite collections bring the services offered at the Washington County Environmental Center closer to citizens making it more convenient and practical for them to recycle and dispose their household hazardous waste and electronics.</p> <p>The license to use real property allows Washington County to use sites owned by others to hold these events and collect household hazardous waste and unwanted electronics. Cost is \$300 a day for each license. A license to use real property is not needed for use of the county owned transit center in Forest Lake.</p> <p>Events have been planned as follows:</p> <p>Collection Events:</p> <p>Hugo, Saturday, April 16, 8 am - 12 pm Hugo Public Works Garage 6900 137th Street North, Hugo, MN</p> <p>Mahtomedi, Saturday, April 23, 8 am - 2 pm Mahtomedi District Education Center 1520 Mahtomedi Ave. Mahtomedi, MN, 55115</p> <p>Stillwater, Saturday, May 21, 8 am - 2 pm Lily Lake Ice Arena 1208 S. Greeley Street, Stillwater, MN 55082</p> <p>Forest Lake, Saturday, June 4, September 10, and 17, 8 am - 2 pm Forest Lake Transit Center</p>		

19987 Fitzgerald Trail N., Forest Lake, MN 55025

In addition to the satellite collection events, six dates have been set for confidential paper shredding at the Washington County Environmental Center. All events are from 8 am - 4:30 pm. The events will be held: Wednesday(s), April 20, May 25, June 22, August 3, September 28, and November 9.

We will be providing paper shredding and electronics at the Cottage Grove Clean Up event on May 7.

As always, the Washington County Environmental Center accepts Household Hazardous Waste and electronic hours of operation are:

Monday: CLOSED

Tuesday: 11 a.m.-7 p.m.

Wednesday: CLOSED

Thursday: 8 a.m.-4:30 p.m.

Friday: 8 a.m.-4:30 p.m.

Saturday: 8 a.m.-2 p.m.

Sunday: CLOSED

The Department of Public Health and Environment recommends approval of the licenses in Stillwater, Mahtomedi and Hugo for the use of real property.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

Previous Board Acton on 1/24/17, 1/16/18, 1/22/19, 1/14/2020, and 1/26/21.

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: County Environmental Charge	

Approvals

David Brummel, Director	1/26/2022
Susan Tice, County Attorney Civil Division Chief	1/26/2022
Kevin Corbid, County Administrator	1/26/2022



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.G

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Colleen Reynolds, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Sharon Price 651-430-4391	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to approve a declaration on the Historic Courthouse property in relation to the acceptance of a Minnesota Historical Society's State Capital Project Grants-in-Aid County and Local Preservation Grants Program.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A	
BACKGROUND/JUSTIFICATION: Washington County is in receipt of a grant from the Minnesota Historical Society's State Capital Projects Grants-in-Aid County and Local Preservation Grants Program for the installation of storm windows at the Historic Courthouse. As a condition of accepting said grant funds, Washington County is required to record a declaration on the property which is required pursuant to Minn. Stat. Sec. 16A.695. This declaration puts a restriction on the property in that if the county were to ever sell the improved property, we would be required to coordinate with the office of Minnesota Management and Budget through their Commissioner, to pay back the grant amount to the State of Minnesota, as well as any other public debt that may exist on the property, from the proceeds of the sale. This is a standard requirement and has been agreed to with previous grants received. This declaration does not impact the ability of the county to continue to lease portions of the property.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 1/25/22 - Resolution accepting the Minnesota Historical Society's State Capital Projects Grants-in-Aid County and Local Preservation Grants Program 5/25/21 - Resolution of support for submittal of grant application		

Budget Impact

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

Approvals

Don Theisen, Public Works Director	1/25/2022
Susan Tice, County Attorney Civil Division Chief	1/26/2022
Jennifer Wagenius, Deputy County Administrator	1/27/2022

DATE February 1, 2022
MOTION
BY COMMISSIONER _____

DEPARTMENT Public Works - Parks
SECONDED BY
COMMISSIONER _____

**RESOLUTION TO APPROVE DECLARATION FOR RECEIVING
MINNESOTA HISTORICAL SOCIETY'S STATE CAPITAL PROJECTS
GRANTS-IN -AID COUNTY AND LOCAL PRESERVATION GRANTS PROGRAM
FUNDS FOR IMPROVEMENTS MADE AT THE HISTORIC COURTHOUSE**

WHEREAS, Washington County is recipient of certain state general funds under Minnesota Laws of 2020, Fifth Special Session, Chapter 3, Section 24 for the purpose of assisting in the preservation of outstanding historical properties; and,

WHEREAS, on January 25, 2022 the Washington County Board of Commissioners accepted said funds known as MNHS Grant No. 2105-25902 as reflected in the minutes thereof; and,

WHEREAS, under Section II, Item E of said Grant, Washington County represents it will record a Declaration on the improved property for the use of these general funds.

NOW, THEREFORE, BE IT RESOLVED, that Washington County Board of Commissioners hereby authorizes its Chairperson and Administrator to execute on behalf of the County the Declaration and any other documents necessary for the County to complete the terms and conditions set forth in the Grant.

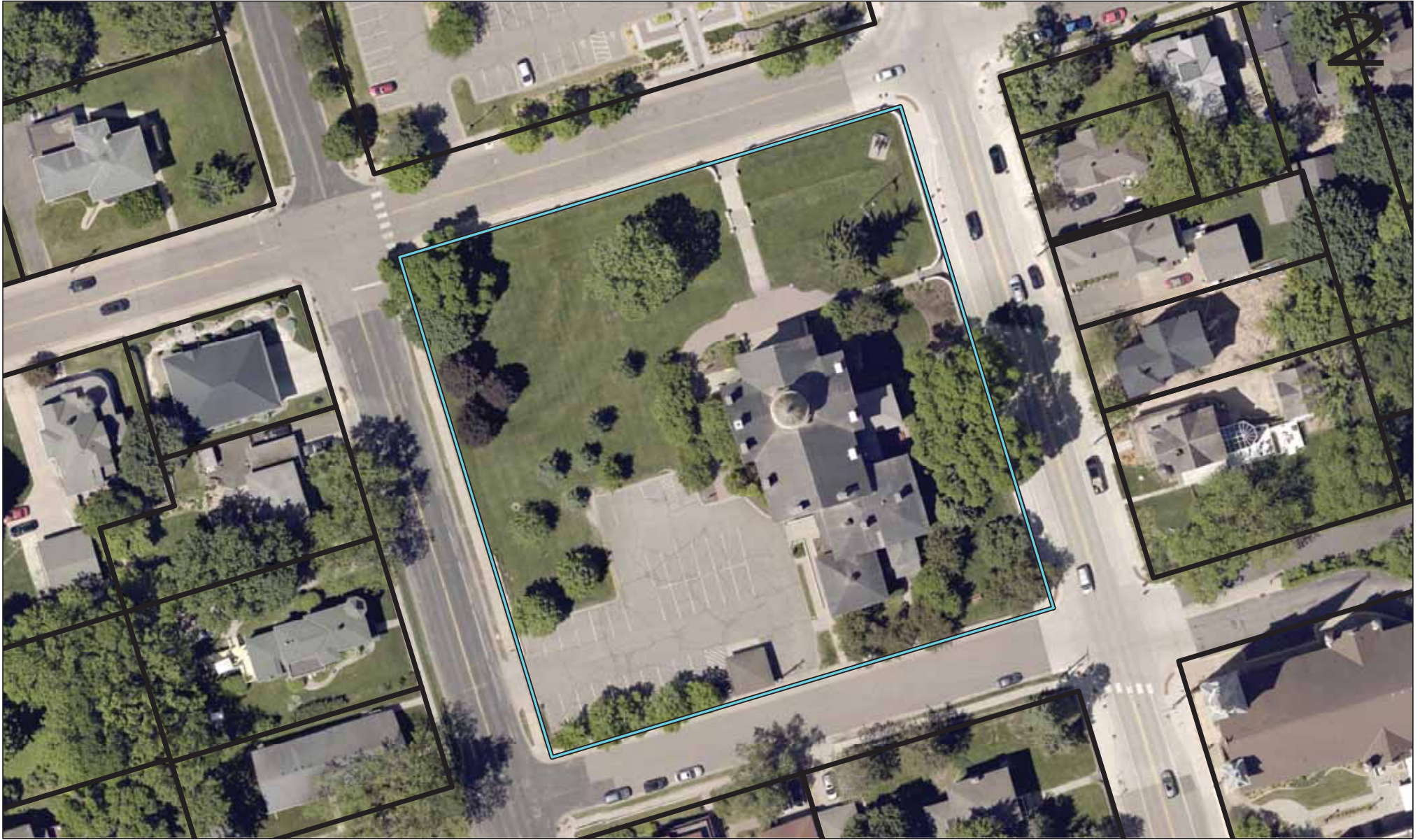
ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

MIRON	_____	_____
KARWOSKI	_____	_____
KRIESEL	_____	_____
JOHNSON	_____	_____
WEIK	_____	_____





Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.H

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Colleen Reynolds, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Mindy Leadholm 651-430-4361	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to acquire right-of-way, permanent roadway easements, and temporary easements as a part of the construction of the County State Aid Highway (CSAH) 15 and 30th Street Intersection Project in the City of Lake Elmo, Baytown Township, and West Lakeland Township.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Capital Road and Bridge Projects	
BACKGROUND/JUSTIFICATION: The Manning Avenue (CSAH 15) and 30th Street Intersection Improvement Project (RB-2627) has proposed improvements, including: <ul style="list-style-type: none"> • Signal Installation • Building designated left, right and thru lanes for vehicles • Limiting delays for turning traffic • Providing a pedestrian route across CSAH 15 with a controlled crossing • Pavement replacement • Signing and striping replacement • Drainage improvements <p>A resolution to acquire right-of-way and associated easements for the project is needed by the County Board to proceed with acquisitions. The right-of-way estimate is approximately \$200,000 and is funded by State Aid and local funds.</p> <p>Construction is planned for 2022.</p> <p>The County Engineer recommends approval of the resolution.</p>		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 12/2017 – Board adopted the 2018-2022 Capital Improvement Plan that identifies this project. 12/2018 – Board adopted the 2019-2023 Capital Improvement Plan that identifies this project. 12/2019 – Board adopted the 2020-2024 Capital Improvement Plan that identifies this project. 1/2020 – Board approved Contract No. 13197 with SRF Consulting, Inc. to perform preliminary design and project coordination services for the County State Aid Highway (CSAH) 15 (Manning Avenue) Phase 3 Capacity Improvement project (RB-2627) in the amount of \$319,399.00.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Highway State Aid and Local Contributions	

Approvals

Don Theisen, Public Works Director	1/21/2022
Susan Tice, County Attorney Civil Division Chief	1/24/2022
Jennifer Wagenius, Deputy County Administrator	1/25/2022

DATE February 1, 2022
MOTION _____
BY COMMISSIONER _____

DEPARTMENT Public Works
SECONDED BY _____
COMMISSIONER _____

**RESOLUTION TO ACQUIRE RIGHT-OF-WAY FOR RECONSTRUCTION ON
COUNTY STATE AID HIGHWAY (CSAH) 15 AND 30th STREET INTERSECTION**

BE IT RESOLVED THAT Washington County proceed to purchase the permanent right-of-way, permanent road easements, permanent drainage and utility easements, and temporary easements necessary to improve the intersection of County State Aid Highway (CSAH) 15 and 30th Street in the City of Lake Elmo, Baytown Township, and West Lakeland Township as shown on the attached map; located in Washington County, Minnesota.

BE IT FURTHER RESOLVED THAT the officers of said County, including the County Engineer, the County Administrator, and the County Attorney, shall proceed and are hereby authorized to proceed to acquire, by negotiations and purchase and if necessary, the exercise of eminent domain; right-of-way to establish said permanent right-of-way, permanent easements, and temporary construction easements. Such officers are specifically authorized to take such action and execute such instruments and plats if any be necessary, to acquire said right-of-way and associated easements.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

MIRON	_____	_____
KARWOSKI	_____	_____
KRIESEL	_____	_____
JOHNSON	_____	_____
WEIK	_____	_____

CSAH 15 (MANNING AVE N) & 30TH ST INTERSECTION





Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
3.1

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Sheriff	REQUESTOR: Ronda Anderson, Senior Financial Technician	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Dan Starry	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution and approve Grant Agreement No. 14583 with the Minnesota Department of Public Safety in the amount of \$228,000 for the Violent Crime Enforcement Teams Grant Program.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Sheriff's Office has been awarded grant funding in the amount of \$228,000 from the Minnesota Department of Public Safety, Office of Justice Programs, for funding the Washington County Narcotics Task Force from the period of January 1, 2022 through December 31, 2023. There is no matching requirement. These funds will be used to reimburse the Sheriff's Office for insurance and personnel expenses of the sergeant overseeing the task force. The grant's purpose is to provide multijurisdictional support for the investigation and prosecution of gang, drug and related violent crime.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? The 2020-2021 VCET Grant agreement was approved on December 17, 2019 and amended on January 5, 2021.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: State grant funding	

Approvals

Dan Starry, County Sheriff	1/26/2022
Susan Tice, County Attorney Civil Division Chief	1/26/2022
Kevin Corbid, County Administrator	1/26/2022

DATE February 1, 2022
MOTION
BY COMMISSIONER _____

DEPARTMENT Sheriff's Office
SECONDED BY
COMMISSIONER _____

**GRANT CONTRACT AGREEMENT BETWEEN
THE WASHINGTON COUNTY SHERIFF'S OFFICE
AND THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY**

BE IT RESOLVED, that the Washington County Sheriff's Office is authorized to enter into an agreement with the Minnesota Department of Public Safety – Office of Justice Programs for the Violent Crime Enforcement Teams Grant Program.

BE IT FURTHER RESOLVED, that the Washington County Sheriff, Dan Starry, is hereby authorized to execute and sign this agreement and any amendments thereto, as are necessary to implement this agreement on behalf of the Washington County Sheriff's Office.

ATTEST:

COUNTY ADMINISTRATOR

YES

NO

MIRON
KARWOSKI
KRIESEL
JOHNSON
WEIK

COUNTY BOARD CHAIR



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
4.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Jan Lucke	MEDIA CONTACT: Yvonne Klinnert	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Legislative Update		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 10 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Minnesota Legislature is in session. County staff work closely with legislative representatives and the county associations that work on behalf of county governments. Staff will provide an update on county issues at the state and federal levels.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Susan Tice, County Attorney Civil Division Chief 1/26/2022
Jan Lucke, Deputy County Administrator 1/27/2022



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
4.B

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kevin Corbid, County Administrator	REQUESTOR PHONE: 651-430-6002
PRESENTER(S): Kevin Corbid	MEDIA CONTACT: Yvonne Klinnert	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: COVID-19 Update and Operational Requests		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 20 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: County staff will provide an update on the COVID-19 pandemic and its impact on the community and on the county as an employer and organization. County staff is recommending the county board consider adopting a COVID-19 loan program. The attached memo from the county administrator outlines the considerations related to the loan program. The program is similar to a loan program adopted in 2020 that sunsetted in June of 2021.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Susan Tice, County Attorney Civil Division Chief	1/27/2022
Kevin Corbid, County Administrator	1/27/2022



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

COVID-19 County Board Request

Request to reinstate an employee COVID Loan leave option:

On March 17, 2020, the Board approved an 80-hour emergency paid leave loan program for employees. This leave was named COVID Loan. The loan was intended for employees who have exhausted all other paid leave and are in need for additional paid leave for their own illness related to COVID-19 or to care for children or family members who are sick or quarantined related to COVID-19. The loaned hours were required to be paid back with future accruals. The loan program was extended once and continued through June 30, 2021.

The COVID loan program is being recommended for reinstatement to help ensure that when county employees are ill with the COVID-19 virus, they stay home for the recommended isolation and quarantine periods. One group of employees that may be more likely to take advantage of the loan program is new employees. A new or newer employee may not have accrued enough paid leave to equal the time needed away from the office and is currently asking for leave without pay. In addition, the loan program is more important for those county positions that are not able to work remotely if they test positive and are asymptomatic or have very mild symptoms.

County staff is recommending that the leave loan program provide up to 40-hours of paid leave. This number of hours coincides with the current Centers for Disease Control and Prevention (CDC) guidance on number of days needed to isolate or quarantine if an employee contracts COVID-19 or is a close contact and exhibiting symptoms. If the board is supportive of this proposal, staff would recommend the County Board consider the following motion:

Potential motion for consideration:

I move to direct the Human Resources Department to reinstate an employee COVID 40-Hour Loan leave option through December 31, 2022, for employees in need for additional paid leave for their own illness related to COVID-19 or to care for children or family members who are sick or quarantined related to COVID-19. These hours must be paid back with future accruals or with payment if the employee leaves the county workforce prior to paying the hours back.



Request for Board Action

BOARD MEETING DATE:
February 1, 2022

AGENDA ITEM NUMBER:
8.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Kevin Corbid	MEDIA CONTACT: Yvonne Klinnert	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Update on fund balance usage authorized in 2021.		
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: In 2021, the County Board approved the permanent use of fund balance for several items related to the COVID-19 pandemic response. County staff will provide an update on the projects authorized and funds utilized.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 1/5/21 - Board authorized permanent use of fund balance for rental assistance and hotel sheltering 1/26/21 - Board authorized permanent use of fund balance for 2021 bargaining agreements 1/19/21 - Board authorized permanent use of fund balance for technology and personnel protective equipment 2/2/21 - Board authorized permanent use of fund balance for pandemic response costs and foregone license revenue 11/16/21 - Board authorized the vaccination employee incentive program		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Kevin Corbid, County Administrator 1/27/2022

Fund Balance Use Report - Pandemic Response February 1, 2022



Agenda



- Background
- Initial financial strategy
- Fund balance needed
- Questions

Background – 2020 Year End



**\$20.2
million**

Increase in
general fund
unrestricted
fund balance



**~33
FTE**

Vacant
positions held
open due to
economic
uncertainty



**\$2.1
million**

Budget holds
on non-
personnel
operating
expenses due
to economic
uncertainty



**CARES
Act**

Coronavirus
Aid, Relief and
Economic
Security Act –
payroll cost
reimbursement

Initial Financial Strategy

Item	Description	Amount
Annual fund balance contribution	Annual contribution to maintain fund balance level within policy limits as established by Fund Balance Policy #2801	\$5,000,000
Funding for 2022 budget	Funding identified for one-time costs in the 2022 budget	\$2,000,000
Annual Budget carryovers	Annual carryover of specific line-item budget balances from one fiscal year to the next as established by Budget Policy #2201	\$2,000,000
Total		\$9,000,000

Fund Balance Needed

Item	Authorized Fund Balance	Needed Fund Balance	Remaining Fund Balance
Rental assistance and hotel sheltering	\$1,410,000	\$240,000	\$1,170,000
Contract tracing and vaccine distribution	\$500,000	\$0	\$500,000
Pandemic response for county operations	\$1,183,400	\$1,159,400	\$24,000
Forgone license revenue	\$491,600	\$391,600	\$100,000
Lump sum payroll payments for bargaining agreements	\$4,000,000	\$3,477,100	\$522,900
Septic loan program	\$500,000	\$500,000	\$0
Total	\$8,085,000	\$5,768,100	\$2,316,900

Questions?

