



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
FEBRUARY 2, 2021**

BOARD WORKSHOP WITH ADMINISTRATION

The Board met in workshop session for an update on the Small Business Relief Grant Program. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, outside agencies, and county staff.

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, via WebEx
 Commissioner Gary Kriesel, District 3, via WebEx
 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

Board Chair Lisa Weik 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.

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

- A. Approval of the January 19, 2021, County Board meeting minutes.
- B. Approve the tentative agreement for 2021 Collective Bargaining Agreement with the Assistant Washington County Attorney's Association.
- C. Approval of **Resolution No. 2021-015** as follows:

RESOLUTION TO ESTABLISH COUNTY STATE AID HIGHWAY 28

WHEREAS, it appears to the Washington County Board that the road hereinafter should be designated County State Aid Highway under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, that subject to the approval by the Minnesota Commissioner of Transportation, the Washington County Board of Commissioners hereby determines that Washington County Road 78 (110th Street South) from Trunk Highway 95 (Manning Avenue South) to County State Aid Highway 21 (St. Croix Trail South) shall be established, located and designated a Washington County State Aid Highway and identified as County State Aid Highway 28. A map of this roadway is included in the attached Exhibit A.

BE IT FURTHER RESOLVED, that the County Administrator is hereby authorized to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon their approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as a County State Aid Highway of Washington County.

- D. Approve amendment to Metropolitan Council Grant Agreement No. SG-11400 to increase the awarded amount to the grant by \$37,994.68.



- E. Approve Metropolitan Council Grant Agreement No. SG-14928 in the amount of \$831,038 for Lake Elmo Park Reserve and Central Greenway Regional Trail and Pavement Improvements.

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

ACCOUNTING AND FINANCE

Presentation of Annual Financial Highlights and Awards

The Washington County Board of Commissioners were presented with the county's financial and budget awards.

Principal Accountant Carl Jacobson presented the 2019 annual financial audit highlights and summary. Washington County's net position increased by \$74.9 million, driven by bond issuance, investment return, and investments in capital assets. Prior year Governmental Accounting Standards Board (GASB), Other Post-Employment Benefits (OPEB) implementation, and investment in capital assets caused unrestricted net position to show a negative balance of \$42.2 million.

Unrestricted fund balance increased while expenditures also increased, the fund balance up \$11.9 million. This was due to a large increase in capital projects funds due to 2019A bond issuance, and strong investment performance in the General Fund. The county has approximately 4.2 months of expenditures in unrestricted fund balance (assigned and unassigned).

Unrestricted fund balance decreased, and expenditures increased. The county has approximately 5.3 months of expenditures in fund balance (assigned and unassigned).

Mr. Jacobson stated that each year, the county is required by state law to publish the summary financial statement in a newspaper insert. This year, the 2019 financial information will be published in the Country Messenger, and the Stillwater Gazette. The information will include the county's financial statements and balance sheet, as well as a statement of revenues, expenditures, and changes in fund balance. It also lists the disbursement of county funds of more than \$5,000.

Mr. Jacobson presented the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Award for the county's 2018 Comprehensive Annual Financial Report (CAFR). This is the 34th year Washington County has received this award. The certificate of achievement was awarded to 17 of Minnesota's 87 counties for 2018. The CAFR is an all-encompassing financial document. Washington County is part of the 19.5% in the state level and 17.7% nationally that have received this honor, demonstrating the hard work of the county staff.

Senior Accountant Shanna Fulkerson presented the GFOA 2018 Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR). This is the first year that Washington County has received this award. The PAFR award was introduced by GFOA in 1991

and was designed for reader appeal and understandability. Charts and graphs are incorporated to be visually appealing and understandable to the reader, while being mindful to reduce jargon and technical language specific to finance professionals. It provides highlights of county programs, services, and activities, while incorporating trends and comparative data for contextual understanding. Although the PAFR award program has been around for 30 years, fewer counties are seeking this award. It is an undertaking, and there is a tight window of timing to prepare the PAFR, being based off the CAFR and the requirement for both reports to be submitted within six months of the end of the fiscal year. The PAFR provides a new resource to county residents to be/stay engaged in county operations. It is a new tool for working directly with constituents regarding the financial position of the county. This recognition underscores the county's credibility to the stakeholders it serves, and recognizes successful efforts of staff. Ms. Fulkerson was pleased to present this first-time award to the County Board.

Deputy County Administrator Jan Lucke presented the GFOA Distinguished Budget Presentation Award for the county's 2020 budget. Each year, after the adoption of the county's final budget, staff prepare a budget document that can be used by commissioners, staff, and the public, as a policy document, an operations guide, a financial plan, and a communications device for the public to understand the county's budget.

In order to receive the award, the budget document is submitted to the GFOA and it goes through a number of peer reviews to determine if the quality of the document meets the nationally recognized standards for effective budget presentation. In order to receive the award, the county document must meet all 14 mandatory criteria on which it is rated. The award program began in 1998 and is the only national awards program in governmental budgeting. 2020 is the 23rd consecutive year of Washington County receiving this esteemed award.

Ms. Lucke reported that nationwide, 257 counties have received the award in 2020. In Minnesota, only six counties have received the award for 2020 – Carver, Crow Wing, Dakota, Ramsey, and Sherburne – in addition to Washington County. The award reflects the commitment of Washington County and staff to meeting the highest principles of governmental budgeting.

The county's budget is a product of much hard work by the County Board and county staff, and reflects the priorities of its county residents. Similar to the CAFR, many county staff contribute and play a critical role in preparation of the budget document, and the award would not be possible without department contributions. Ms. Lucke introduced three staff members from the Office of Administration who performed the important role of preparing the document: Office Specialist Shannon Gamble, and the county's two Budget/Financial Analysts Janna Oman and Larry Phillips. Ms. Lucke commended them for their great work and presented the award to the County Board on behalf of the entire organization.

GENERAL ADMINISTRATION

Authorize Permanent Use of Fund Balance for Continued COVID-19 Pandemic-related Expenditures

Accounting and Finance Director Tabatha Hansen reviewed ongoing pandemic response operating needs, including food security, communications and essential services, and operational needs that include supplies, contracted cleaning, courts, system improvements, and squad vehicles.

Food Security

The Food Security Unit (FSU) work is a continuation of 2020 pandemic response activities and includes four program areas: emergency food delivery; prepared meal delivery; food distribution; and, communication/advertisements. These activities are intended to strengthen Washington County's ability to provide basic needs for individuals disproportionately affected by the pandemic, including, but not limited to: older adults experiencing isolation; those who are temporarily incapacitated due to illness; those facing homelessness; those who are struggling economically due to the pandemic and other factors; and, those who are historically disenfranchised by structural inequities.

The FSU partners with local food shelves and transportation organizations to deliver emergency food packs to households in need. Because of the ongoing pandemic, many household do not have the same access to food shelves due to an inability to ride public transportation, home quarantine, or isolation due to illness. The program helps eliminate food waste from local food shelves.

Washington County residents request a prepared meal delivery via an online form and/or a referral from county staff. This includes referrals from Homeless Outreach Services Team (HOST), Essential Services, Social Workers or the Food Support Line. This program provides meals to individuals and families who have reduced capacity to prepare and cook a meal, including those who are currently being sheltered, elderly individuals who have difficulty leaving their home due to the pandemic, and individuals who are home quarantining or isolating.

FSU partnered with local food shelves and community volunteers to host large scale drive-through food distribution events at 15 accessible locations throughout the county in 2020. Food was sourced free of charge from food banks. The events introduced residents, many of whom had never requested assistance from the county before, to the emergency food system and provided access to longer-term resources and supports. Washington County's support for these events helped develop new processes and procedures that have impacted food delivery structures in the county throughout the pandemic and will continue to support community needs long after the pandemic subsides.

Communications

Communications for the COVID-19 vaccine and #FacethisTogether campaign aims to support Washington County residents in helping stop the spread of COVID-19 and encourage individuals to get vaccinated for COVID-19. The campaign is intended to reach and resonate with all residents of Washington County including groups that have been disproportionately affected by COVID-19 (Black, Indigenous and People of Color (BIPOC), low income, and English as a second language residents). Public health has a duty to assure that essential needs are addressed for individuals who

are in isolation and quarantine. The project includes a culturally appropriate process to gather input and feedback from cultural leaders throughout Washington County.

Operational

Building Services reports increased use of cleaning supplies by custodians and public-facing programs, such as license centers and libraries. The Centers for Disease Control and Prevention (CDC) is recommending increasing filter efficiency and more outside air brought into buildings. The county has increased the level of efficiency of HVAC filters in the buildings and this requires more frequent changes and staff time. All buildings are bringing in more outside air than before the pandemic, and as a result, there has been an increase in gas and electric utility expenses.

Building Services continues to contract for cleaning services in the jail regarding COVID-19 cases. Currently, Building Services is experiencing 3-5 times per week COVID cleaning requests in its buildings due to staff or someone from the public being positive or showing symptoms. This does not have an immediate burden on staff time since many are teleworking. It is anticipated that this will have an impact on custodial time when the county determines to allow staff back in the buildings and the typical cleaning demand resumes.

The Sheriff's Office is in need of five additional squad vehicles to reduce the number of deputies sharing vehicles. Sheriff Dan Starry came forward and explained that when a deputy transports a person with COVID-19, there are prolonged cleaning procedures for the vehicle after the transport. This is also the case with any residue left by a transport. The squad vehicles are a mobile office for deputies, and they spend much of their nine-hour shift working inside the vehicle. All squads are shared, sometimes by up to three deputies, and when one is down, it slows vehicle availability.

Ms. Hansen is requesting the board authorize \$933,400 for continued COVID-19 pandemic-related expenditures. The following amounts were projected for six months: food security \$76,200; communications \$19,800; essential services \$14,400; cleaning/ supplies/contracted cleaning \$348,000; courts \$75,000; system improvements \$100,000; five squad vehicles \$300,000.

Commissioner Johnson moved to authorize permanent use of fund balance for continued COVID-19 pandemic-related expenditures in the amount of \$933,400. 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.

Consideration of Potential Changes to the County's Small Business Relief Grant Program

County Administrator Kevin Corbid recapped this morning's workshop regarding the county's Local Business Relief Grant program. The county received approximately \$5 million in state funds for continued business assistance in response to the pandemic. This program is due to close on February 4th for applications; however, the county is aware that the amount requested in current applications exceeds the amount of funding that is available. This morning, the County Board reviewed the applications, the numbers that are falling under each priority level, and the options to move forward and identify the grants that are made through that program. Staff recommends approval for permanent use of fund balance to fund the grants that are provided to the license

holders of food, pools, and lodging grants. Staff recommends funding all Priority 1 applications and prorate the funds for Priority 2 businesses.

Commissioner Miron moved to approve a permanent use of fund balance to fund the county food, pools, and lodging license grants, thereby allowing the full \$5 million in state funds to be used to fund grant applications received from for-profit and non-profit businesses, and to direct staff to extend the deadline for this program. 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.

Mr. Corbid reported that this morning's workshop also indicated more businesses in the Priority 2 group were approved for CARES Act funding, and if funds are not available to fund all eligible Priority 2 applications, staff recommends pro-rating the grant amounts in order to fund all eligible applications. It is very likely there will not be funding available for Priority 3 applications.

After some discussion, the County Board requested to delay making any decision on pro-rating the funding until the next County Board meeting. Commissioner Miron moved to postpone this discussion and any action on Priority 2 applications to the February 9, 2021 County Board meeting. Commissioner Johnson seconded the motion.

Commissioner Miron moved to amend the motion to include Priority 3 applications. 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.

A vote was then taken on the original motion as amended and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

Legislative Update

Deputy County Administrator Jan Lucke reported that on Tuesday, Governor Tim Walz and administration officials held a press conference announcing the Governor's \$52.4 billion state budget proposal to fund the state government through fiscal years 2022-2023. The Governor's proposed budget would be the largest in state history, and calls for additional spending for education, economic recovery, and working families. It focuses heavily on COVID-19 recovery and equity. The Governor proposes to preserve Local Government Aid and County Program Aid funding at the current funding levels. More information about the governor's budget is available online.

Ms. Lucke summarized the upcoming legislative schedule. The State budget forecast is released at the end of February/beginning of March. March 12th is the first committee deadline, and committees must act favorably on bills in the house of origin. March 19th is the second committee deadline, and committees must act favorably on bills, or companions of bills, that met the first deadline in the other house. The Legislature is in recess March 26th through April 5th for Easter/Passover Break. April 9th is the third committee deadline, and committees must act favorably on major appropriation and finance bills. The Legislature must adjourn by May 17th. Most of the hearings to-date have been informational in nature.



Larkin Hoffman, the county's government relations firm, is busy making sure bills on all Washington County priorities are drafted. There is currently a backlog at the Revisor's Office. Getting co-author signatures is proving difficult during the pandemic and some co-authors may be added on the floor.

Ms. Lucke thanked the County Board for its leadership and flawless presentation of Washington County legislative priorities at the virtual reception on January 22nd. Positive feedback was received from the delegation about how efficiently the meeting was run and the quality of the information presented.

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 Johnson moved to adjourn. 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. The County Board meeting adjourned at 11:38 a.m.

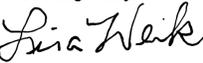
BOARD WORKSHOP WITH PUBLIC WORKS

The Board met in workshop session for an update on the progress of the MOVE Washington County Bicycle and Pedestrian Plan. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

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 Kevin Corbid
 County Administrator

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 Lisa Weik
 County Board Chair