



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
MAY 25, 2021**

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 Wayne Johnson, District 4
Commissioner Lisa Weik, District 5

Also Present: Kevin Corbid, County Administrator
Susan Tice, County Attorney Civil Division Chief
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 Kriesel moved, seconded by Commissioner Karwoski, to adopt the Consent Calendar as follows:

- A. Approval of the May 4, 2021, and May 11, 2021, County Board meeting minutes.
- B. Approval of **Resolution No. 2021-062** as follows:

AUTHORIZATION TO SUBMIT 2022-2023 TRANSPORTATION COORDINATION GRANT, ENTER INTO AGREEMENT WITH STATE OF MINNESOTA, AND PROVIDE LOCAL SHARE

WHEREAS, the State of Minnesota has authorized the Section 5310 Elderly and Disabled Assistance grant for Calendar Years (CY) 2022 and 2023; and

WHEREAS, the grant aims to improve access to and increase the coordination of mobility services, including public transportation, that minimizes barriers that disproportionately affect persons with disabilities, older adults, veterans, low-income individuals, and others with special transportation needs; and

WHEREAS, Washington County seeks financial assistance to improve access and increase transit coordination, both of which advance Board-approved strategic priorities, by raising awareness of existing services, engaging older adults, persons with disabilities, and their trusted allies, and moving forward on strategic mobility partnerships, strategies, and services; and

WHEREAS, Washington County is duly qualified and agrees to perform all services described in the grant agreement to the satisfaction of the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby authorizes the submittal of a proposal to the State of Minnesota for funding available through CY 2022 and 2023 Section 5310 Elderly and Disabled Assistance grant.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners, upon notification of being awarded CY 2022 and 2023 Section 5310 funds, authorizes the county to enter into an Agreement with the State of Minnesota, without further action of the county board.



BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners agrees to provide a local share of 20 percent of the total capital costs.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the Director of Community Services to execute the aforementioned Agreement and any amendments thereto, subject to the approval as to form by the county attorney.

- C. Approval of the Workforce Development Division's Local Plan for the Workforce Innovation and Opportunity Act (WIOA) for Program Years 2021 through 2023 (7/1/2021 – 6/30/2024).
- D. Approval of an application for renewal of an On-Sale and Sunday Liquor License from Cenco Farms Inc., located in Denmark Township.
- E. Approval of **Resolution No. 2021-063** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF APPLICATION
TO THE MINNESOTA HISTORICAL SOCIETY'S STATE
CAPITAL PROJECTS GRANTS-IN-AID COUNTY AND LOCAL
PRESERVATION GRANTS PROGRAM FOR WINDOW
IMPROVEMENTS AT THE WASHINGTON COUNTY HISTORIC
COURTHOUSE**

WHEREAS, the State Capital Projects Grants-in-Aid Program stated purpose is to support historic preservation projects of publicly owned buildings; and

WHEREAS, the State Capital Projects Grants-in-Aid Program will be distributed by the Minnesota Historical Society; and

WHEREAS, the Washington County Historic Courthouse is central to the history of Washington County, Minnesota; and

WHEREAS, Washington County has recently worked to make significant repairs to the Historic Courthouse windows; and

WHEREAS, additional improvements to the Washington County Historic Courthouse windows are needed to continue to protect and preserve the building; and

WHEREAS, Washington County is proposing to submit a grant funding request to the State Capital Projects Grants-in-Aid Program to fund window improvements at the Washington County Historic Courthouse totaling \$50,000.



NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners authorizes submittal of the application listed above for funding under the State Capital Projects Grants-in-Aid Program.

F. Approval of a new County Owned Property Naming Policy.

G. Approval of **Resolution No. 2021-064** as follows:

**MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM
STAR TRAIL ASSOCIATION**

WHEREAS, Washington County entered into a county/club agreement with the Star Trail Association on July 31, 1991, whereby the county agreed to sponsor the snowmobile club by acting as a pass-through agency for any grant-in-aid funding received from the State on behalf of the Star Trail Association's trails; and

WHEREAS, the Star Trail Association has developed a snowmobile trail system in Washington County and provides for the maintenance and grooming of those trails; and

WHEREAS, the Minnesota Snowmobile Trails Assistance Program provides funding for maintenance and grooming through capital improvement grants for snowmobile trails; and

WHEREAS, the Minnesota Department of Natural Resources requires a board resolution to be passed each year in order to participate in the program; and

WHEREAS, Washington County staff assistance is needed to help administer the grant, working between the Minnesota Department of Natural Resources and the Star Trail Associations.

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Snowmobile Trails Assistance Program application and the grant agreement be executed through the signatures of the County Board Chair and the County Administrator without further action of the County Board, conditioned upon the compliance with all specified requirements and approval as to form by the Washington County Attorney's office.

BE IT FURTHER RESOLVED that any grant-in-aid funding for the described trails be directed to Washington County for disbursement to the Star Trail Association.



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

COMMUNITY SERVICES

Resolution to Extend a 1.0 Full-Time Equivalent Special Project Position

Community Services Planning & Program Manager Sarah Tripple presented a resolution to extend a Special Project position for the hotel emergency shelter program, through January 31, 2022.

The Washington County COVID-19 emergency hotel shelter program began in April 2020 due to the Governor's Executive Order 20-55 which urged local governments to make 24-hour shelter available to people experiencing homelessness. Since then, more than 115 households and 167 people have been served in the hotel shelter. Washington County has received more than \$1.7 million in grant funds to help run this program. These funds will continue through January 2022.

In July 2020, the County Board approved a special project position to oversee the hotel shelter through the end of 2020. In January 2021, this position was extended through June 30, 2021. Washington County is seeking to extend this special project position again, through January 31, 2022. This will coincide with current funding sources.

Commissioner Miron moved to approve **Resolution No. 2021-065** as follows:

RESOLUTION TO EXTEND A SPECIAL PROJECT POSITION TO ASSIST WITH 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 (CRF) 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, 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, the county has received grant funding through the Minnesota Department of Human Services (DHS) Office of Economic Opportunity (OEO) Emergency Shelter Programs (ESP) and the Emergency Shelter Grants (ESG) in the amount of \$1,678,550 to provide emergency hotel shelter; 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 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 in order to maximize the total amount of assistance provided.

BE IT FURTHER RESOLVED that the County Board of Commissioners does hereby authorize the Community Services Department, with approval of the County Administrator, to extend a special project position through January 31, 2022, to assist with the hotel shelter program, and is authorized to contract with the necessary organizations to provide sheltering services through January 31, 2022.

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.

PUBLIC HEALTH & ENVIRONMENT

Public Health Program Supervisor Stephanie Souter presented two requests for approval. The first request is to update the Subsurface Sewage Treatment System (SSTS) Loan Program Policy #7003. The second request is to approve permanent use of fund balance in the amount of \$500,000.

The Subsurface Sewage Treatment System (SSTS) Loan Program has been in place since 2014. The program, carried out in partnership with the Washington County Community Development Agency (CDA), provides low interest loans to residents in need of replacing non-compliant SSTS. The county serves as a local lender in the Minnesota Department of Agriculture's (MDA) Agriculture Best Management Practices loan program. The loans are assessed on property taxes. Demand for the program has been high and has led to a waiting list in recent years. In addition, opportunities exist to expand eligibility of the program to include both sewer hookups and well improvements.

Ms. Souter reported that the changes in Policy #7003 recognize use of funds beyond MDA, and clarifies eligibility language, expands eligibility to include sewer hookups and well improvements/replacements, and changes the program name to Washington County SSTS and Well Low Interest Loan Program.

Ms. Souter reported that utilizing available fund balance of \$500,000 will provide additional cash flow into the loan program. The funds will stay in a separate revolving fund for use in the program.

Commissioner Johnson moved to approve the changes to Policy #7003 which will rebrand the program as SSTS and Well Low Interest Loan 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.

Commissioner Johnson moved to approve permanent use of fund balance transfer in the amount of \$500,000 into the SSTS program budget. 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.

PUBLIC WORKS

Approval to Name the New Lower Landing Facility at Cottage Grove Ravine Regional Park

Parks Director Sandy Breuer reported the new Lower Landing facility at Cottage Grove Ravine Regional Park is scheduled to open in June 2021. An official name is needed for the building, and an internal process that was guided by the Public Infrastructure Naming Policy was used to determine naming options. Nearly 40 name suggestions were identified as potential candidates. That list was then reduced to the top five selected names. “Ravine Landing” was the chosen facility name to recommend to the board.

Commissioner Johnson moved to approve “Ravine Landing” as the new name of the Lower Landing facility at Cottage Grove Ravine Regional Park. 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.

GENERAL ADMINISTRATION

Approve Contract and Permanent Use of Fund Balance for a Budget Management System

County Budget/Financial Analysts Janna Oman and Larry Phillips presented a contract with OpenGov Inc. for a new budget management system that is identified in the 2021-2025 Capital Equipment and Technology Plan (CETP). This system offers functionality to build the budget, manage forms related to the budget process, calculate personnel costs, and act as a communication tool. Currently, there are nine different software systems to generate the budget. This new budget management system will consolidate several of these systems and streamline the budget process.

The system functionality includes generation of the operating and capital budgets, forecasting and costing of personnel, integrated workflow for financial requests, reporting/dashboards, interface compatibility, ability to generate the Capital Improvement Plan (CIP) and CETP documents, and the functionality of an online budget book.

Commissioner Kriesel moved to approve Contract No. 14078 with OpenGov Inc. for a budget management system. 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.

Commissioner Miron moved to approve permanent use of fund balance from the capital technology fund in the amount of \$146,900 for the first year and implementation costs of the contract. 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.

Approval to Submit a Grant Application for the County's Land and Water Legacy Program

Communication & Planning Manager Tina Simonson presented a grant application to the Lessard-Sams Outdoor Heritage Fund for Land and Water Legacy Program (LWLP) purposes. Washington County is partnering with the Minnesota Land Trust (MLT) on this funding proposal to expand the county's LWLP protection capacity.

Ms. Simonson reported that the Washington County Habitat Conservation Partnership will leverage each partner's strengths and expertise to build a cohesive conservation effort. Washington County will administer the program, and the MLT will work in close partnership to secure conservation easements on private lands within the priority conservation areas, while applying state and county funds. Habitats on county permanently protected fee-owned and conservation easement properties will also be enhanced. The county would receive and support an additional .75 full-time equivalent (FTE) for the 4-year grant period. The county would provide a 30% match for conservation easements in the priority areas, enhancing habitats on 150 acres of LWLP fee-owned and conservation easement properties.

MLT will partner with the county to complete conservation easement acquisitions using state funds received. MLT will contract with local partners as needed for additional services. The budget is built around protection of 560 acres of habitat throughout the completion of approximately 12-16 easement projects.

Ms. Simonson reported this is a \$6,126,000 total request for conservation easement acquisition, land enhancement, staffing and support in Washington County priority areas. This total includes \$350,000 for a 0.75 FTE for four years, \$500,000 for habitat management, and \$20,000 for project identification. The county match will utilize \$1.2 million (30%) in LWLP matching funds for acquisition costs. MLT is requesting \$4 million for conservation easement acquisition plus funds for additional support services.

Currently, the LWLP has 985 acres protected and 33 projects. Washington County has invested \$12 million, partners have invested \$22 million, for a total of \$34 million. The county also has Purchase and Development Rights (PDR) with 1,188 acres protected and more than 40 projects, for a total of \$36 million, of which \$12 million is invested by the county.

Commissioner Miron moved to approve authorization to submit the grant application for the county's Land and Water Legacy 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.

State Legislative Update

Deputy County Administrator Jan Lucke reported that Minnesota Governor Tim Walz, U.S. House Speaker Melissa Hortman, and U.S. Senate Majority Leader Paul Gazelka, announced a Global Agreement and Working Group Framework last Monday. This framework is available online and provides targets for each spending area.



House and Senate Conference Committees, now working groups, are supposed to have biennial budget spreadsheets agreed upon by this Friday, May 28th, with bill language to be agreed on by June 4th.

The groundbreaking for the Manning and Highway 36 interchange was a big success with strong attendance from the state delegation, along with U.S. Rep. Betty McCollum and local elected officials. Hats off to Public Works for planning a great event.

Federal Legislative Update

Ms. Lucke reported on Friday, the county submitted transportation related community project requests through U.S. Senator Amy Klobuchar and U.S. Senator Tina Smith's offices. This includes the Brown's Creek Trail connection, the Central Greenway, and the Highway 36 and Lake Elmo Avenue interchange. These were a good fit for the appropriations accounts targeted by the U.S. Senate for community projects.

The U.S. Army Corp of Engineers has taken interest in the St. Croix Boat Launch. This project is still moving forward with the community project request submitted through U.S. Rep. Angie Craig's office, and this gives the county a dual path on the project. Public Works Deputy Director/County Engineer Wayne Sandberg has had several conversations with the Army Corp this past week.

A workshop is being held today for additional information on the American Rescue Plan Act (ARPA).

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

Board correspondence was received and placed on file.

EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS

Board Chair Weik stated the next item #10 on the agenda is listed as an Executive (Closed) Session to review an appraisal related to the county's possible purchase of parcels identified as: PID 21.030.20.11.0006 for future road improvements along County State Aid Highway 11. Pursuant to Minnesota Statute Section 13D.05, subdivision, 3(c) this meeting may be closed to the public.

Commissioner Karwoski moved to convene in Executive (Closed) Session. 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.



The Board met in Executive Session with Public Works, the time being 11:17 a.m. This closed session is being held pursuant to Minnesota Statute Section 13D.05, subdivision 3(c) in order to review and discuss the appraisal completed with respects to the potential purchase of parcels identified as: PID 21.030.20.11.0006 for future road improvements along County State Aid Highway 11. Present for the Executive Session were Commissioners Weik, Kriesel, Karwoski, Johnson, and Miron; County Administrator Kevin Corbid, Deputy County Administrator Jan Lucke, Deputy County Administrator Jennifer Wagenius, Assistant County Attorney III Jessica Oertel; Public Works Director Don Theisen, Public Works Deputy Director/County Engineer Wayne Sandberg; Public Works Right-of-Way Specialist Sharon Price.

The County Board reconvened at 11:54 a.m.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Miron 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 11:54 a.m.

BOARD WORKSHOP WITH PROPERTY RECORDS AND TAXPAYER SERVICES

The Board met in workshop session for an update on the Mapping Prejudice Project and the University of Minnesota's request for Washington County to participate. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH PUBLIC WORKS

The Board met in workshop session for an update on the findings and recommendations of the Trunk Highway (TH) 36 Corridor Transit Feasibility Study. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH ADMINISTRATION

The Board met in workshop session to review funding guidance for the American Rescue Plan Act (ARPA). Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jennifer Wagenius, and county staff.



Attest:

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Kevin Corbid
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Kevin Corbid
County Administrator

DocuSigned by:
Lisa Weik
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Lisa Weik
County Board Chair