

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 28, 2020**

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

Also Present: Molly O'Rourke, County Administrator
 Susan Tice, County Attorney Civil Division Chief
 Stephanie Kammerud, Board Clerk

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

- A. Approval of the January 7, 2020, County Board meeting minutes.
- B. Approve revisions to County Policy #6008 – Meal, Mileage, and Other Authorized Expense Reimbursement for County Commissioners.
- C. Approval of appointments to the Library Board: Sunday Olayinka, Woodbury, as an At-Large Representative; Mary Burke, Marine on St. Croix, as a District 1 Representative; and Shawn Foster-Huot, Cottage Grove, as a District 4 Representative to first terms expiring December 31, 2022.
- D. Approval of the reappointment of David Olufson, Mahtomedi, to the Library Board as the At-Large Representative to a second term.
- E. Approve the needs determination for Rise, Inc. to consolidate their Day Training & Habilitation program licenses from three down to one.

F. Approval of the contracts with Phoenix Alternatives, Opportunity Services, Inc., and Midwest Special Services, Inc. to provide Day Training & Habilitation and other related services for persons with disabilities for the period of January 1, 2020, through December 31, 2021, and authorize its executive pursuant to Minn. Stat. 373.02.

G. Approval of **Resolution No. 2020-007** as follows:

ESTABLISH PAY RATES FOR ELECTION JUDGES

WHEREAS, Minn. Stat. 204B.31 requires the governing body of cities and schools to establish the amount of election judge pay for election judges serving within their jurisdictions, and

WHEREAS, the County has entered into Election Services Joint Power Agreements with a number of cities and schools to perform election related duties imposed on them under Minnesota election law and other relevant state and federal laws, and

WHEREAS, these agreements delegate the county responsible to determine the pay rates for election judges, and

WHEREAS, the county hires temporary staff to conduct absentee voting at our absentee voting locations.

NOW, THEREFORE BE IT RESOLVED, that the Washington County Board of Commissioners hereby establishes the pay rates for election judges as follows:

- | | |
|------------------------------------|------------------|
| 1) Election Judges | \$11.00 per hour |
| 2) Co-Head Election Judges | \$13.00 per hour |
| 3) Head Election Judges | \$15.00 per hour |
| 4) Absentee Voting Election Judges | \$16.00 per hour |

H. Approval of **Resolution No. 2020-008** as follows:

RESOLUTION APPROVING ELECTION EQUIPMENT GRANT APPLICATION

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and

WHEREAS, it is essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

WHEREAS, Minnesota 2019 Legislature authorized \$2 million for the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before January 31, 2020;

NOW THEREFORE BE IT RESOLVED, Washington County approves its application for funding from the Voting Equipment Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase assistive voting technology, an electronic roster system, an electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

- I. Approve City Election Services Joint Powers Agreement No. 13216 between Washington County and the City of Woodbury.
- J. Approve Addendum I to Agreement No. 12272 with the University of Minnesota for Extension Services for the period of January 1, 2020 through December 31, 2021, and authorize its execution pursuant to Minn. Stat. 373.02.
- K. Approval of Change Order No. 2 to Contract No. 12967 with Twin Cities Hardware, Inc. in the amount of \$1,079 for work on the Wildwood Library Project.
- L. Award the bid to and authorize execution of Lease Agreement No. 13193 in the amount of \$24,359.65 with David See Farms for the lease of agricultural land located in St. Croix Bluffs Regional Park.
- M. Award the bid to and authorize execution of Lease Agreement No. 13194 in the amount of \$22,905.39 with David See Farms for the lease of agricultural land located in Lake Elmo Park Reserve.
- N. Award the bid to and authorize execution of Lease Agreement No. 13195 in the amount of \$1,707.75 with Ronald Schiltgen for the lease of agricultural land located in Big Marine Park Reserve.
- O. Award the bid to and authorize execution of Contract No. 13202 to Collins Electrical Construction Company and in the amount of \$216,750 for the service of building electrical systems for Washington County.
- P. Approval to restructure the Senior Jail Program Coordinator to a Correctional Officer Sergeant.

Q. Approve Grant Agreement No. 13207 between the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management, and the Washington County Sheriff's Office in the amount of \$111,349 for the period of January 1, 2019 through January 31, 2020, and authorize its execution pursuant to Minn. Stat. 373.02.

R. Approval of **Resolution No. 2020-009** as follows:

E. THEODORE AND LOIS M. THOMPSON FAMILY FUND OF THE SAINT PAUL AND MINNESOTA FOUNDATION DONATION

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.

NOW, THEREFORE BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve to accept a donation from the E. Theodore and Lois M. Thompson Family Fund of the Saint Paul and Minnesota Foundation in the amount of \$2,000.

S. Approve Mutual Aid Joint Powers Agreement No. 13212 between the Minnesota Department of Corrections, Minnesota Correctional Facility-Oak Park Heights and Washington County.

T. Approve an application for federal assistance from the Office of National Drug Control Policy for federal grant funding in the High Intensity Drug Trafficking Areas (HIDTA) program.

U. Approval of **Resolution No. 2020-010** as follows:

OAKDALE GUN CLUB K-9 DONATION

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.

NOW, THEREFORE BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve to accept a K-9 donation from the Oakdale Gun Club in the amount of \$1,146.

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

LIBRARY

Resolution to Approve a Donation from the RAFT Foundation

Commissioner Johnson moved to adopt **Resolution No. 2020-011** as follows:

LIBRARY DONATION

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.

NOW, THEREFORE BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve the donation in the amount of \$30,000 from the RAFT Foundation for the Washington County Library.

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

PUBLIC WORKS

Approval of the 2020 Conservation Partners Legacy Grant Agreement

Commissioner Karwoski moved to approve Agreement No. 13217 for the 2020 Conservation Partners Legacy Grant for the Lake Elmo Park Reserve Oak Savanna Restoration Phase II project in the amount of \$390,000. This grant will assist in restoring 166 acres of Prairie and Oak Savanna. Commissioner Weik seconded the motion and it was adopted unanimously.

Approval of Contract with SRF Consulting, Inc.

Commissioner Kriesel moved to approve Contract No. 13197 with SRF Consulting, Inc. in the amount of \$319,399 to perform preliminary design and project coordination services for the County State Aid Highway 15 (Manning Avenue) Phase 3 Capacity Improvement Project (RB-2627). Commissioner Karwoski seconded the motion and it was adopted unanimously.

Approval of Change Order with Shafer Contracting Company, Inc.

Commissioner Karwoski moved to approve Change Order No. 16 to Contract No. 12333 with Shafer Contracting Company, Inc. in the amount of \$300,000 for early completion incentives on the County State Aid Highway 35 (Hadley Avenue) at Trunk Highway 36 Interchange Project (RB-2589). Commissioner Kriesel seconded the motion and it was adopted unanimously.

GENERAL ADMINISTRATION

Resolution to Accept the 2019 4th Quarter Donations

Commissioner Johnson moved to adopt **Resolution No. 2020-012** as follows:

2019 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 \$5,875.98 for the fourth quarter of 2019.

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

Recognition and Resolutions Honoring the Career of Washington County Administrator Molly O'Rourke

After nearly 25 years of service at Washington County, Administrator Molly O'Rourke is retiring today. Ms. O'Rourke expressed her appreciation for her years of learning about the tremendous work done in the county, interacting with hardworking, intelligent, dedicated people that will continue to advance essential services that the county provides. Ms. O'Rourke said the good work that the county continues to do, the lives that we change in a positive way, is nothing short of amazing, and she has been honored to be part of that. Ms. O'Rourke expressed her gratitude for the support that she received throughout the years from county employees, department heads, and board members, which has allowed her to do the best to her ability in this position. Ms. O'Rourke is confident that same support and confidence will be given to Kevin Corbid, as he takes on the next role of county administrator. Ms. O'Rourke wished all the best going forward and has every confidence that the county will continue to work for the betterment of all of our residents and taxpayers in this county.

Senator Karla Bigham and Senator Susan Kent presented Ms. O'Rourke with a Senate resolution honoring her retirement on behalf of the Minnesota Senate, as follows:

WHEREAS, Molly O'Rourke earned a master of public administration from Hamline University and a bachelor of social development from the University of Minnesota-Duluth; and

WHEREAS, Molly worked for the city of St. Paul before being hired by Washington County in 1995 as assistant auditor treasurer; and

WHEREAS, she later served as director of the county's taxpayer services and elections department and as deputy administrator before becoming administrator in 2012; and

WHEREAS, in May 2019, she received the Dr. Robert A. Barrett Award for Management for her contributions to the Minnesota City/County Management Association, based on her work with both staff and elected officials that has resulted in the county maintaining its AAA bond rating, maintaining infrastructure, and successfully delivering services for residents; and

WHEREAS, she was also the recipient of the 2019 Hamline University School of Business Alumni Association Distinguished Achievement Award; and

WHEREAS, on December 5, 2019, she decided to retire, effective at the end of January, to spend more time with her family; and

NOW, THEREFORE, BE IT RESOLVED by the Senate of the State of Minnesota that it congratulates Washington County Administrator Molly O'Rourke on her many years of outstanding service to her community and state, and extends best wishes to her in her retirement.

BE IT FURTHER RESOLVED that the Secretary of the Senate is directed to prepare an enrolled copy of this resolution, to be authenticated by the Secretary's signature and that of the Chair of the Senate Rules and Administration Committee, and transmit it to Molly O'Rourke.

The County Board shared their individual comments, gratitude, admiration, and congratulations to Ms. O'Rourke on her retirement and presented their resolution.

Commissioner Kriesel moved to adopt **Resolution No. 2020-013** as follows:

**RESOLUTION HONORING THE CAREER OF
WASHINGTON COUNTY ADMINISTRATOR
MOLLY O'ROURKE**

WHEREAS, Washington County Administrator Molly O'Rourke notified the County Board and the employees of Washington County of her intent to retire from her position as county administrator on January 28, 2020; and

WHEREAS, Molly O'Rourke has provided stellar leadership to Washington County for nearly 25 years; and

WHEREAS, Molly O'Rourke has dedicated her entire career to public and government service, including as an employee of the City of St. Paul prior to joining Washington County; and

WHEREAS, Molly O'Rourke was hired on March 13, 1995 as the executive assistant to the County Auditor/Treasurer, was promoted to Director of Assessment and Taxation on September 21, 1998, promoted to Deputy Administrator in April of 2001, and promoted to County Administrator on January 27, 2012; and

WHEREAS, during Molly O'Rourke's time as county administrator the county has increased its focus on employee engagement, on providing excellent customer service, on preventative activities, and on activities to strengthen the organization's diversity and inclusion initiatives; among many other accomplishments; and

WHEREAS, Molly O'Rourke has led the organization through periods of rapid population growth in the county, which created many challenges and opportunities for the delivery of programs and services that ensure and enhance the high quality of life residents of the county enjoy; and

WHEREAS, Molly O'Rourke has developed a strong leadership team within the organization that is focused on addressing its key opportunities and challenges; and

WHEREAS, Molly O'Rourke has provided effective support and counsel to many county commissioners during her time as deputy administrator and county administrator; and

WHEREAS, Molly O'Rourke has been a stalwart defender and promoter of the role of government in ensuring a safe and civil society where all have the ability to reach their full potential; and

WHEREAS, Molly O'Rourke has protected and strengthened the county's financial position, maintaining its highest credit ratings while providing funding for services to a growing county; and

WHEREAS, under Molly O'Rourke's leadership the employee engagement scores have increased each of the three surveys that have been completed since 2013, leading to higher productivity of staff, higher quality of service to residents and more work satisfaction for all employees; and

WHEREAS, under Molly O'Rourke's leadership the county's residential survey results continued to show residents enjoy a high quality of life, feel exceptionally safe in their communities, and enjoy the natural resources that make Washington County a special place; and

WHEREAS, during Molly O'Rourke's tenure the county and its employees received numerous awards for innovative projects and excellent service, including numerous awards from the National Association of Counties and the Association of Minnesota Counties; and

WHEREAS, under Molly O'Rourke's leadership the county's relationship with its bargaining units and employees has improved and she ensured employees were treated fairly and recognized for their great work; and

WHEREAS, Molly O'Rourke has been a tremendous role model for all leaders within the organization and has spent much time and effort mentoring other female supervisors, managers, and administrators within Washington County and other local government organizations ; and

WHEREAS, Molly O'Rourke participated in and served in many leadership capacities within professional organizations throughout her time at the county; and

WHEREAS, Molly O'Rourke was the recent recipient of the 2019 Dr. Robert A. Barrett Award for Management Excellence from the Minnesota City/County Administrators Association and Hamline University's 2019 School of Business Alumni Association Distinguished Achievement Award; and

WHEREAS, Washington County has benefitted greatly from Molly O'Rourke's leadership and dedication and she will leave a great example for others to follow and will be greatly missed.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners acknowledges Molly O'Rourke's retirement from her position as Washington County Administrator, thanks her for her outstanding leadership, and wishes her the best for a long and healthy retirement.

Commissioner Weik seconded the motion and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Weik, Kriesel, Johnson, Karwoski, and Miron. 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

No board correspondence was received.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Weik moved to adjourn, seconded by Commissioner Karwoski, and it was adopted unanimously. The County Board meeting adjourned at 10:47 a.m.

Attest:

A handwritten signature in cursive script, appearing to read "Molly O'Rourke".

Molly O'Rourke
County Administrator

A handwritten signature in cursive script, appearing to read "Fran Miron".

Fran Miron
County Board Chair