



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
JUNE 20, 2023**

**WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES**

The Washington County Board of Commissioners met in regular session at 9:11 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  
Susan Tice, County Attorney Civil Division Chief  
Stephanie Kammerud, Administrative Assistant

County Administrator Kevin Corbid announced that the agenda items will be adjusted during today's meeting to allow the Child Care Provider of the Year recognition to be presented earlier.

The Board recited the Pledge of Allegiance.

**CONSENT CALENDAR**

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

1. Approval of the June 6, 2023, County Board meeting minutes.
2. Approval to reclassify a Sentence to Service (STS) Crew Leader position to a Community Corrections Supervisor position.
3. Approval for a new 0.80 full-time equivalent (FTE) Special Project Senior Accountant in the Community Services Department.
4. Approval of **Resolution No. 2023-069** as follows:

**RESOLUTION APPROVING 10.0 FULL-TIME EQUIVALENT  
SPECIAL PROJECT POSITIONS IN THE COMMUNITY  
SERVICES DEPARTMENT TO COMPLETE MEDICAL  
ASSISTANCE RENEWALS**

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services (HHS), declared a Public Health Emergency caused by

the outbreak of a respiratory illness called coronavirus disease 2019 (COVID-19) a pandemic; and

**WHEREAS**, in March, 2020, HHS, via the Families First Coronavirus Response Act (FFCRA) mandated Continuous Medicaid Enrollment throughout the federal COVID-19 public health emergency (PHE) period for nearly all of those enrolled in Medicaid (MA), on or after the date of enactment on March 18, 2020, through the end of the month in which the PHE declaration ends; and

**WHEREAS**, on March, 31, 2023, the Consolidated Appropriations Act marked the end of the Continuous Enrollment requirements; and

**WHEREAS**, on March 31, 2023, the State of Minnesota announced the resumption of healthcare renewals beginning with the mailing of renewal letters would begin in April, 2023; and

**WHEREAS**, the counties and tribes who process MA eligibility required additional support; and

**WHEREAS**, The MN Department of Human Services (DHS), as directed by law, announced their plan to distribute a one-time payment in proportion to each county or tribe's share of statewide enrollment, to be used only for expenses that support MA renewals; and

**WHEREAS**, in Washington County this impacts roughly one out of every 5 residents; and

**WHEREAS**, Washington County will receive an allocation of \$1,140,058 from DHS on July 1, 2023, to implement renewal mitigation strategies; and

**WHEREAS**, Washington County Community Services (CSD), has identified numerous immediate needs, including staffing, which will support and ensure a more successful renewal effort; and

**WHEREAS**, on June 13, 2023, the Washington County Board was informed and debriefed on this issue during a Board workshop to review a proposed plan which included 10 temporary new Special Project Positions to be used as part of this implementation; and

**WHEREAS**, all expenses related to this plan will be covered financially through the funding received from the state in combination with existing federal and state reimbursements; and

**WHEREAS**, the county board believes this action is necessary to ensure the most successful outcome for customers seeking healthcare renewals by providing the appropriate level of assistance required.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners does hereby approve this action, and authorizes the Community Services Department to employ the appropriate number of temporary special project positions to administer the MA renewal mitigation strategies in place.

5. Approve Memorandum of Agreement with Bemidji State University for a Social Work student enrolled in the Program of the University to participate in a Field Placement in Washington County.
6. Approve Contract No. 15608 with Canvas Health for \$1,452,286 for the period of July 1, 2023, through December 31, 2024.
7. Approval of Grant Agreement No. 15612 with the Minnesota Department of Human Services for the Fraud Prevention Investigation Program for \$260,000 for the period of July 1, 2023, through June 30, 2025.
8. Approval of Cooperative Agreement No. 15611 with the Washington County Sheriff's Office to provide Fraud Prevention Investigation Services.
9. Approval to increase FTE from 0.8 to 1.0 for the Senior Community Health Specialist position in the Department of Public Health and Environment.
10. Approval to increase FTE from 0.75 to 1.0 for the Special Project - Office Specialist position in the Department of Public Health and Environment, through June 30, 2024.
11. Approval to extend the Special Project - Community Nutrition Specialist position in the Department of Public Health and Environment through June 30, 2024.
12. Approval of **Resolution No. 2023-070** as follows:

**RESOLUTION TO APPOINT AN ALTERNATE MEMBER  
TO THE GOLD LINE JOINT POWERS BOARD**

**WHEREAS**, the Gold Line Joint Powers Board was established on July 23, 2019, as a joint powers board under the provisions of Minnesota Statutes Section 471.59 and Chapter 398A; and

**WHEREAS**, the Gold Line Joint Powers Board acts as financial and contingency management oversight to the METRO Gold Line Bus Rapid Transit project; and

**WHEREAS**, the Washington County Board of Commissioners appoints a representative to the Gold Line Joint Powers Board annually; and

**WHEREAS**, Article IV, Section 1.b of the Gold Line Joint Powers Agreement and Article IV, Section 1 of the Bylaws of the Gold Line Joint Powers Board require each Party to appoint an alternate to serve on the Joint Powers Board in the event the appointed member cannot be present for a meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that Commissioner Karla Bigham be appointed to the role of alternate as representative of the Washington County Board of Commissioners, a Party to the Gold Line Joint Powers Board.

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**

### **Recognition of the 2023 Child Care Provider of the Year**

Social Services Supervisor Rebecca Motzko presented the 2023 Washington County Child Care Provider of the Year Award to Michele Phipps of Woodbury.

Ms. Motzko stated that each year, a committee of professionals evaluates several nominations for the Washington County Child Care Provider of the Year. This year, Michele Phipps was chosen amongst other stellar nominees as a representative of this county's commitment to excellence in the field of child care.

Ms. Phipps runs an in-home child care program in the City of Woodbury, and has been licensed in Washington County since 1999. Ms. Phipps is a member of the Minnesota Child Care Provider Information Network, a professionals' group for child care providers.

Ms. Phipps was attracted to child care as a profession from the "inherent wonderment" within children, and is reminded each day how amazing and exciting the world is from the perspective of a child. Her goal is to gently encourage the children in her care to try new things within a safe and creative learning environment. The children socialize and express their individuality through stories, imaginary play, colors, numbers, games, ABCs, song, and dance. Her program includes a professional pre-school curriculum, which includes daily language arts, basic sign language, and Spanish.

Ms. Phipps is a continuous learner and takes the time each year to educate herself on the never-ending changes to the childcare profession. Ms. Phipps received multiple nominations for her child care program. The families of the children who she cares for are thankful that she instills love, respect for one another, and inclusivity at her daycare. This has been important for families who come from a different culture from hers. Ms. Phipps has also received comments from kindergarten

teachers regarding the preparedness they see in the children who received pre-school in her care. Ms. Phipps shared with the licensing team how grateful she is to the families who trust her to love and protect their most precious treasures.

### **COMMENTS FROM THE PUBLIC**

Board Chair Kriesel asked for comments from the public.

David Olson, Cottage Grove, spoke in support of the upcoming agenda item today for a Land and Water Legacy Program project, the Mississippi Dunes conservation easement.

### **WASHINGTON COUNTY REGIONAL RAILROAD AUTHORITY CONVENES**

Commissioner Miron moved, seconded by Commissioner Karwoski, to recess from the County Board meeting and convene as the Washington County Regional Railroad Authority. The motion was approved unanimously and the County Board recessed at 9:35 a.m.

The Washington County Regional Railroad Authority (WCRRA) met in regular session at 9:35 a.m. in the Washington County Government Center, County Board Room. Present were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. WCRRA Chair Bigham presided. Also present were Kevin Corbid, County Administrator; Susan Tice, County Attorney Civil Division Chief; Stephanie Kammerud, Administrative Assistant; and county staff. Official Proceedings of the Regional Railroad Authority are available in the Office of Administration.

The Washington County Board reconvened at 9:49 a.m.

### **ACCOUNTING AND FINANCE**

#### **Agreement with the Minnesota Department of Revenue**

Director Tabatha Hansen presented an agreement with the Minnesota Department of Revenue (DOR) for collection of a local transit sales and use tax. This agreement concerns the administration of local taxes, identified as Washington County Transit Sales Tax, Washington County Transit Use Tax, and Washington County Vehicle Excise Tax, authorized by Minnesota Statute 297A.993. The DOR administers, collects, and enforces these taxes.

Ms. Hansen reported that on May 30, 2023, the county received notice that its current signed agreement follows the state fiscal year, which ends June 30, 2023. For consistency, the county was asked to return the updated signed agreement before June 30, 2023.

Ms. Hansen reported that the DOR will be changing how it calculates the reimbursement of the costs for administering, collecting, and enforcing each local option sales and use tax. Currently, all local jurisdictions share in the cost of local tax administration. The proposed changes include: moving from calculating the costs based on a share of revenues and tax lines to a flat rate; continuing to evaluate costs and administrative processes to ensure a fair, equitable, and transparent cost recovery mechanism; consider evaluating the payment frequency to each local

government, and evaluating how much revenue the department withholds when a local government ends its local option sales tax. The DOR will be working with each local government to gather feedback.

The new agreement would be effective July 1, 2023, through December 31, 2023, and the DOR will continue using the formula that is in place today.

For each month of collection beginning January 1, 2024, Washington County will pay a flat rate of 1.35% of sales taxes collected to cover the administration, collection, and auditing of local sales taxes. Payments will transition from two payments a month, to one payment, 40 days after the month the sales tax returns are due.

Commissioner Karwoski moved to approve Agreement No. 15598 between the Minnesota Department of Revenue and Washington County for collection of a Local Transit Sales and Use Tax. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **Contracts for Interpreter and Translation Services**

Procurement Manager Nicki Castro presented seven countywide service contracts for interpreter and translation services. These services encompass various communication methods and needs, including spoken languages and support for individuals who are deaf or hard of hearing. Services include face-to-face interpretation, telephone interpretation, video remote interpretation, and document translation services. Title VI of the Civil Rights Act of 1964 requires the county to take reasonable steps to make its programs, services, and activities accessible by eligible persons with limited English proficiency.

Ms. Castro reported that the county has a demonstrated need to award multiple service contracts for countywide use. There are currently six interpreter and translation service contracts, which are expiring June 30, 2023. Proposals were solicited via a Request for Proposals (RFP) process and 35 proposals were received. The evaluation team, comprised of several departments that utilize interpreter and translation services, completed an evaluation of vendors that are able to provide all services requested in the RFP. The evaluation team is recommending contracts with the top 25 percentile of the highest-rated vendors, as follows:

- All in One #15590
- Global Language Connections #15582
- Keystone Interpreting Solutions #15579
- Multilingual Connections #15592
- Piedmont Global Language Solutions #15593
- Proprio #15589
- Weaving Cultures #15594

Commissioner Bigham moved to approve the seven countywide service contracts for interpreter and translation services. Commissioner Miron seconded the motion, and it was adopted unanimously.

## **PUBLIC WORKS**

### **Agreements for the Household Hazardous Waste North and Yard Waste Project**

Senior Building Services Project Manager Joe Welter presented three contracts for the Northern Household Hazardous Waste (HHW) and Yard Waste project. Mr. Welter reviewed the benefits of the proposed site, including proximity to county services, flexibility for future growth, enhanced partnership with the City of Forest Lake, and equity of services between the northern and southern areas of the county.

Mr. Welter summarized the land swap proposal with the City of Forest Lake. The county receives 36 acres, including city street right-of-way, and the city receives 14.5 acres. The city will own and maintain the site entry road, and the county will continue to evaluate private access on County Road 50.

Commissioner Miron moved to approve a Cooperative Agreement with the City of Forest Lake to exchange property to create a city Public Works Campus and a county HHW Environmental Center. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Contract No. 15436 with Ben's Structural Steel for \$357,903 for structural steel on the HHW Northern and Yard Waste project. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Contract No. 15437 with Wells Concrete Products for \$670,345 for structural precast concrete on the HHW Northern and Yard Waste project. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **Resolution to Support Park and Recreation Month**

Parks Guest Services Supervisor JJ Williams presented a resolution to proclaim July 2023 as Park & Recreation Month in Washington County, and set the first non-holiday Tuesday of every month as Free Tuesday, waiving the vehicle permit required to enter Washington County Parks.

Mr. Williams and Jim Kelly, Chair of the Parks and Open Space Commission, presented an overview of county parks and trails, including recreational activities, park programs and events, equity initiatives, natural resources, and community support and impact. Washington County Parks include 4,773 acres of public land; they had an estimated 2,000,000 visits in 2021. The parks are managed by 27 full-time staff and 132 seasonal staff.

Commissioner Clasen moved to adopt **Resolution No. 2023-071** as follows:

#### **RESOLUTION OF SUPPORT PROCLAIMING JULY 2023 AS PARK & RECREATION MONTH**

**WHEREAS**, parks and recreation programs are an integral part of communities throughout this country, including Washington County; and



**WHEREAS**, parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS**, parks and recreation programs build healthy, active communities, aid in the prevention of chronic disease, provide therapeutic recreation services for those with mental or physical disabilities, and improve the mental and emotional health of all residents; and

**WHEREAS**, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

**WHEREAS**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, Washington County recognizes the benefits derived from parks and recreation resources; and

**WHEREAS**, Washington County has traditionally endorsed the first non-holiday Tuesday of the month as Free Tuesday; during this time a vehicle permit is not required.

**NOW, THEREFORE, BE IT RESOLVED** that the Washington County Board of Commissioners recognizes July 2023 as Park and Recreation Month in Washington County and sets the first non-holiday Tuesday of every month as a Free Tuesday, a day when vehicle permit fees are waived, allowing the public to enter Washington County Parks and Trails for free.

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.

### **Minnesota Recreation and Park Association Awards of Excellence**

Mr. Williams announced that Washington County Parks received three awards from the Minnesota Recreation and Park Association (MRPA). Mr. Williams and Nicole Greenwell from the MRPA Awards Committee presented three awards to the County Board. MRPA's Awards of Excellence



program was created to increase public awareness and appreciation of the excellent parks, trails, and recreational services available in Minnesota. Each year, the association recognizes agencies or organizations in Minnesota for outstanding achievements in several categories.

In the Parks and Facilities category, the county received an award for the Central Greenway Regional Trail project. The Central Greenway Regional Trail project enhanced the safety and accessibility of the paved trail system within Lake Elmo Park Reserve. These improvements will provide a better experience for all trail users.

In the Programming and Events category, the county received an award for the Free Outdoor Family Time equity event at Lake Elmo Park Reserve. The Free Outdoor Family Time is an equity-focused community program. The Community Services and Public Health & Environment departments provided transportation to 70 participants from diverse neighborhoods to visit Lake Elmo Park Reserve and learn about Washington County Parks. Families participated in outdoor recreation activities and received free school supplies.

In the Sponsorships and Partnerships category, the county received an award for the revamped Bench Donation program. In 2021, the Washington County Bench Donation Program was updated to better serve the friends and family of the parks. Along with updates to pricing and options for donating a bench, the county also provides a story map on its website to tell the stories from friends and family members of the individuals for whom the benches are donated. It also shows availability for future benches.

## **GENERAL ADMINISTRATION**

### **Resolution for Land and Water Legacy Program Project – Mississippi Dunes**

Senior Planner June Mathiowetz presented a resolution to approve a cooperative agreement with the City of Cottage Grove, a conservation easement, and a \$500,000 Land and Water Legacy Program (LWLP) contribution for a 19.91-acre Mississippi Dunes project. This project is at 10351 Grey Cloud Trail South in Cottage Grove. The property is on the Mississippi River and Mooers Lake, across from Grey Cloud Island Regional Park. Cottage Grove Mississippi River Access Strategy Report identifies this property as the top priority for public access.

This was a city-requested priority project, and a \$500,000 match has been awarded from the Minnesota Department of Natural Resources (MN DNR). The LWLP project criteria ranked Very High for habitat quality on eastern portion dry prairie; Very High for multiple wooded sites; Very High for location on the Mississippi River; and Very High for adjacency to protected sites and connectivity. It is an important wildlife corridor and core habitat area of rare, endangered, and special species of concern, on or within one mile of the property.

The conservation easement terms allow the following: trails, with a limit of 34,728 total square feet of asphalt trails and unpaved trails are also planned and allowed; outlook platform; fishing pier, as approved by the MN DNR; habitat management; utilities for purposes allowed in easement and as approved by the county; minimal surface alteration and vehicles, only for restoration of natural features; and up to six receptacles for trash.

The conservation easement restrictions include: no division, no development, no residential, industrial, or agricultural uses; very limited commercial use; no mining or extraction, no dumping, no transfer of development rights, no new rights-of-way, and no roads.

Ms. Mathiowetz reported that the county will pay the city \$500,000 for placement of a permanent conservation easement over the 19.91-acre area. A Stewardship Plan for Restoration and Management has been completed. The city will own the property and will provide ongoing stewardship. The county will hold and monitor the conservation easement.

Commissioner Bigham moved to adopt **Resolution No. 2023-072** as follows:

**RESOLUTION TO APPROVE A LAND AND WATER LEGACY  
PROGRAM PURCHASE OF A CONSERVATION EASEMENT ON  
THE DUNES PROPERTY IN COTTAGE GROVE**

**WHEREAS**, Minnesota Statute Chapter 84C authorizes Washington County to acquire interests in land for the purposes of preserving open space, including natural and scenic areas and agricultural land; and

**WHEREAS**, Minnesota Statutes Chapter 103A promotes protection of Minnesota's waters and adjacent lands, and Minnesota Statutes Section 103A.206 in particular, recognizes the economic and environmental importance of maintaining and enhancing soil and water for the contribution they make to the health, safety, economic well-being and general welfare of this state and its citizens; and

**WHEREAS**, Washington County has enacted the Acquisition of Development Rights Ordinance #175 to establish a program for the preservation of open space, parks and public water, commonly referred to as the Land and Water Legacy Program and has established the policies, rules and official controls governing such acquisitions; and

**WHEREAS**, Washington County issues general obligation bonds to provide long-term stable funding to acquire land and interests in land for conservation purposes pursuant to the passage of the November 2006 Ballot Question: Preservation of Water Quality, Woodlands and Other Natural Areas; and

**WHEREAS**, Washington County has determined the subject property referred to as The Mississippi Dunes Property, legally described in the attached "Exhibit A" and incorporated by reference into this resolution, meets the requirements of the Land and Water Legacy Program and that the Washington County Board of Commissioners considers the proposed land to merit protection; and



**WHEREAS**, Washington County seeks to purchase a conservation easement over the Property as holder of the conservation easement; and

**WHEREAS**, the City of Cottage Grove has signed a City-County Agreement with Washington County to purchase a conservation easement over the Property; and

**WHEREAS**, the care and use of this property will be in accordance with a Stewardship Plan for Restoration and Management approved by the County.

**NOW, THEREFORE, BE IT RESOLVED**, the Washington County Board approves a Land and Water Legacy Program conservation easement and contribution of \$500,000 toward the purchase of a conservation easement on The Mississippi Dunes property; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Washington County Board of Commissioners hereby authorizes its Chairperson and Administrator to execute on behalf of the County all documents necessary to complete the purchase of a conservation easement on The Mississippi Dunes property, including the signing of the Conservation Easement, City-County Agreement and all necessary reimbursement and closing documents.

Commissioner Clasen 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.

### **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](http://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 Miron moved to adjourn. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 11:21 a.m.

**BOARD WORKSHOP WITH PUBLIC HEALTH & ENVIRONMENT**

The board met in workshop session for an update on the Tobacco Ordinance. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

*Kevin Corbid*

Kevin Corbid  
County Administrator

*Gary Kriesel*

Gary Kriesel  
County Board Chair