

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
MAY 26, 2020**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session remotely at 9:00 a.m.

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: Kevin Corbid, County Administrator
 Brent Wartner, First Attorney
 Stephanie Kammerud, Board Clerk

Board Chair Fran Miron announced that because of the COVID-19 Pandemic and Emergency Declaration issued by Minnesota Governor Walz and the Declaration of Emergency issued by the Washington County Board of Commissioners on March 17, 2020, the County Board will not be conducting this meeting at the regular location of the Washington County Government Center. Instead, County Board members will participate in this meeting by phone 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 view/monitor this meeting electronically from a remote location via live web stream from the county's public website.

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 County Board is neither 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 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. 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 Miron asked for comments from the public; none were heard.

CONSENT CALENDAR

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

- A. Approval of the April 28, 2020, and May 5, 2020, County Board meeting minutes.
- B. Approval to appoint George Stone, Community Services Division Manager, to serve on the Community Action Partnership of Ramsey & Washington Counties Board of Directors effective May 12, 2020.
- C. Approval of **Resolution No. 2020-059** as follows:

**APPROVAL OF BOARD OF COMMISSIONERS DELEGATING
AUTHORITY TO THE DIRECTOR OF COMMUNITY SERVICES
TO AUTHORIZE PROJECT SPECIFIC PLANS WITHIN BOARD
APPROVED MASTER GRANT CONTRACTS WITH THE
MINNESOTA DEPARTMENT OF EMPLOYMENT AND
ECONOMIC DEVELOPMENT**

WHEREAS, Minnesota Statute 116J.401 authorizes Minnesota Department of Employment and Economic Development (DEED) to administer the Workforce Investment Act and Workforce Innovation and Opportunity Act through Master Grant Contracts; and

WHEREAS, Washington County represents that it is duly qualified and willing to perform all services described in this grant contract to the satisfaction of the State of Minnesota to include Workforce Innovation and Opportunity Act (WIOA), Youth Employment and Training Program, and other appropriated funds received from the federal government, state government, or other entities; and

WHEREAS, Washington County, through the Board of Commissioners, entered into a Master Grant Contract with the State of Minnesota, acting through DEED, on March 17, 2020 and Washington County Community Services intends to continue to enter into future similar Master Grant contracts; and

WHEREAS, Master Grant Contracts will be supplemented with Project Specific Plans as funding opportunities become available and, at times, grant funding received for the Project Specific Plans may exceed the initial DEED Master Agreement grant amount earlier approved by the County Board and may also, at times, exceed \$100,000; and

WHEREAS, Washington County Contract Administration Policy #1201 Section IV. A. provides that Department Heads are delegated limited contract authority to approve contracts up to \$100,000, including amendments, if the purchases are in Department's approved budget for the fiscal year; and

WHEREAS, Washington County Contract Administration Policy #1201 Section IV. B. provides that in addition to the above general limited delegation of contract authority to Department Heads, that the County Board has also delegated certain other discrete contract authority to some Departments; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that, pursuant to Washington County Contract Administration Policy #1201 Section IV B., the Washington County Board of Commissioners, in addition to the general limited contract authority delegation provided by Section IV A. of the same Policy, hereby specifically delegates to the Washington County Community Services Director the discreet authority to execute and sign all future Project Specific Plans and amendments thereto, including those that may exceed the initial amount of the initial DEED Master Agreement grant amount approved earlier by the County Board, even if in excess of \$100,000, as may be necessary to implement the Master DEED Agreements on behalf of Washington County Community Services.

NOW, THEREFORE BE IT FURTHER RESOLVED, Attachment A to Policy 1201 is hereby amended to include this specific delegation of authority.

- D. Approval of Amendment No. 3, Contract No. 11109, between Insight Public Sector Inc. and Washington County in the amount of \$200,000 for a total contract amount of \$299,000, and authorize its execution pursuant to Minn. Stat. 373.02.
- E. Approval of Plat 3 of Keller Farm Country Estates in May Township.
- F. Approval of Contract No. 13464 with The Master's Touch LLC in the amount of \$319,270 for printing, mailing, and emailing services of tax statements, valuation notices, truth in taxation notices, and to receive electronic pdf files for posting on the Washington County website.
- G. Approval of an amendment to Grant Agreement No. 12532 with the Minnesota Department of Health to assist in preparation and response to public health emergencies, which increases the grant award to \$175,416, for the period of July 1, 2020, through June 30, 2024, and authorize its execution pursuant to Minn. Stat. 373.02.

- H. Approve Cost Share Agreement No. 13406 between Valley Branch Watershed and Washington County for a feasibility study on County State Aid Highway (CSAH) 10 and Goose Lake.
- I. Approval of Amendment No. 4 to Lease Agreement No. 11627 with the State of Minnesota, acting for the benefit of the Department of Employment and Economic Development (DEED) at the Woodbury Service Center.
- J. Award bid authorizing execution of Contract No. 13426 in the amount of \$734,368.72 with OMG Midwest Inc. dba Minnesota Paving & Materials for CSAH 15 and CSAH 13 Pavement Preservation projects.
- K. Approval of **Resolution No. 2020-060** as follows:

**PERMANENT TRANSFER OF RIGHT-OF-WAY
FROM THE CITY OF WOODBURY TO WASHINGTON COUNTY**

WHEREAS, The City of Woodbury currently owns and maintains the portion of Valley Creek Road between County State Aid Highway 19 (Woodbury Drive) and Minnesota State Trunk Highway 95 (Manning Avenue) within the City of Woodbury; and

WHEREAS, Washington County and the City of Woodbury have an agreement for the transfer of this portion of roadway from the City of Woodbury to Washington County; and

WHEREAS, this “Agreement for the Transfer of Valley Creek Road to the County of Washington” was finalized in 2018 as Washington County Contract No. 11722; and

WHEREAS, said permanent right-of-way for this portion of Valley Creek Road is to be transferred to Washington County as agreed to in Contract No. 11722.

NOW, THEREFORE, BE IT RESOLVED, that Washington County will record the executed Quit Claim Deed from the City of Woodbury to transfer said right-of-way to Washington County as described below:

All that portion of the public roadway known as Valley Creek Road located in Sections 11, 12, 13, and 14 of Township 28 North, Range 21 West, Washington County, Minnesota, which lies easterly of the easterly right of way of County State Aid Highway No. 19 and which lies westerly of the westerly right of way of Minnesota Trunk Highway No. 95.

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

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

Resolution – Approve the Amendment to Washington County’s 2019 Annual Action Plan for the Community Development Block Grant

Commissioner Miron moved to approve **Resolution No. 2020-061** as follows:

RESOLUTION APPROVING THE AMENDMENT TO THE WASHINGTON COUNTY’S 2019 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT AND AUTHORIZING SUBMISSION OF SUCH GRANT REQUEST TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, Washington County is an Entitlement Community for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program; and

WHEREAS, the Washington County 2019 Annual Action Plan establishes priorities for the use of CDBG funds; and

WHEREAS, the proposed projects in the 2019 Annual Action Plan are eligible projects and are priorities identified in the Consolidated Plan; and

WHEREAS, three types of substantial amendments to the HOME Program are permissible by the U.S. Department of Housing and Urban Development (HUD): the creation of a new activity or cancellation of an existing activity with no funds expended; the increase or decrease of an activity budget by \$100,000 at one time; and a change to the location and/or national objective or beneficiaries of an activity; and

WHEREAS, on April 1, 2020 the County and the Washington County Community Development Agency were notified of an allocation of additional CDBG funding of \$427,331 for coronavirus aid and relief (CDBG-CV); and

WHEREAS, the Washington County CDA notified the public of the proposed uses of the CDBG-CV funds and provided an opportunity to comment May 8, 2020 through May 19, 2020; and

WHEREAS, no public comments were received by the Washington County CDA; and

WHEREAS, upon final CDBG-CV allocation of funds, HUD will require execution of an Application for Federal Assistance (SF-424); and

WHEREAS, receipt of the CDBG-CV funds will require execution of a grant agreement between Washington County and HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, that the Washington County 2019 Annual Action Plan be amended to:

- Add Community Development Block Grant – Coronavirus (CDBG-CV) funds in the amount of \$427,331; to be distributed as follows:
 - \$240,000 to a Washington County Crisis Assistance Fund-Coronavirus activity;
 - \$160,000 to a Washington County Public Services Delivery-Coronavirus activity;
 - \$15,000 to a Washington County Community Development Agency Homeowner Assistance; and
 - \$12,331 to CDBG-CV Program Administration; and

BE IT FURTHER RESOLVED that the Amendment is approved for submission to HUD; and

BE IT FURTHER RESOLVED that the Washington County Board Chair or their designee is authorized to execute and submit the Application for Assistance and Certifications; and

BE IT FURTHER RESOLVED that the Board Chair or his designee is authorized to execute the Application for Federal (SF-424), Fiscal Year 2019 CDBG Agreement with HUD for the acceptance of the CDBG-CV funds upon final receipt of the documents.

Commissioner Karwoski 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.

GENERAL ADMINISTRATION

COVID-19 Update

County Administrator Kevin Corbid reported on updates to the Phase I plan of reopening Washington County.

County buildings remain locked to any walk-in traffic, however, there are services by appointment being taken in a number of areas. Mr. Corbid said the target date to be open is June 8th with a centralized reception function to manage and control access. This must be done safely and in a manner that allows the county to manage the potential crowds.

The County Board plans to resume meeting in-person at the Washington County Government Center on June 2, 2020. Sanitation materials and social distancing practices will be in place for the public.

The Property Records and Taxpayer Services Department office hours are currently 8:00 AM to 6:00 PM. The Elections Division began offering candidate filings by appointment on May 19th. Candidates may also file online. All other department services are currently being provided by electronic or remote means. If no other method is available, services by appointment may be utilized for those non-license center functions.

The Public Works Department has opened contact stations and playgrounds at Lake Elmo Park Reserve and St. Croix Bluffs Regional Park. Bathrooms and campgrounds are closed until June 1st and beaches are closed until June 15th.

The Community Services Department is offering services by appointment in child protection, economic support, and the Crisis Response Unit.

Court Administration is controlled by the orders made by the Chief Justice of the Supreme Court of Minnesota and this is affecting a number of county departments that are providing support for courts.

Library branches have begun taking appointments for computer use.

Public Health & Environment Department resumed water sampling of non-community public water supplies at licensed establishments on May 18th. The Environmental Center re-opened on May 5th.

Commissioner Kriesel stated that he was approached by the mayors of Stillwater and Bayport regarding using on-street parking spaces for service for restaurants and asked if the county could accommodate this request.

Public Works Department Director Don Theisen responded that the department has been working with both Stillwater and Bayport to accommodate using pieces of county right-of-ways for restaurants and other businesses. This would be permitted through the county's usual permit process. Mr. Theisen said the department has been working with the cities of Stillwater and Bayport and are ready to work with other cities that wish to use county right-of-ways to accommodate businesses.

Mr. Corbid reported that the remodel in the Office of Administration is complete and includes new cubicles and office areas, and technology updates in the conference rooms.

Mr. Corbid reported the county hosted two large food security events in Cottage Grove and Forest Lake. Two additional food security opportunities have been identified. The county will work with Second Harvest Food Bank on events to occur on June 10th in Stillwater, and June 19th in Oakdale.

In preparation for the County Board meeting on June 2nd, Mr. Corbid stated that any commissioner who wishes to access the meeting remotely will have the ability, and the same goes for any presenters. Efforts are being made to have Plexiglas in certain areas of the board room. Administration will continue to limit the number of staff in the board room.

Commissioner Karwoski asked for a reminder of current safety practices while in the county buildings. Mr. Corbid responded that staff will be wearing masks when moving in the building, and once seated, masks may be removed. Mr. Corbid requested that board members use conference rooms when scheduling constituent meetings, rather than their offices. Members of the public will be asked to wear masks during interaction with staff. Commissioner Johnson asked if all workshops will continue to be held in the board room, and Mr. Corbid said workshops will continue in the board room for the foreseeable future.

State and Federal Legislative Updates

Mr. Corbid reported continuing to have regular contact with Margaret Vesel of Larkin Hoffman, and others at Minnesota Inter-County Association (MICA) and Association of Minnesota Counties (AMC). The general feeling is that the Legislature will be called back into a special session by the middle of June.

Other Business

Mr. Corbid announced there was a video created that shows the progress on the Wildwood Library. This was shared with local officials in that area and an internet link will be emailed to commissioners. The video is posted on the county's Library website.

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, seconded by Commissioner Weik, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Weik, Kriesel, Johnson, Karwoski, and Miron. Nays, none. The County Board meeting adjourned at 10:24 a.m.

BOARD WORKSHOP WITH PUBLIC WORKS

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

Attest:



Kevin Corbid
County Administrator



Fran Miron
County Board Chair