



Board of Commissioners

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

**BOARD WORKSHOPS
September 8, 2020 - 9:00 AM**

1. 9:00 **Board Workshops**

9:00-10:00 A. Discuss the potential to establish a non-profit business grant program with the county's Coronavirus Relief Fund assistance.

10:00-11:00 B. Discuss proposed 2021 Washington County levy and budget.

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



Request for Board Action

BOARD MEETING DATE:
September 8, 2020

AGENDA ITEM NUMBER:
1.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Jennifer Wagenius, Deputy County Administrator	REQUESTOR PHONE: 651-430-6007
PRESENTER(S): Kevin Corbid	MEDIA CONTACT: Kevin Corbid 651-430-6002	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discuss the potential to establish a non-profit business grant program with the county's Coronavirus Relief Fund assistance.		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 45 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Administration will provide potential framework for expanding the county's small business Coronavirus Relief Fund program to allow non-profit businesses to qualify for grants.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? July 28, 2020, County Board adopted resolutions establishing the small business, homeowner, and rental assistance relief programs. September 1, 2020, County Board resolution expanding and authorizing a second round of small business relief grants.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Jan Lucke, Deputy County Administrator 9/3/2020

DATE DATE XX, 2020
MOTION
BY COMMISSIONER _____

DEPARTMENT Administration
SECONDED BY
COMMISSIONER _____

**RESOLUTION ESTABLISHING A NON-PROFIT BUSINESS GRANT PROGRAM FROM THE
COUNTY'S CORONAVIRUS RELIEF FUND AND IDENTIFYING ELIGIBILITY**

WHEREAS, on March 11, 2020, the World Health Organization (WHO) deemed the outbreak of a respiratory illness called coronavirus disease 2019 (COVID-19) a pandemic; and

WHEREAS, public health authorities at the federal, state, and local levels recognized the public health threat that COVID-19 poses; and

WHEREAS, on March 13, 2020, President Donald Trump declared a Presidential National Emergency; and on the same day Governor Tim Walz declared a Peacetime State of Emergency in Minnesota; and

WHEREAS, on March 17, 2020, the County Board of Commissioners of Washington County declared a local state of emergency to respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the county continues to respond to the COVID-19 emergency through the provision of direct services to impacted county residents, the purchase of materials and supplies needed to keep county employees, residents, and customers safe, the transition of a large part of the county workforce to remote working, the support and coordination of efforts to ensure food security for all residents, the provision of housing assistance to those who may be at risk of contracting the disease, and many of other county directed services; and

WHEREAS, on March 27, 2020, the federal government passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, H.R. 748) to address the economic impact of the coronavirus; and

WHEREAS, the CARES Act provided \$150 billion in aid to: states and certain local governments, the District of Columbia and US Territories, and tribal government, called the Coronavirus Relief Fund (CRF) to address spending shortages related to the pandemic and to address necessary expenditures incurred due to the COVID-19 public health emergency; and

WHEREAS, on June 25, 2020, by executive action, Governor Walz distributed over \$841 million in CRF funding to the counties, cities and townships in Minnesota, of which a total of \$31,715,560 was received by Washington County after providing the required certification form to the Department of Revenue on June 25, 2020; and

WHEREAS, through the certification signed by the County Administrator, the county agreed to spend the funds as required in the CARES Act (H.R. 748), agreed to periodically report our spending as required by Minnesota Management and Budget (MMB), and agreed to return any unspent or unencumbered funds as defined by the state or federal guidance as of December 1, 2020 to MMB by December 10, 2020; and

WHEREAS, the CRF guidance to state and local governments, as updated on August 10, 2020 provides that the funds must be used for actions taken to respond to the public health emergency, such as by providing economic support to those suffering from business interruptions due to COVID-19; and

WHEREAS, non-profit organizations throughout the county have experienced significant financial challenges due to the COVID-19 pandemic; and

WHEREAS, social distancing requirements during the pandemic have required many non-profit organizations to invest in additional technology, personal protective equipment, and other unexpected business expenses; and

WHEREAS, non-profits within Washington County provide critical services and support to county residents; and

WHEREAS, providing grants to non-profits will help support the viability of these critical service organizations; and

WHEREAS, the County board has determined that non-profit financial assistance grant program costs are a necessary and reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES ACT funds.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby authorize up to **\$XX** in CRF for assistance to non-profits that have suffered financial loss from business interruption due to COVID-19, experienced costs incurred to operate safely under current public health guidelines, or faced an increase in demand for services to support individuals or the community in response to COVID-19.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the County Board establishes assistance to non-profits in the form of grants of up to **\$15,000** per non-profit based on program eligibility and criteria that meet the guidance under the CARES Act.

NOW, THEREFORE, BE IT FURTHER RESOLVED, eligible non-profit applicants are as follows:

- Organizations that can demonstrate a loss of income, increase for demand of services, or an increase in costs to operate safely due to the COVID-19 pandemic.
- Non-profits with at least one full time equivalent employee but no more than 75 full time equivalent.
- Organizations that generate under \$5 million in annual revenue.
- Non-profits that contract with the county to provide social services without regard to revenue or full time equivalent limitations included hereto.
- Non-profits that serve the residents of Washington County and have a physical location within Washington County.
- Religious organizations with a social services component that is available to the general public and is not restricted by ethnicity, gender, orientation or ability.
- Non-profits registered with the Minnesota Secretary of State or other license authorities and have been operating as of January 1, 2020.

The Washington County Non-Profit Coronavirus Relief Fund Guidelines are adopted as provided for in Attachment A of this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board requests that the Washington County Community Development Agency (CDA) administer the grant program on its behalf and that county staff are authorized to sign the appropriate documents to transfer or provide the necessary CRF to the CDA for the program.

ATTEST:

COUNTY ADMINISTRATOR

**MIRON
KARWOSKI
KRIESEL
JOHNSON
WEIK**

	YES	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COUNTY BOARD CHAIR



7645 Currell Boulevard, Woodbury, MN 55125
office: 651-458-0936 fax: 651-458-1696

Washington County Non-Profit Business COVID-19 Relief Fund Guidelines

In response to Federal and State Governments pronouncing a State of Emergency due to the fast moving coronavirus disease 2019 (COVID-19) pandemic, Minnesota Governor Tim Walz signed Executive Order 20-04 to order temporary closure of Minnesota restaurants and bars to dine – in customers. Executive Order 20-08 further ordered the closing of other places of public accommodation. In addition, Executive Order 20-20 ordered all persons currently living within the State of Minnesota to Stay at Home.

The goals and objectives of this program are:

- To provide emergency financial assistance for non-profits that are experiencing financial hardships or an increase in demand for services due to the COVID-19 related restrictions.
- Allocate Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, H.R. 748) resources to this program from the State of Minnesota and local governmental units that have received direct funding.
- Ensure that this assistance will be beneficial to the non-profit businesses and in compliance with the federal rules, regulations and appropriation.
- Facilitate non-profit business survival during this pandemic.
- Enhance, to the greatest extent possible the viability of non-profits that serve the residents of Washington County.

To provide emergency business assistance grants to local non-profit businesses in Washington County impacted by the COVID-19 pandemic, the Washington County **Non-Profit Relief Fund** will provide grants of up to **\$15,000 to non-profits** most in need of support. Providing this support is intended to support the financial viability of non-profit organizations who provide critical services the residents in Washington County.

The Relief Fund will be administered by the Metropolitan Consortium of Community Developers' (MCCD), Open to Business Program, which currently provides technical assistance and access to capital for businesses throughout Washington County.

Terms

- **Up to \$15,000 grant based on economic injury from COVID-19 and eligible expenses.**

- Funds can only be used for Federal CARES Act eligible COVID-19 related or incurred public health emergency business operating expenses, including rent payments, mortgage payments, payments to suppliers, payments to private utility companies or other critical non-payroll business expenses (including expenses related to reopening) as approved by MCCD and the CDA. If any other COVID-19 related business assistance grant funds were received from the SBA Paycheck Protection Program, Economic Injury Disaster Loan, Pandemic Unemployment Assistance, local city or township grants and/or State of Minnesota Department of Employment and Economic Development, Washington County funds may NOT be used for the same expenses that were paid with other sources of funds. By Federal CARES Act regulations, funds may not be used for government utility (i.e. water and sewer) expenses or for the payment of federal, state, local tax obligations which includes property and sales tax.

Eligible Businesses

- Must be a locally operated non-profit business with a physical address in Washington County.
- For up to the maximum \$15,000 funding limit, non-profits businesses must have at least one FTE (full time equivalent) as of March 1, 2020 and not more than 75 FTE employees, and generate under \$5 million in annual revenues. Non-profits that contract with the county to provide social services are not subject to the full time equivalent or revenue limitations.
- Must have been operating prior to January 1, 2020.
- If required by the state or local government, businesses must be licensed and in good standing. Property taxes must have been current prior to March 1, 2020.
- Non-profit organizations that can demonstrate a loss of income or increase in demand for services due to COVID-19.
- Religious organizations with a social services component that is available to the general public and is not restricted by ethnicity, gender, orientation or ability.

Certain businesses are ineligible, including:

- Government agencies.
- Religious organizations without a social service component.

Application Process

All non-profit businesses must complete, sign and certify the grant application. The business must provide all required information verifying their eligibility. All businesses must provide and document evidence of COVID-19 eligible expenses incurred.

- Application Forms will be accepted beginning October XX, 2020 through October XX, 2020 at 4:30 pm. Applications will be prioritized and funded to the businesses that best meet program goals and priority will be given to those business types previously identified as stated above of this policy. The program administrator and/or the CDA reserve any and all rights to deny any application that is not in compliance with program guidelines or these stated policies.
- If applications exceed the funding available, the fund administrator Metropolitan Consortium of Community Developers (MCCD) will pro-rate available funds and each qualifying grant will be reduced proportionately. The program administrator, MCCD, will begin to notify approved applicants by email on or before October XX, 2020.
- Upon notice of an approved application, applicants will be required to submit the following within 10 business days:
 - A copy of the IRS non-profit determination letter.

- 2019 IRS Form 990 – Return of Organization Exempt from Income Tax. Organizations that have not yet completed this form are eligible to apply and substitute other documentation of revenue.
- A copy of the non-profit's current filing with the Minnesota Secretary of State.
- Evidence of revenue loss related to the COVID-19 pandemic emergency. Applicants should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator.
- Evidence of expenses related to the COVID-19 pandemic emergency. Applicants should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator.
- Evidence of employment prior to March 1st, 2020. Acceptable documentation may include period reporting from a 3rd -party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return, or other State or Federal payroll-related filing.
- Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate grant agreement documents, disburse grant proceeds, or meet program reporting requirements.
- Failure to submit any required documentation will result in forfeiture of funding award. Grant proceeds will be disbursed after applicant complies with all policy provisions; and executes a grant agreement.

Note: The Washington County CDA Board reserves the right to revise these guidelines as needed to best address the impact of the COVID-19 pandemic.



Request for Board Action

BOARD MEETING DATE:
September 8, 2020

AGENDA ITEM NUMBER:
1.B

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Jennifer Wagenius, Deputy County Administrator	REQUESTOR PHONE: 651-430-6007
PRESENTER(S): Kevin Corbid, Jan Lucke, Jennifer Wagenius	MEDIA CONTACT: Jan Lucke, Jennifer Wagenius 651-430-6003, 651-430-6007	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discuss proposed 2021 Washington County levy and budget.		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 60 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This workshop will be used to identify and discuss outstanding budget considerations prior to adopting the proposed 2021 levy at the September 15th county board meeting.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Throughout August and September each department presented their recommended budget to the county board for consideration.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Jan Lucke, Deputy County Administrator 9/3/2020

2021 Recommended Budget Direction

September 8, 2020



2021 General Highlights

Administration Recommended Budget



8/4/2020

- County Tax Levy**

Net Levy	\$115.2 million	Increase	0.63%
LWLP	\$1.2 million	Decrease	<0.31%>
RRA	\$660,000	No Change	0%

- County Tax Rate** (*Net Tax Capacity*)

27.527%	Decrease	< 4.9%>
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- County Tax Impact** (*median valued home*)

Net Levy	<\$21>	Decrease	<2.5%>
LWLP	\$0	Decrease	<3.0%>
RRA	\$0	No Increase	<2.7%>

2021 Additional Requests



- Washington Conservation District
 - \$50,000 operating - increase to core services agreement (currently \$260,000)
 - \$50,000 - \$80,000 capital - roof replacement
- Washington County Historical Society
 - \$100,000 – Heritage Center capital campaign
- Funding not included in 8/4/2020 recommended budget

Getting to zero

Potential levy adjustments



- Additional non-levy revenue received in Community Services - \$139,000
- Eliminate open Planner position in Administration - \$72,500
- Replace parks capital county program aid (CPA) with one-time 2019 mission directed savings - \$300,000
- Replace technology fund levy with one-time 2019 mission directed savings - \$250,000

2021 Zero Levy Increase Highlights

- County Tax Levy**

Net Levy	\$114.5 million	No change	0%
LWLP	\$1.2 million	Decrease	<0.31%>
RRA	\$660,000	No Change	0%

- County Tax Rate *(Net Tax Capacity)***

27.333%	Decrease	< 5.6%>
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- County Tax Impact *(median valued home)***

Net Levy	<\$27>	Decrease	<3.2%>
LWLP	\$0	Decrease	<3.0%>
RRA	\$0	No Increase	<2.7%>

2021 comparisons



- **County Tax Levy**

Recommended Zero

Questions and Feedback

