



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JULY 11, 2023**

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 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

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

1. Approval of the June 13, 2023, and June 20, 2023, County Board meeting minutes.
2. Approval to appoint Lisa Behr, Oakdale, to the Community Corrections Advisory Board as a District 2 Representative, to a partial term expiring December 31, 2025.
3. Approval of **Resolution No. 2023-073** as follows:

**RESOLUTION APPROVING THE WASHINGTON COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
COOPERATION AGREEMENT**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has the authority to award Community Development Block Grant (CDBG) and HOME Investment Partnership Program funds to local governments for the purpose of providing assistance to low- and moderate-income individuals and families, pursuant to the Code of Federal Regulations, Title 24, Chapter 5, 570; and

WHEREAS, the Department of Housing and Urban Development has determined that Washington County is eligible to receive a CDBG Block Grant upon execution of CDBG Cooperation Agreements with the cities and towns of Washington County; and

WHEREAS, part 92 of Title 24 of the Code of Federal Regulations sets forth regulations governing the applicability and use of funds under Title II; and

WHEREAS, the parties mutually agree to take all required actions to comply with the provisions of the National Environmental Policy Act of 1969, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11988, Section 109 of the Housing and Community Development Act of 1974 and all other applicable requirements of the Act and Regulations in the use of basic grant amounts. Nothing in this Article shall be construed to lessen or abrogate the County's responsibility to assume all obligations of an applicant under the Act, including the development of applications pursuant to 24 CFR 570.300 et seq.; and

WHEREAS, the parties further agree to take all actions necessary to assure compliance with the County's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, 24 CFR part 100, and affirmatively furthering fair housing. They also agree to assure compliance with section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), the Americans with Disabilities Act of 1990, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968 and other applicable laws. They also agree that the County shall not fund activities in, or in support of, a unit of general local government that does not affirmatively further fair housing within its own jurisdictions or that impedes the County's actions to comply with its fair housing certification; and

WHEREAS, the parties further agree that pursuant to 24 CFR 570.501 (b), the Cooperating Community is subject to the same requirements applicable to subrecipients, including a written agreement as set forth in 24 CFR 570.503. Such agreements are only entered into when a Cooperating Community chooses to propose a project and actually will receive funds from the County's entitlement allocation; and

WHEREAS, the governing regulations require that units of local government enter into a cooperation agreement with the County for

participation in the HOME Program, which shall be the same cooperation agreement participation in the Community Development Block Grant Program; and

WHEREAS, a unit of general local government is restricted from selling, trading or otherwise transferring such funds; and

NOW, THEREFORE, BE IT RESOLVED that the Community Development Block Grant Cooperation Agreement between Washington County and Marine on St. Croix in Washington County be approved, and that the County Board Chair and County Administrator are authorized to execute the Cooperative Agreement.

BE IT FURTHER RESOLVED that the Chair of the Washington County Board of Commissioners and County Administrator are hereby authorized to execute said amendments on behalf of Washington County without further action of the Board, subject to approval as to form by the County Attorney.

4. Approve Amendment No. 4 for Contract No. 13658 with GSI Inc for application support, enhancement and upgrades for the county's E1 financial management system.
5. Approval of **Resolution No. 2023-074** as follows:

LAWFUL GAMBLING EXEMPTION RESOLUTION

WHEREAS, Carpenter St. Croix Valley Nature Center has made an application to the Minnesota Gambling Control Board for the exemption from certain requirements contained in Minnesota Statute 349.166 sub.2 in order to conduct a raffle at the Carpenter St. Croix Valley Nature Center, 12805 St. Croix Trail South, Hastings, MN 55033. The event will take place on September 10, 2023, and

WHEREAS, Denmark Township has been notified that the organization is applying for an exempted gambling activity within the township limits, and

WHEREAS, the Gambling Control Board requires acknowledgement by the County for a gambling premises located in a township.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners does not oppose issuance of exemption consistent with the application and further acknowledges the exempt permit may be granted with no waiting period.

6. Approve Cooperative Agreement No. 15623 with the South Washington Watershed District for stewardship activities within and outside of the overflow conveyance system in Cottage Grove Ravine Regional Park.

7. Approve Novation Agreement between Washington County, Midwest Mechanical Solutions, and Johnson Controls, Inc.
8. Approve Purchase Order No. 26741 with Traffic Control Corporation for \$303,750 for the procurement of TS2 Type 1 traffic signal controller cabinets for the METRO Gold Line Bus Rapid Transit project.
9. Approve Purchase Order No. 26736 to Traffic Control Corporation for \$207,729.50 for the procurement of peripheral equipment for traffic signal controller cabinets for the METRO Gold Line Bus Rapid Transit project.
10. Approve Purchase Order No. 26684 to Traffic Control Corporation for \$263,302 for the procurement of video detection equipment for eight traffic signal systems being constructed as part of the METRO Gold Line Bus Rapid Transit project within the City of Woodbury.
11. Approve Purchase Order No. 26763 with General Traffic Controls Inc. for \$222,276 for the procurement of video detection equipment for seven traffic signal systems being constructed as part of the METRO Gold Line Bus Rapid Transit project within the City of Oakdale.
12. Approval of **Resolution No. 2023-075** as follows:

AUTOMATIC EXTERNAL DEFIBRILLATOR'S (AED)

WHEREAS, the Washington County Sheriff's Office was granted new life-saving AED's in December 2022 from The Center of Resuscitation Medicine for the University of Minnesota AED project; and

WHEREAS, the Sheriff's Office is able to donate their existing supply of useable AED's currently in service to other cities; and

WHEREAS, these cities acknowledge and agree that the defibrillators are provided free of charge and as is without any warranties; and

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby approve to donate 24 AED's to the City of Newport, City of Lake Elmo, City of Lake Elmo Fire Department and City of Hugo.

13. Approve Contract No. 15503 with Onsolve, LLC for emergency alerting software.

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

ACCOUNTING AND FINANCE

Resolution to Amend the American Rescue Plan Act Project Plan

Accounting Supervisor Jill Zenzola presented a resolution to amend Washington County's American Rescue Plan Act (ARPA) project plan, which was adopted by the Washington County Board in August 2021.

Ms. Zenzola reviewed that the American Rescue Plan Act of 2021 was signed into law on March 11, 2021. The \$1.9 trillion package is intended to recover from the COVID-19 pandemic. \$65 billion was allocated directly to counties based on population, of which Washington County received \$50,975,893. Performance and expenditure reports are submitted quarterly to the U.S. Department of Treasury and a recovery plan is submitted annually in July.

Ms. Zenzola reported that after meeting with all departments to discuss progress of projects, it was determined that there is a need to increase the budget for four projects: COVID-19 Testing Planning & Implementation; County Attorney Staff; Jail Camera & Security System Upgrade; and Law Library Loss Revenue. The additional funding needed by the Attorney's Office includes a special project that was approved by the board in 2022, but the budget for this project was never increased. Additional funding was also allocated to the Law Library Loss Revenue project due to the decrease in courts fees that has affected the Law Library for multiple years.

Ms. Zenzola reported that there were decreases in some project budgets, due to the reduction in cost or need of the project. With these decreases, there is approximately \$1.2 million to reallocate to other projects. The new projects are Electric Vehicle (EV) Charging Study; EV Charging Station Federal Grant Match; Website Analytics, Evaluation and Recommendations; Audio Visual Upgrade; Park Grove and Stafford Library Planning Project; Library Extended Access Pilot Project; and Mental Health Services Project.

The Accounting & Finance Department requests to reallocate this funding in the 2023 ARPA Recovery Plan, and submit the completed plan to the U.S. Department of Treasury, showing that the entire amount of ARPA funding that Washington County received has been fully allocated by July 31, 2023.

Commissioner Clasen moved to adopt **Resolution No. 2023-076** as follows:

RESOLUTION AMENDING AMERICAN RESCUE PLAN ACT PROJECT PLAN

WHEREAS, on March 11, 2021, The United States Congress passed the American Rescue Plan Act of 2021 (ARPA), which provides fiscal relief funds to State and Local Governments, and other programs areas aimed at mitigating the continuing effects of the COVID-19 pandemic; and

WHEREAS, ARPA provided \$65.1 billion in direct aid to counties and allocated hundreds of billions of dollars for public health assistance for

vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance for families and individuals; and

WHEREAS, Washington County is a direct recipient of \$50,975,893.00 under ARPA, to address the expenditures and impacts of COVID-19 and to replace revenue shortages related to the pandemic; and

WHEREAS, through the certification signed by the County, the county agrees to spend the funds as required in the American Rescue Plan Act of 2021 (Pub L. No. 117-2) and agrees to regularly report its spending as required by the United States Department of the Treasury, and

WHEREAS, county staff reviewed ARPA recovery plan changes with the County Board on July 11, 2023; and

WHEREAS, county staff reviewed the requirements as outlined in ARPA and the Final Rule provided by the United States Department of Treasury (effective April 1, 2022), as it developed an amended project plan for recommendation to the county board; and

WHEREAS, the county board, by resolution, approved the amended project plan on July 11, 2023; and

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby adopt the proposed project plan presented on July 11, 2023 under the following categories authorized in ARPA and the final guidance:

- Supporting the Public Health Needs of County Residents and Staff
- Supporting Workers, Residents, Businesses and Others Negatively Impacted by the Pandemic
- County Infrastructure Improvements & Operations Funded by Lost Revenue Replacement and
- Investments in Water, Sewer or Broadband

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the county administrator or his designee to prepare the 2023 ARPA Recovery Plan and submit to the U.S. Department of Treasury; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the county administrator or his designee to prepare necessary budget amendments authorizing ARPA expenditures as identified in this resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the county administrator or his designee to execute agreements necessary to authorize ARPA expenditures as identified in this resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Washington County Board of Commissioners authorizes the county administrator or his designee to prepare and submit all required reporting under ARPA.

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.

COMMUNITY CORRECTIONS

Resolution Proclaiming Pretrial, Probation and Parole Supervision Week

Director Terry Thomas presented a resolution to proclaim July 16-22, 2023, as Pretrial, Probation and Parole Supervision Week. Mr. Thomas reported that the American Probation and Parole Association has named this year's national theme *Stronger Together*. Probation officers continue to work together to find solutions to a myriad of issues that challenge community corrections. Supporting each other creates strong bonds between colleagues, community partners, and those under supervision. This collaborative work done by corrections professionals keeps communities safe and transforms the lives of justice-involved individuals.

Mr. Thomas reported that in 2022, staff served 8,598 adult and juvenile clients. There were 28,992 hours of Sentence To Service (STS) work completed, and 98 individuals completed cognitive skills programming. Staff completed 531 Pre-Sentence Investigations, 905 adult risk assessments, and 183 juvenile assessments.

Commissioner Bigham moved to adopt **Resolution No. 2023-077** as follows:

RESOLUTION PROCLAIMING JULY 16-22, 2023 AS PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK

WHEREAS, Washington County probation and parole officers are an essential part of the public safety system; and

WHEREAS, they are responsible for supervising adult and juvenile probationers in the community; and

WHEREAS, Washington County probation and parole officers uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

WHEREAS, Washington County probation and parole officers are trained professionals who work in partnership with community agencies and groups; and

WHEREAS, Washington County probation and parole officers intervene with offenders to change behavior; and

WHEREAS, Washington County probation and parole officers provide cost-effective services to the citizens of Washington County; and

WHEREAS, all Community Corrections staff play a vital role in supporting the work of probation and parole officers; and

WHEREAS, Community Corrections professionals are a true force for positive change in their communities.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby proclaim July 16-22, 2023, as Pretrial, Probation and Parole Supervision Week, and encourages all citizens to honor these probation and parole officers and to recognize their achievements.

Commissioner Karwoski 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.

PUBLIC WORKS

Contracts for the Northern Household Hazardous Waste and Yard Waste Project

Senior Building Services Project Manager Joe Welter presented nine contracts for the Northern Household Hazardous Waste and Yard Waste project. Mr. Welter reported that the development of this project began in 2017, with a study on how to provide equitable hazardous waste collection throughout the county. In collaboration with the City of Forest Lake, an appropriate site has been identified for this project. The county is now ready to award contracts for construction of this facility.

Mr. Welter reported that to maximize the efficiency in delivering this project, and to accommodate for the volatile state of the construction industry, the project team has broken the project into three separate bid packages: Long lead time items (structural steel and pre-cast concrete), which was awarded in June; building and site construction, which is being awarded today; and road and intersection, which will be bid later this summer.

For today's bid package, Mr. Welter reported that 111 bids were received on 26 work scopes. Each contract was selected as the lowest responsible bid. This project will be funded by County Environmental Charge (CEC) and ARPA funds. Construction kick-off will be September 2023.

Commissioner Miron moved to award the bid to Axel H. Ohman Inc. and approve Contract No. 15648 for \$950,000 for concrete and masonry on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Karwoski moved to award the bid to Nordstrom Architectural Sheet Metal and Roofing Inc. and approve Contract No. 15675 for \$279,800 for metal panels on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Kriesel moved to award the bid to BL Dalsin Roofing and approve Contract No. 15658 for \$581,048 for roofing on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to award the bid to DoorCo Inc. and approve Contract No. 15655 for \$315,109 for specialty doors and loading dock equipment on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Clasen moved to award the bid to RTL Construction Inc. and approve Contract No. 15649 for \$319,539 for drywall on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to award the bid to Wenzel Plymouth Plumbing Inc. and approve Contract No. 15659 for \$1,837,650 for mechanical equipment and installation on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to award the bid to AJ Moore Electric Inc. and approve Contract No. 15673 for \$771,400 for electrical equipment and installation on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Commissioner Karwoski moved to award the bid to Kevitt Excavating LLC and approve Contract No. 15664 for \$2,573,000 for earthwork on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to award the bid to North Country Concrete Inc. and approve Contract No. 15650 for \$427,000 for site concrete on the Northern Household Hazardous Waste and Yard Waste project. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Audit Advisory Committee Report

Internal Auditor Melanie Greufe presented the 2022 Audit Advisory Committee Report. Washington County established the Audit Advisory Committee in 1984 and current members are Commissioner Gary Kriesel, who serves as chair, County Administrator Kevin Corbid, and citizen members James Honsvall and Frank Rheinberger. The Audit Advisory Committee meets quarterly with the county's external auditors, the county's internal auditor, and other county staff. Ms. Greufe has served as Internal Auditor since 2016, testing the internal controls of the county to determine whether the county is in compliance with federal and state regulations and county policies and procedures.

Ms. Greufe reported that during 2022, the Audit Advisory Committee met three times, once during each quarter. The committee did not meet in December 2022, due to a lack of a quorum, and the meeting was rescheduled for January 2023.

At each meeting, Ms. Greufe presented the quarterly disbursement and purchasing card reports. Throughout 2022, all payments that equaled or exceeded \$25,000 were tested, along with additional judgmentally selected samples of payments under \$25,000. There were no written findings during the disbursement testing.

The county utilizes purchasing cards as a method for employees to pay for county obligations and expenditures. The use of purchasing cards is efficient and allows for the testing and tracking of these purchases to ensure compliance with all county policies. During purchasing card testing in 2022, there was one issue identified regarding transactions that were not allowable under county policy. Recommendations were made to the Audit Advisory Committee to strengthen internal controls and increase staff training on allowable purchases.

At the third quarter meeting, Ms. Greufe presented the results of the internal control and compliance audit of capital and controllable assets for the period of January 1, 2017, to December 31, 2021. In general, the county has adequate internal controls over tracking and recording of capitals assets. However, not all trade-ins were correctly included in the book value of the new or current assets and not all auction and scrapped items were removed from the Fixed Asset List in a timely manner.

In addition to the quarterly purchasing card and disbursement testing, Ms. Greufe completed random unannounced cash counts on the change and petty cash funds. All funds were accounted for and no issues were found.

Ms. Greufe reported that CliftonLarsonAllen (CLA), the county's external auditors, participated in two of the Audit committee meetings in 2022. At the first meeting, the audit manager reviewed the progress of the 2021 audit, and during the second meeting, conducted the audit closing meeting and discussed the 2021 Annual Comprehensive Financial Report. CLA concluded that there were no material weaknesses or significant deficiencies noted for the financial statements. However, there was one significant deficiency related to procurement/suspension and debarment determined during the single audit. These types of weaknesses or deficiencies are not uncommon and have been discussed with county staff responsible for these programs.

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

No board correspondence was received.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Miron moved to adjourn. Commissioner Bigham seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 10:13 a.m.

LEGISLATIVE WORKSHOP

The board met in workshop session to discuss legislative outcomes related to administration, public health, human services, and public safety. 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:

A handwritten signature in cursive script that reads "Kevin Corbid".

Kevin Corbid
County Administrator

A handwritten signature in cursive script that reads "Gary Kriesel".

Gary Kriesel
County Board Chair