



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 17, 2023**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room.

Present: Commissioner Fran Miron, District 1
Commissioner Stan Karwoski, District 2
Commissioner Gary Kriesel, District 3
Commissioner Karla Bigham, District 4
Commissioner Michelle Clasen, District 5

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

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

1. Approval of the January 3, 2023, County Board meeting minutes.
2. Approval to appoint Natalie Carstenbrock, Cottage Grove, to a first term beginning January 1, 2023, and expiring December 31, 2025, as the District 4 Representative on the Mental Health Advisory Committee.
3. Approval of **Resolution No. 2023-004** as follows:

**2023 DELEGATION OF AUTHORITY TO MAKE ELECTRONIC
FUNDS TRANSFERS TO THE DIRECTOR OF ACCOUNTING
AND FINANCE DEPARTMENT OR THEIR DESIGNEE**

WHEREAS, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and



WHEREAS, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

WHEREAS, one of the requirements is for the governing body to annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee; and

WHEREAS, the county desires to utilize electronic funds transfers as authorized by statute.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County delegates the authority to make electronic funds transfers to its Accounting and Finance Director, or their designee, as allowed under Minnesota Statutes 471.38.

4. Approve Statement of Agreement for Executive Assistant to the County Attorney and authorize the Director of Human Resources to sign the agreement on behalf of the County.
5. Approve revisions to Human Resources Policy #5420 Safety Policy.
6. Approval of **Resolution No. 2023-005** as follows:

LAWFUL GAMBLING EXEMPTION RESOLUTION

WHEREAS, Pheasants Forever Washington County Chapter #671 has made an application to the Minnesota Gambling Control Board for the exemption from certain requirements contained in Minnesota Statute 349.166 sub.2 in order to conduct a raffle at the Washington County Fairgrounds, Hooley Hall, 12300 40th St N., Lake Elmo, MN 55042. The event will take place on February 12, 2023, and

WHEREAS, Baytown Township has been notified that the organization is applying for an exempted gambling activity within the township limits, and

WHEREAS, the Gambling Control Board requires acknowledgement by the County for a gambling premises located in a township.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners does not oppose issuance of exemption consistent with the application and further acknowledges the exempt permit may be granted with no waiting period.

7. Approval of **Resolution No. 2023-006** as follows:

**AGREEMENT NO. 1052258
WITH THE STATE OF MINNESOTA,
DEPARTMENT OF TRANSPORTATION**

WHEREAS, Washington County wishes to enter into Agreement No. 1030082 for federal participation in construction projects with the State of Minnesota, Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the county to accept federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, that the Chair and the Administrator are hereby authorized and directed for and on behalf of the county to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1052258”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

8. Reject bids that were received on December 13, 2022, for the Stillwater Campus Heating and Cooling Upgrade project.
9. Approval to restructure from an existing 1.0 full-time equivalent Patrol Officer/Deputy Sheriff position to a Patrol Officer Sergeant.

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

COMMUNITY SERVICES

Resolution for HealthPartners Donation

Division Manager George Stone presented a resolution to approve a donation from HealthPartners for \$85,000. Mr. Stone reported that with the wind down of the federal Public Health Emergency, triggered by the COVID-19 pandemic, many public assistance program changes will go into effect. Among the most critical are thousands of healthcare renewals that have accumulated during the past two-plus years of the pandemic. The Minnesota Department of Human Services has been urging counties to make sure they have the correct, current addresses of all of its enrollees to ensure that people will receive their renewals when they become mandatory to complete.

Commissioner Clasen moved to adopt **Resolution No. 2023-007** as follows:

DONATION FROM HEALTHPARTNERS

WHEREAS, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

WHEREAS, any gift, donation, or bequest becomes the property of Washington County; and

WHEREAS, the Washington County Board is authorized to approve donations, gifts, and bequests on a quarterly basis.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept a donation from HealthPartners in the amount of \$85,000.

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

Special Project Case Aide Positions

Mr. Stone reported that the HealthPartners donation will be used to fund 2.0 full-time equivalent (FTE) special project Case Aide positions, which will enable Washington County to be proactive in ensuring that its public assistance recipients receive their healthcare renewal information. The two positions will cost \$63,600 each, for a total of \$127,200, that will be paid for using donated funds from HealthPartners, combined with federal reimbursement.

Commissioner Miron moved to approve 2.0 FTE special project Case Aide positions in the Community Services Economic Support Division. Commissioner Clasen seconded the motion, and it was adopted unanimously.

PUBLIC WORKS

Contract for the County State Aid Highway 12 Improvement Project

Engineer Eden Rogers presented a consulting contract for final design of the County State Aid Highway (CSAH) 12 Improvement Project. The Washington County Capital Improvement Plan (CIP) identifies three improvement projects in the Mahtomedi and Grant areas. These three projects are:

- RB-2663: Roadway improvement project for CSAH 12 (75th St N) from East Ave/Hallam Ave S to Kimbro Ave N.
- RB-2679: Trail construction project from East Ave/Hallam Ave to County Highway 9 (Jamaca Ave) that will construct a new trail connection along the south side of County Highway 12.

- RB-2204: Pavement preservation and rehabilitation to include pavement and multi-use trail resurfacing from County Highway 9 (Jamaca Ave) to Kimbro Ave.

Ms. Rogers continued that to achieve the best value and ensure a consistent, coordinated design, it has been determined that these three projects could be bundled under one design effort and contract. Public Works intends to hire one consultant to assist with community engagement and completion of design. The intention would be to bid these three as one large project.

The main objectives of the bundled project are: to improve pavement; reduce short and long-term maintenance costs; construct a new traffic signal at CSAH 12 and East/Hallam Ave; review horizontal and vertical alignment of the roadway for safety improvements; add trail connections and improve pedestrian accessibility and safety; and design appropriate drainage improvements to manage surface water and improve its quality.

This contract will include project coordination of final design, public engagement, environmental investigations, and utility coordination necessary to deliver this project. The project is scheduled for construction in 2024. This contract will be funded through Highway State Aid and local contributions.

Commissioner Karwoski moved to approve Contract No. 15273 with Bolton & Menk Inc. for \$549,722 for the CSAH 12 Improvement Project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Expedited Conservation Partners Legacy Grant

Natural Resources Coordinator Dan MacSwain reported that Washington County received two Expedited Conservation Partners Legacy Grants. These grants are part of the Outdoor Heritage Fund, one of four funds established by the Clean Water, Land and Legacy Amendment. Funding is appropriated by the Minnesota State Legislature and recommended by the Lessard-Sams Outdoor Heritage Council.

Mr. MacSwain reported that the first grant, totaling \$50,000, was received for restoring 18 acres of oak savanna within Lake Elmo Park Reserve. Project expenses for the restoration project will include contracted services for removal of boxelder trees to restore the oak savanna canopy and encourage desirable groundcover to benefit wildlife. A 10% in-kind match is required, which will be provided by staff time to plan and implement the project. The County Board approved the application at the November 1, 2022, County Board meeting with a resolution of support.

The second grant, totaling \$22,500, was received for Pine Point Regional Park east prairie and savanna restoration, and will go towards restoring an 11-acre agricultural field into a diverse prairie to support at-risk pollinators and other species of greatest conservation need. Project expenses for the restoration project include the purchase of prairie seed and plants. A 10% in-kind match is required, which will be provided by staff time to coordinate the project and plant the prairie. The grant application request form was signed by the County Administrator on May 2, 2022.

Commissioner Clasen moved to approve the Lake Elmo Park Reserve Oak Savanna Restoration Phase III grant for \$50,000. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve the Pine Point East Prairie and Savanna Restoration grant for \$22,500. Commissioner Bigham seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Resolution for 2022 4th Quarter Donations

Commissioner Clasen moved to adopt **Resolution No. 2023-008** as follows:

2022 4th QUARTER DONATIONS, GIFTS, AND BEQUESTS

WHEREAS, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

WHEREAS, any gift, donation, or bequest becomes the property of Washington County; and

WHEREAS, the Washington County Board is authorized to approve donations, gifts, and bequests on a quarterly basis.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$6,527.24 for the fourth quarter of 2022.

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

State Legislative Update

County Administrator Kevin Corbid reported that last week's legislative reception had a great turnout, with nearly the full Washington County delegation in attendance. There is strong bipartisan support for the county's legislative requests. Several legislators were interested in authoring bills, and the Larkin Hoffman team will be working on organizing bill authors this week. Staff continues to schedule meetings with legislators, and are working on a date in April for a second legislative reception.

County organizations and staff are following a number of bills that are moving through the Legislature related to the legalization of medical marijuana, a paid family medical leave proposal, changes to solid waste management, and related to homelessness, broadband, children's services, and Metropolitan Council reform.



Federal Legislative Update

Mr. Corbid reported that the National Association of Counties (NACo) Legislative Conference will be in Washington, D.C. on February 11-14, 2023, and three commissioners are planning to attend. Staff are arranging meetings for commissioners with the Minnesota legislative delegation. Staff are working with Downs Government Affairs team to begin identifying the congressionally-directed funding project requests for the county.

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

No board correspondence was received.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Bigham moved to adjourn. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 10:06 a.m.

BOARD WORKSHOP WITH COMMUNITY SERVICES

The board met in workshop session for an update on the Emergency Rental Assistance program. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Gary Kriesel

Gary Kriesel
County Board Chair