



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 5, 2021**

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, via WebEx
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, via WebEx
Stephanie Kammerud, Administrative Assistant

OATHS OF OFFICE

The Honorable Tad Jude, District Court Judge, administered the Oath of Office to newly re-elected District 1 Commissioner Fran Miron.

County Attorney Pete Orput administered the Oath of Office to newly re-elected District 3 Commissioner Gary Kriesel.

The Honorable Tad Jude, District Court Judge, administered the Oath of Office to newly re-elected District 5 Commissioner Lisa Weik.

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

Board Chair Miron announced that because of the COVID-19 Pandemic and Emergency Declaration issued by Minnesota Governor Tim Walz, and the Declaration of Emergency issued by the Washington County Board of Commissioners on March 17, 2020, some or all of the county board members may participate by telephone or other electronic means, and the Board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. Members of the public can attend the meeting in person, or view/monitor the meeting electronically from a remote location via live web stream.

Noted for the record:

1. That either the Washington County Board Chair or the County's chief Administrator has determined that an in-person meeting of the entire County Board may not be practical nor prudent because of the existing Pandemic and Emergency.
2. All County Board members participating in this meeting, whatever their physical location, can hear one another and can hear all discussion and testimony.
3. All members of the public present here today at the regular meeting location, if any, can hear all discussion and testimony and all votes of the members of the County Board.

4. At least one member of the County Board or the Chief Administrator of the County is physically present at the regular meeting location.
5. Each member of the County Board participating in this meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.
6. Proper notice of this meeting has occurred.
7. All votes will be conducted by roll call.

Judge Jude led the Board in reciting the Pledge of Allegiance.

ELECTION OF 2021 WASHINGTON COUNTY BOARD CHAIR AND VICE CHAIR

Board Chair Miron asked for nominations for County Board Chair for 2021.

Commissioner Johnson moved to nominate Commissioner Lisa Weik for County Board Chair for 2021. Commissioner Miron asked for further nominations; none were heard. Nominations were closed.

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

Commissioner Lisa Weik was elected as County Board Chair for 2021.

Board Chair Weik asked for nominations for County Board Vice Chair for 2021.

Commissioner Karwoski moved to nominate Commissioner Wayne Johnson for County Board Vice Chair for 2021. Chair Weik asked for further nominations; none were heard. Nominations were closed.

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

Commissioner Wayne Johnson was elected as County Board Vice Chair for 2021.

RECOGNITION OF THE OUTGOING COUNTY BOARD CHAIR

Chair Weik presented outgoing Chair Miron with a plaque thanking him for his service as County Board Chair and acknowledged that he has shown steadfast leadership through very trying times and very unusual circumstances related to the COVID-19 pandemic. Chair Weik highlighted 2020 county initiatives and accomplishments under Commissioner Miron's leadership.

Major road projects were completed in the City of Woodbury, expanding major roadways of Woodbury Drive and Bailey Road to maintain the thoroughfares in the county as the population grows. A new pedestrian bridge was completed that connects Inwood and Radio Drive over Interstate 94, providing a pedestrian and bike connection between the cities of Woodbury and Oakdale and had a socially distanced ribbon cutting with Representative Betty McCollum and

many local officials. The county responded to flooding that lasted through the summer, and elevated County Highway 12 near Kimbro Avenue in short order to keep traffic flowing in Grant.

County Park improvements included Lake Elmo Park Reserve where campgrounds received electrical and water upgrades, and a new parking lot was built off of Inwood Avenue for trail access, and Cottage Grove Ravine Regional Park where a trailhead is under construction to house restrooms, as well as a great room, which overlooks the forest and hiking trail and will serve as a warming room in the winter.

Staff continued to serve residents during the pandemic, providing marriage licenses through remote access, and conducting a challenging election, with more absentee ballots received than in any other election. The county also transitioned to the State of Minnesota's new MNDRIIVE system for processing driver's license and motor vehicle transactions.

The library completed and reopened Wildwood Library in July, and quickly adapted to serving residents during the pandemic by launching curbside pickup and adding Wi-Fi hotspots and Chromebooks to the library's collection to help residents access the internet outside the library.

Patrol deputies changed the way they responded to calls to ensure that they and residents remained safe, and the Jail adjusted the intake process and made changes to how the jail was staffed and operated to ensure all inmates and officers remained as healthy as possible. The Sheriff's Office worked in collaboration with other departments to create Mental Health and Opioid Re-Entry (MORE) to improve services to those with mental health and addiction challenges. The county's Sentence to Serve (STS) program provided direct customer service with the county's mask creation and distribution project, and assisted with food distribution. Probation cognitive skills programming went to a virtual environment.

The Human Resources Department overhauled the leaves of absence policy, and hired an Equity and Training Manager to help guide diversity, equity, and inclusion work throughout county. They also assisted employees to be safe during the pandemic, and helped others to manage working from home.

The county closes the year's land protection efforts with a leap past 900 total acres under protection, with conservation easements in the Keystone Woods and Silver Creek Corridor, as well as the development of a more than 40-acre hiking park in the City of Afton on Valley Creek.

Finally, all the efforts related to COVID-19 are too numerous to mention, but the fact that our Department of Public Health & Environment has begun providing vaccinations to first responders and will continue that effort into 2021 is really a positive note to end on.

BOARD MEETING DATES FOR 2021

The 2021 County Board will meet on most Tuesdays, with 33 board meetings scheduled in 2021 and 4 workshop-only meetings. The board will not meet on any Tuesday which is a legal holiday. The County Board meetings will continue to begin at 9:00 on Tuesdays, with the exception of two meetings a year that are required to be evening meetings per statute. The Board



Chair can call an evening meeting or a later start time, when necessary, to conduct business or to allow for evening access by citizens or interested parties.

Commissioner Karwoski moved to set the 2021 meetings of the Washington County Board of Commissioners as presented. Commissioner Kriesel seconded the motion and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

COMMENTS FROM THE PUBLIC

Board Chair Weik asked for comments from the public; none were heard.

CONSENT CALENDAR

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

- A. Approval of the December 15, 2020, County Board meeting minutes.
- B. Approve Memorial Day appropriations of \$100 each, upon request, in 2021 for military service organizations.
- C. Approve Satellite Tracking of People LLC (STOP) Contract No. 13853, for the term through December 31, 2021.
- D. Approve Tubman Contract No. 13859, for the term through December 31, 2021.
- E. Approve Youth Service Bureau (YSB) Contract No. 13852, for the term through December 31, 2021.
- F. Approve an agreement between Community Services and the Washington County Community Development Agency for the Bridges II program in the amount of \$222,336 for the period of January 1, 2021, through December 31, 2022.
- G. Approve the tentative agreement for 2021 Collective Bargaining Agreement with Law Enforcement Labor Services (LELS) Local #372 Essential Captain/Commander Unit.
- H. Approval of **Resolution No. 2021-001** as follows:

CERTIFICATION OF PROPERTY ASSESSED CLEAN ENERGY (PACE) CHARGES FOR ENERGY IMPROVEMENTS

WHEREAS, the Washington County Board of Commissioners approved the Joint Powers Agreement (JPA) with the Saint Paul Port Authority (the "Port Authority") on August 11, 2015 designating the Port Authority to implement and administer the Property Assessed Clean Energy ("PACE of MN") improvement financing on behalf of the County, and providing for the



imposition of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 (the “Act”); and as needed in connection with that program; and

WHEREAS, the County understands that the Port Authority will issue its PACE OF MN special assessment revenue bond to finance the Improvements, and that the sole security for that bond will be special assessments imposed by the other cities and/or counties participating in PACE OF MN; and

WHEREAS, to facilitate and encourage the financing of improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority; and

WHEREAS, after imposition of the special assessments, the County shall collect such assessments twice a year and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.

WHEREAS, the special assessment shall be certified to the County Auditor and entered onto the tax lists for the year. The annual installment and interest shall be collected at the same time and in the same manner as real property taxes. For disbursements made by November 15th, the first annual installment is due with property taxes payable in the next tax year. For disbursements made from November 16th-December 31st, the first annual installment is due with property taxes in the year after next. The special assessment, with accruing interest, is a lien upon the benefitted property until paid.

NOW, THEREFORE BE IT RESOLVED, the Washington County Board of Commissioners authorizes the County Auditor and the Department of Property Records & Taxpayer Services to extend the proposed special assessment plus interest on the properties set forth and listed below in this resolution.

Company Name:	Holy Cross English Evangelical Lutheran Church
Parcel:	31.029.21.21.0008
Location:	6355 10 th St N Oakdale, MN 55128
Project Type:	40 KW Install HVAC system & ducting
Amount:	\$19,800
Term and Rate:	5 Years at 4.25%
Interest Accrual Date:	1/1/2022
Estimated Annual Energy Savings	\$1,000

- I. Approve Contract No. 13856 with Washington Conservation District in the amount of \$300,000, for the period of January 1, 2021, through December 31, 2021.
- J. Approve Agreement No. 13784 with the City of Mahtomedi for the transfer of Mahtomedi Avenue between County State Aid Highway (CSAH) 12 (Stillwater Road) and MnDOT Trunk Highway (TH) 244 (Mahtomedi Avenue) from Washington County to the City of Mahtomedi.
- K. Approval of Change Order No. 10 in the amount of \$174,582.66 with S.M. Hentges & Sons, Inc. for the County State Aid Highway (CSAH) 18 Improvement Project (RB-2512).
- L. Approve Lease Agreement No. 13854 with Valley Tours, Inc. for office space at the Washington County Historic Courthouse.
- M. Approval of **Resolution No. 2021-002** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF APPLICATION
TO THE HUELSMANN FOUNDATION SUPPORTING REPAIR
AND RESTORATION OF THE HISTORIC COURTHOUSE**

WHEREAS, the Huelsmann Foundation supports charitable, religious and educational organizations whose programs strengthen and enrich the community they serve. The grant-making focus is primarily on qualifying organizations that contribute to the vitality and well-being of the Stillwater, Minnesota and nearby communities, and

WHEREAS, the Historic Courthouse is central to the history and community of Stillwater, Minnesota, and

WHEREAS, the Huelsmann Foundation supported the restoration of the north portico of the Historic Courthouse in 2012 and on repairs to windows at the Historic Courthouse in 2019, and

WHEREAS, the Historic Courthouse has recently worked to make significant repairs to the windows located at the Historic Courthouse, and

WHEREAS, Washington County is proposing to submit a grant funding request to the Huelsmann Foundation to fund the repair costs of the doors and windows of the Historic Courthouse totaling \$40,000.

NOW, THEREFORE, BE IT RESOLVED that Washington County Board of Commissioners authorizes submittal of the application listed above for funding under the 2021 Huelsmann Foundation grant program.

- N. Approval of Change Order No. 1 in the amount of \$20,359.46 with Fahrner Asphalt Sealers for the County State Aid Highway (CSAH) 15 Joint Sealing Project (RB-2204).



O. Approve Amendment No. 1 to Grant Agreement No. 13058 with the Minnesota Department of Public Safety to add funding in the amount of \$90,000 and extend the term of the agreement to December 31, 2021.

P. Approval of **Resolution No. 2021-003** as follows:

**APPROVE AN AGREEMENT BETWEEN VISUAL LABS, INC.
AND THE WASHINGTON COUNTY SHERIFF'S OFFICE**

BE IT RESOLVED, that the Washington County Sheriff's Office is authorized to enter into an agreement with Visual Labs, Inc. to provide software subscription services for body worn cameras.

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.

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

PUBLIC HEALTH & ENVIRONMENT

Recognition of Staff Receiving Local Public Health Association (LPHA) of Minnesota Awards

Public Health & Environment Director Lowell Johnson presented two LPHA Leadership Awards recently received by Deputy Director David Brummel and Senior Environmental Program Manager Jeff Travis.

Mr. Brummel received the Emerging Leader Award for his work with LPHA's Executive Committee. Mr. Brummel represents the Metropolitan Region public health departments in this role and is seen as a skilled communicator, policy maker, and team builder who has earned the trust and respect of colleagues statewide.

Mr. Travis received the Legislative Leadership Award for his work assuring that environmental health issues were adequately and accurately reflected in the association's legislative platform. Mr. Travis also significantly contributed to ongoing work related to streamlining and refining food safety roles between the Minnesota Department of Health and the Minnesota Department of Agriculture.

GENERAL ADMINISTRATION

2021 Legislative Agenda

Deputy Director Jan Lucke presented the proposed 2021 legislative agenda. The legislative platform includes high priority and general planks.

The high priority planks include:

- Local Property Taxpayer Protection
- Coronavirus Pandemic Response
- Licensing Service Fees
- Washington County Historic Courthouse Renovation
- Substance Use Disorder (SUD) Payback of Federal Government
- Community Correction Funding
- Trunk Highway 36 and County State Aid Highway 17 (Lake Elmo Avenue Interchange Project)
- 4th Street Bridge – Oakdale
- St. Croix Bluffs Regional Park Boat Launch Improvements
- County State Aid Highway 5 (Stonebridge Trail) and Browns Creek State Trail Connection Project
- Expanded Bus Route 363 – Red Rock Corridor, Phase I Implementation

The general county planks include:

- Regional Parks and Trails Operations and Maintenance Reimbursement
- Metropolitan Regional Parks and Trails Share of Parks and Trails Legacy Fund
- In-Person Absentee Voting Procedures
- Second Daily Train Between the Twin Cities, Milwaukee, and Chicago – Support the Great River Rail
- Commission’s Request for State Funding
- Support Jurisdictional Transfer of Trunk Highway 96
- Expanding the Regional Transit Capital Area in the Twin Cities Metropolitan Area

The legislative agenda also includes Appendices including:

- Truth in Taxation – Facts About Your 2021 Property Taxes
- Suggested Mandates for Consideration of Repeal or Reform
- Association of Minnesota Counties (AMC) Legislative Platform
- Minnesota Inter-County Association (MICA) Legislative Platform

Ms. Lucke reported the 2021 Legislative Session convened on January 4th. Washington County will be hosting a virtual reception for the delegation on Friday, January 22, from 1 to 3 pm. The Legislative Session adjourns on May 17th and plans to conduct most business virtually.

Commissioner Kriesel moved, seconded by Commissioner Karwoski, to approve the 2021 legislative agenda. The motion was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

Resolution Establishing County Relief Grants Program and Adopting Program Guidelines

County Administrator Kevin Corbid reported that in early January 2021, Washington County received \$5,058,997 in county relief grants for local businesses as approved by the State Legislature on Monday, December 14, 2020. The county received this allocation from the state on a per-capita basis, and is directed by law to use the funds to make grants to individual businesses and non-profits that, to the extent it is feasible for the county to determine, are located in the county; have no current tax liens on record with the Secretary of State, and are impacted by an executive order related to the COVID-19 pandemic.

The Washington County Board has determined that a priority for grant funding shall go to those businesses most directly impacted by Executive Order (EO) No. 20-99. If funding remains available, eligible applicants will include businesses that have been directly or indirectly impacted by any executive orders issued to address the ongoing COVID-19 pandemic, and certain non-profit businesses impacted by the pandemic, as defined below.

In order to provide immediate relief to businesses directly impacted by EO 20-99, Washington County will first provide a grant to businesses holding a food, pools, or lodging license from Washington County for 2021, who have been impacted by an executive order. The amount of the grant will be equal to the 2021 license fee and shall be paid to the business as soon as practical following adoption of this program by the County Board. Licensed businesses receiving a grant under this portion of the program are also eligible to apply for an additional grant as described below.

Washington County, through the Washington County Community Development Agency, will contract with the Metropolitan Consortium of Community Developers' (MCCD) Open to Business Program, a local non-profit business, to collect and review the applications, and award program grants.

Mr. Corbid reviewed the Program Guidelines for the Local Business Relief Grants.

Eligibility - General Requirements

- Businesses/applicant must have a physical location in Washington County.
- Business/applicant must be in good standing with MN Secretary of State Department as of the time of application (no tax liens on record have been filed).
- Business/applicant must have been impacted, directly or indirectly, by an executive order related to the COVID-19 pandemic.
- Business/applicant must have been in operation on or before November 1, 2020.
- Businesses who received Coronavirus Aid, Relief, and Economic Security (CARES) Act assistance, including county small business grants, or state business grants, are eligible for this program, but must apply again to receive funds.
- Convention centers and movie theatres who receive grants direct from the Minnesota Department of Employment and Economic Development (DEED) are not eligible for this grant program.
- Ineligible businesses/applicants include corporate owned chains or businesses that primarily derive income from: gambling, adult entertainment, pawned merchandise, guns,

passive investments, real estate transactions, billboards, or lobbying. Locally owned corporate franchise businesses are eligible.

Eligibility - For-profit business grants

- Eligible business/applicant must have 75 or less full-time equivalent employees and generated \$5 million in annual revenue or less during calendar year 2019.
- First priority, will be given to restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7. Eligible applications from the first group will be awarded as they are received. This includes bars and restaurants operated by a non-profit, such as VFW Posts or American Legions, who have been partially or fully closed as a result of EO 20-99.
- Businesses who have been directly or indirectly impacted by executive orders issued in response to the COVID-19 pandemic are eligible. These businesses must certify that they have incurred costs related to the pandemic and have suffered a loss in revenue. Businesses indirectly impacted by executive orders is defined as a business that derives income from sales of goods or services to businesses that were fully or partially closed by an executive order.

Eligibility - Non-profit organizations

- The following non-profit organizations are eligible for grants under this program:
 - Non-profit organizations, such as but not limited to arts organizations, museums, and fitness centers, that earn revenue similar to businesses, including but not limited to ticket sales and memberships fees.
 - Non-profit organizations that provide social and community services, such as mental health services, housing, services for individuals with disabilities, food support, and other human service or safety net services closely related to those provided by counties.
 - Non-profit organizations that provide direct services to veterans.
- Eligible non-profits must be physically located in the county and have 75 or less full-time equivalent employees and generate \$5 million or less in annual revenue.
- If grant requests in total exceed the amount of funding available, total grants provided to non-profit organizations shall not exceed \$750,000.

Eligibility - Home-based businesses and self-employed entrepreneurs

- Home-based businesses or self-employed entrepreneurs that have no employees that have a physical location for their business in Washington County other than their personal residence, are eligible for grants. These businesses must certify that they have incurred costs related to the pandemic and have suffered a loss in revenue, in addition to certifying they have been impacted by an executive order related to the COVID-19 pandemic.
- Grants for home-based businesses will only be made if funds remain after funding for-profit business grant and non-profit grant applications that have been received and are deemed to be eligible.

Award Amount

- All grants must be awarded and checks mailed by March 15, 2021. Once a business meets the eligibility criteria, their grant award amount will be based on the following tiers:

- Up to \$15,000 for for-profit and non-profit restaurants and bars impacted by EO-99.
- Up to \$15,000 for other for-profit businesses impacted, either directly or indirectly, by an executive order related to the COVID-19 pandemic.
- Up to \$10,000 for eligible non-profit business impacted by an executive order related to the COVID-19 pandemic as defined under the eligibility requirements.
- Up to \$7,500 for home-based or non-employer small businesses/sole proprietors.
- Applicants must certify that they have general operating costs incurred during the COVID-19 pandemic, that were not reimbursed by other city, county, state or federal funding, that meets or exceeds the amount of the grant requested.

Use of Funds

- Funds must be used for business operating expenses incurred during the COVID-19 pandemic. Those expense may include payroll expenses, rent payments, mortgage payments, payments to suppliers, insurance, utility expenses or other critical business expenses (including expenses related to closing and/or reopening). Washington County funds may NOT be used for the same expenses or activities that were paid with other sources of grant or COVID relief funds.

Applications

- Applications will be accepted starting at 8:00 a.m. on Thursday, January 7, 2021.
- Completed applications from the first priority group of restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7 will be processed and grants awarded as they are received.
- Applications will be accepted through 4:30 p.m. on February 4, 2021. Completed applications received by this date will be reviewed and considered for grants based on the prioritization described above.
- If the application requests received as of the end of the day on February 4, 2021 does not equal or exceed the total grant funds available, the application process will remain open until such time as the application requests exceed the amount of funds available.
- Applicants who have applied on or prior to February 4, 2021 will receive priority over those applications received on or after February 5, 2021.
- If funding remains, and eligible applications are received after February 5, 2021 those applications can be reviewed and processed on a rolling basis to ensure grant dollars are awarded prior to the March 15, 2021 deadline.
- If grant applications received prior to February 5, 2021 exceed the amount of funding available for grants, Washington County reserves the right to pro-rate grant amounts in order to provide assistance to as many applicants as possible.
- If the total applications do not exceed the funding available after the application period closes on March 1, 2021, Washington County reserves the right to increase the grant amounts awarded to the first priority businesses that include restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7, up to an additional \$15,000, if a business did not receive a small business assistance grant from the county in 2020.
- No applications will be accepted after March 1, 2021 at 4:30 pm.

Application Process

- All applications will be processed by MCCD through the Submittable web-based application. A link to the application will be posted on the Washington County CDA website.
- All businesses/applicants must complete, sign, and certify the grant application and grant agreement. The business/applicant must provide any and all required or requested information to the program manager in a timely manner and must also self-certify their eligibility.
- MCCD will review and approve/decline based on the eligibility guidelines. MCCD will review all applications but fund only the priority businesses first until February 4, 2021. At that time, funding will open up to the next priorities, including businesses not affected directly by Governor's EO 20-99, non-profits, and home-based businesses.
- All businesses that apply by the February 4th deadline will be notified by February 12th.
- 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. The Washington County Board and Washington County CDA Board reserves the right to revise these guidelines as needed to best address the impact of the COVID-19 pandemic.

Commissioner Karwoski moved to adopt **Resolution No. 2021-004** as follows:

RESOLUTION ESTABLISHING COUNTY RELIEF GRANT PROGRAM AND SETTING PROGRAM ELIGIBILITY AND GUIDELINES

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 December 14, 2020 the Minnesota Legislature passed a bill in special session to provide economic assistance to certain businesses and non-profits, as well as other response measures; and

WHEREAS, Article 5 of Chapter 2 of Special Session #7 provides for a one-time payment of \$114.8 million to county governments for relief grants to local businesses; and

WHEREAS, Washington County's share of the funding equals \$5,185,472.68; and

WHEREAS, through the certification signed by the County Administrator, the county agreed to spend the funds as required under Article 5 of Chapter 2 of Special Session #7, agreed to report our spending as required by Minnesota Management and Budget (MMB), and agreed to return any unspent funds as of April 1, 2021 to MMB by April 15, 2021; and

WHEREAS, on December 22, 2020 the county board met in a workshop to discuss the eligibility and guidelines for a program; and

WHEREAS, the state guidance provides that the funds must be used to make grants to individual businesses and non-profits that, to the extent it is feasible for the county to determine, (1) are located in the county or on adjacent tribal land; (2) have no current tax liens on record with the Secretary of State as of the time of application for a grant; and (3) were impacted by an executive order related to the COVID-19 pandemic; and

WHEREAS, to provide immediate assistance to many of the businesses in the county most impacted by the executive orders requiring certain businesses to be closed or severely limited in their operations, the county will provide grants to businesses holding a food, pools and lodging license from Washington County for 2021, who have been impacted by an executive order, with the grant being in an amount equal to the 2021 license fee; and

WHEREAS, the County Board of Commissioners supports providing a relief grant program for businesses and non-profits that follows the eligibility and program guidelines as identified in this resolution and attachment; and

WHEREAS, in order to get grants to those most impacted, first priority will be given to restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7. Eligible applications from this first group will be awarded as they are received. This includes bars and restaurants operated by a non-profit, such as VFW Posts



or American Legions, who have been partially or fully closed as a result of EO 20-99.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby approve the following expenditures from the Washington County relief funds:

- Assistance to certain small businesses and non-profit organizations that have been impacted by an executive order related to the COVID-19 pandemic through grants to cover operational expenses incurred during the COVID-19 pandemic.
- The assistance is in the form of a grant of up to \$15,000 for for-profit businesses, up to \$10,000 for eligible non-profits, and up to \$7,500 for home-based businesses and self-employed entrepreneurs.
- To be eligible to apply, a business or non-profit must:
 - have a physical location in Washington County.
 - be in good standing with MN Secretary of State Department as of the time of application (no tax liens on record have been filed).
 - have been impacted, directly or indirectly, by an executive order related to the COVID-19 pandemic.
 - have been in operation on or before November 1, 2020.
- And grants to businesses holding a food, pools and lodging license from Washington County for 2021, who have been impacted by an executive order, with the grant being in an amount equal to the 2021 license fee.

The Washington County Small Business COVID-19 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 funds to the CDA for the program.

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

Resolution Continuing COVID-19 Pandemic-related Sheltering and Rental Assistance

Mr. Corbid reported that through the county's coronavirus relief fund (CRF) spending programs, the county was able to provide housing assistance to between 20-50 families each month and received more than 1,100 applications for rental assistance, providing more than \$2.7 million in rental assistance through the end of November 2020. On December 15, 2020, the county board held a workshop to review spending for rental assistance and sheltering costs in 2020 and ongoing into 2021. During the workshop, the board provided direction to staff to develop funding alternatives and guidelines for ongoing assistance.

The goal of this program is to prevent as many people as possible from experiencing homelessness during the COVID-19 pandemic. The Emergency Rental and Utility Assistance portion of the program is designed to avoid having renters fall behind on their rent to a point where they can be evicted when Governor Walz's Executive Order preventing eviction expires. Having more people fall into homelessness will create significant disruptions to residents, particularly children, and put pressure on the limited resources available to address the needs of those who experience homelessness in Washington County. It will also impact the economic recovery that is anticipated when this pandemic is brought under control. People who are not in stable housing have significantly more difficulty with employment, health, proper nutrition, transportation and education for children.

To address these needs caused by the COVID-19 pandemic, the Washington County Board has authorized an Emergency Rental, Utility and Shelter Assistance Program. The program is focused on people who have been adversely impacted by COVID-19. Staff will prioritize the use of state and federal funds over the use of property tax funds authorized here to meet these needs.

For Rental Assistance, applicants must meet the following general guidelines:

- Be a Washington County resident
- Have a documented past due rent or utility bill for the period from March 1, 2020, to present
- Have a current income that is less than 200 percent of federal poverty guidelines
- Submit an application to Washington County Community Services that is approved based on additional program criteria and available funding.

The Hotel Sheltering Program was created to provide temporary shelter during the COVID-19 pandemic. This program is in the spirit of the Governor's guidance around providing safe housing to as many households experiencing homelessness as possible in an effort to limit the spread of COVID-19 during this pandemic. Washington County is providing additional funds in an effort to meet this great need. The Hotel Sheltering Program is designed to provide shelter to people who are homeless in Washington County. Staff work with those in shelter to locate more permanent housing and provide supports that may stabilize their situation going forward.

The Community Services Department would prioritize the use of any state and federal rental assistance dollars or housing assistance funds that are available to the greatest extent possible prior to utilizing the county funds provided by this resolution in order to maximize the total amount of assistance provided.

Commissioner Miron suggested adding the total amount of \$1.41 million for the costs to provide clarity in the resolution. The resolution was modified as discussed.

Commissioner Miron moved to adopt **Resolution No. 2021-005** as follows:

**RESOLUTION APPROVING EMERGENCY RENTAL, UTILITY
AND SHELTER ASSISTANCE TO
INDIVIDUALS IMPACTED BY THE COVID-19 PANDEMIC**

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, Washington County received funding from the State of Minnesota from the Coronavirus Relief Fund to address a variety of needs in the community; and

WHEREAS, the county board approved a spending plan that provided rental assistance and damage deposit assistance for individuals impacted by the COVID-19 pandemic that allows individuals to avoid eviction; assistance for individual emergency needs of individuals impacted by COVID-19 for housing assistance, including the sheltering of homeless individuals, child care assistance, basic needs including transportation assistance, emergency food support, hygiene supplies, infection control equipment, and cleaning supplies; and

WHEREAS, through the county's coronavirus relief fund (CRF) spending programs the county was able to provide housing assistance to between 20-50 families each month and received more than 1,100 applications for rental assistance and provided more than \$2.7 million in rental assistance through the end of November, 2020; and

WHEREAS, the need to provide sheltering for those facing homelessness and assistance to those impacted by the pandemic who are unable to make

consistent and steady rent payments because of the pandemic has continued and CRF funds are no longer available for these uses; and

WHEREAS, on December 15, 2020 the county board held a workshop to review spending for rental assistance and sheltering costs in 2020 and on-going into 2021 and during the workshop the board provided direction to staff to develop funding alternatives and guidelines for on-going assistance; and

WHEREAS, the county board believes by providing on-going assistance it will reduce the need for longer term, more costly interventions for those impacted.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby approve the following expenditures in response to the on-going COVID-19 pandemic:

- Up to \$360,000 for sheltering costs for those experiencing homelessness. These funds are available through June 30, 2021.
- Up to \$350,000 per month for three months beginning January 1, 2021 for rental assistance, damage deposit assistance, and unpaid utilities for individuals impacted by the COVID-19 pandemic that allows individuals to avoid eviction. If funds are not fully expended, they may be carried over and utilized in a following month.
- The summary of program guidelines and eligibility for rental assistance is attached and adopted herein as Attachment A.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board of Commissioners directs the Community Services Department to prioritize the use of any state and federal rental assistance dollars or housing assistance funds that are available to the greatest extent possible prior to utilizing the county funds provided by this resolution in order to maximize the total amount of assistance provided; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board of Commissioners does hereby authorize the Community Services Department, with approval of the County Administrator, to employ the appropriate number of special project positions through March 31, 2021 to administer the assistance programs and is authorized to contract with the necessary organizations to provide sheltering services through June 30, 2021; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board directs the assistance identified above and the costs for administration totaling \$1.41 million be paid for with a permanent use of fund balance and that such funds shall be transferred to the county's emergency fund.



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

COMMISSIONER REPORTS

Commissioners reported on meetings and other events that 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.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Karwoski moved to adjourn. Commissioner Johnson seconded the motion and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none. The County Board meeting adjourned at 11:29 a.m.

Attest:

DocuSigned by:

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Kevin Corbid
County Administrator

DocuSigned by:

2BB6324A826E467...
Lisa Weik
County Board Chair