

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
JULY 28, 2020**

**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

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

- A. Approval of the July 7, 2020, and July 14, 2020, County Board meeting minutes.
- B. Approval of **Resolution No. 2020-080** as follows:

**2020 2<sup>nd</sup> QUARTER DONATIONS, GIFTS, AND BEQUESTS**

WHEREAS, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

WHEREAS, any gift, donation, or bequest becomes the property of Washington County; and

WHEREAS, the Washington County Board is authorized to approve donations, gifts, and bequests on a quarterly basis.

NOW, THEREFORE BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$6,445.11 for the second quarter of 2020.

- C. Approval of Amendment No. 3, Contract No. 10415, between CliftonLarsonAllen and Washington County in the amount of \$75,000 for a total contract amount of \$378,850, and authorize its execution pursuant to Minn. Stat. 373.02.
- D. Approval of Contract No. 13522 with Thomson Reuters in the amount of \$161,388 for the period of August 1, 2020, through July 31, 2023, and authorize its execution pursuant to Minn. Stat. 373.02.
- E. Approval to authorize the execution of Deputy Registrar appointment contracts.
- F. Approval of **Resolution No. 2020-081** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF APPLICATION TO  
THE MINNESOTA HISTORICAL AND CULTURAL HERITAGE  
GRANT PROGRAM SUPPORTING DESIGN DOCUMENTS FOR  
ROOF REPLACEMENT AND EXTERIOR REPAIRS TO THE  
HISTORIC COURTHOUSE**

WHEREAS, the Minnesota Historical and Cultural Heritage Grant Program, also known as Legacy Grants, provides financial support for projects focused on preserving Minnesota's history and culture; and

WHEREAS, the Historic Courthouse is central to the history of the region; and

WHEREAS, the Historic Courthouse has recently received reports noting needed repairs to the exterior of the building and replacement of the roof, dome, and cupola; and

WHEREAS, Washington County is proposing to submit a grant funding request to the Minnesota Heritage and Cultural Grant Program to fund the design, drawings, and specifications for the Washington County Historic Courthouse in Stillwater, MN to repair the exterior and replace the roof; and

WHEREAS, \$15,000 from the Historic Courthouse Restoration Fund will be used as a match towards the grant application.

NOW, THEREFORE BE IT RESOLVED that Washington County Board of Commissioners authorizes submittal of the application listed above for funding under the 2020 Minnesota Historical and Cultural Heritage Grant Program in the amount of \$35,400.

- G. Award quote authorizing execution of Contract No. 13539 in the amount of \$160,116 with Fahrner Asphalt Sealers for the County State Aid Highway (CSAH) 15 Joint Sealing Project (RB-2204).
- H.
  - 1. Award bid authorizing execution of Contract No. 13538 in the amount of \$772,578.56 with OMG Midwest Inc. dba Minnesota Paving & Materials, for CSAH 27 (E County Line Road) Pavement Preservation Project (RB-2204).
  - 2. Approve Cooperative Construction Cost Share Agreement No. 13460 between Ramsey County and Washington County for the construction of the CSAH 27 Pavement Preservation Project.
- I.
  - 1. Award quote authorizing execution of Contract No. 13550 in the amount of \$149,423.95 with Pember Companies Inc. for the 2020 Miscellaneous Concrete Project.
  - 2. Approve permanent use of fund balance in an amount not to exceed \$20,000 from the Capital Road & Bridge Fund 414 to complete the RB-2662 project.
- J.
  - 1. Approve Temporary Construction Easement between 80<sup>th</sup> & Hemingway LLC and Washington County for parking lot modifications at Park Grove Library.
  - 2. Approve Storm Sewer Drainage and Utility Easement between 80<sup>th</sup> & Hemingway LLC and Washington County for storm sewer pipe routing stormwater from Park Grove Library to City of Cottage Grove Storm Sewer system through adjacent 80<sup>th</sup> & Hemingway LLC property.

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

## **SHERIFF'S OFFICE**

### **Recognition of the Homemade Mask Project**

Emergency Services Manager Doug Berglund reported on the Homemade Mask Project. Mr. Berglund introduced Ms. Tara Cadenhead, a resident who assisted in organizing this project on the Stillwater Cares Facebook page. Stillwater Cares gathered supplies and created mask kits for more than 5,000 masks to protect health care workers in non-hospital settings. This initiative needed more infrastructure, and the group approached Washington County in early April to take over the project and expand it across the entire county. The Emergency Operations Center, led by Mr. Berglund, agreed to take on this project. Through Washington County, kits for an additional 10,000 masks were assembled and distributed to community members to sew. In total, kits to make more than 15,000 masks were assembled through community donations and volunteers sewed each mask. Both Mr. Berglund and Ms. Cadenhead personally thanked Washington County employees, residents, and businesses that participated in this program.

## **MINNESOTA INTER-COUNTY ASSOCIATION**

### **Presentation of the 2020 Legislative Session Report**

Minnesota Inter-County Association (MICA), provided an end-of-session legislative report on the outcomes of the 2020 Minnesota Legislative Session and its impact on Washington County.

Matt Massman, MICA Executive Director, reported on February 11, 2020, the regular legislative session began, and early committee deadlines were planned for April 5 to April 12. The original agenda included a bonding bill, the traditional even-year focus and only shared priority, and a \$1.3 billion projected state budget balance framed competing House and Senate proposals for revised budget, tax, and policy changes. By the week of March 9, there was a shift to a “COVID Agenda” and a bi-partisan agreement to expedite COVID-19 Preparedness Response funding. On March 13, Governor Walz declared a Peacetime Emergency, and temporarily closed schools. On March 16, the Legislature canceled all hearings and announced meeting by alternative means and on-call basis, March 16 through April 14.

The legislative calendar and priorities shifted entirely to the pandemic response, as did MICA’s work. The Legislature met intermittently through early May. At that time, there was no or limited physical access to the Capitol and legislative offices. There were new, unprecedented House and Senate voting procedures, COVID response legislation agreed on by all four caucuses and Governor Walz, and new protocols for legislative hearings emerged. MICA’s work included supporting the work of Washington County staff through MICA staff groups, and executive and legislative action needed to help county governments manage the COVID response locally.

Mr. Massman continued that the COVID Response and stay-at-home executive order meant sudden and significant adjustments for county government operations. From March to April, MICA organized staff groups and offered frequent (sometimes weekly) platforms for exchanging critical information and best practices related to: Congressional action impacting counties (Families First Coronavirus Relief Act (FFCRA), CARES); Governor Walz’ planned and issued executive orders; and, input on county needs for urgent legislative action and temporary flexibilities.

Key county provisions included: legislative appropriations and grants for public health; human service program delivery flexibilities; ensuring public meetings could continue remotely, in compliance with the Open Meeting Law; temporary extension and authorities regarding expiring driver licenses, Federal REAL-ID compliance, temporary flexibility to accept electronic, faxed, or mailed applications for marriage licenses, and temporarily allowing electronic rather than “wet” signatures for certain documents. Election law provisions to ensure a Safe/Secure Election during the COVID pandemic included: extending the deadline for identifying polling places to July 1; allowing healthcare/hospital workers to be deputized to administer absentee ballots; allowing 14 days before to 3 days after the election to process absentee ballots; and, \$2.9 million in state funds to leverage \$14.3 million federal Help America Vote Act (HAVA) funds to help ensure health and safety of in-person voting, facilitate social distancing, fund increased absentee voting, prepare new poll sites, and purchase electronic roster systems.

As the regular session adjournment date of May 18 approached, the “original” session agenda reemerged, along with Federal CARES Act funding. From March 25-27, Congress passed and President Trump signed a \$2.2 trillion relief package, which included \$150 billion for states and local Stabilization Fund, and \$2.187 was sent to Minnesota. \$317 million went directly to Hennepin and Ramsey counties. \$1.870 billion was received by the State of Minnesota.

The regular session, and eventually, the 1<sup>st</sup> and 2<sup>nd</sup> Special Sessions ended without CARES Act distributions to local governments, bonding, supplemental budget priorities, and a tax bill that did not pass.

A bi-partisan legislative agreement to distribute \$841.5 million Federal CARES funds to local governments was reached just prior to the 1<sup>st</sup> Special Session. MICA advocated at least 60% (of \$667 million) to go to 85 of the state’s counties, or about \$400 million. New federal guidance in late May implied \$841.5 million was available for local governments. This opened the door to compromise, and 55%, or \$467.3 million, was distributed to 85 Minnesota counties.

MICA and Association of Minnesota Counties (AMC) worked with the Minnesota Department of Revenue, Minnesota Management and Budget (MMB), and counties on implementation. Use of the funds are for necessary expenses incurred from March 1 – December 30, 2020, that are due to the COVID-19 pandemic and were unplanned expenses in the most recently adopted budget. This means that the expenses cannot be lawfully paid for from a budget line, or, pay for a substantially different use than the planned use. These funds cannot be used to replace lost revenues. The state expects the funds to cover all county expenses for any COVID-related FEMA match, COVID workers’ compensation costs, and COVID public health response.

Nancy Silesky, MICA Health and Human Services (HHS) Legislative Liaison, reported on the highlights of Health and Human Services. The Omnibus Health and Human Services Policy Bill did not pass in the regular session. The bill contained language that would have put in statute Department of Human Services (DHS) authorities, and also a Waiver Extensions request.

Ms. Silesky reported that in the 1<sup>st</sup> Special Session, the bill was brought forward again, which included MICA priorities of the Birth to 8 Collaborative Initiative, and the Yellow Line Jail Diversion Project. Birth to 8 is a pilot project which works upstream, during the first eight years of a child’s life, to prevent gaps in services, promote school readiness and collaboration across sectors to protect lifelong health and success. Yellow Line Jail Diversion Project: In 2016, the Legislature passed a bill that allowed DHS to seek a State Plan Amendment allowing Officer Involved Community Based Care Coordination to become a Medicaid benefit. Under this legislation and amendment, care coordination occurs for up to 60 days for law enforcement-involved individuals as a preventive strategy and alternative to incarceration. The success of the service has been documented year after year, through linkages to mental and chemical health services, to decreased jail bed days, and decreased detox and hospital costs. Pursuant to CMS, technical language changes are required, including expanding the allowable providers to include Licensed Alcohol and Drug Counselors and Recovery Peers under supervision of a Licensed Alcohol and Drug Counselor, and allowing tribal organizations to provide or contract for the service.

The Legislature agreed to look at the Waiver Extensions Bill separately. As a result of COVID, the DHS put together about 70 waivers that would allow counties to work differently. There was concern about what happens when the emergency ends. AMC put together a Blue Ribbon Committee, comprised of 15 county commissioners, which included five commissioners from MICA. After reviewing the waivers, it was decided that some should be extended. DHS took the list and added to it, and legislators took the list and added to it. In the 1<sup>st</sup> Special Session, they took up that legislation.

The Waiver Extensions Bill provides extensions to certain COVID-19 health and human services waivers and modifications and appropriates money from the Coronavirus Relief Fund for housing support modifications. Governor Walz signed the bill into law on June 23<sup>rd</sup>. Extensions in the bill required for the state to remain compliant with federal law and eligible for full federal funding include:

- measures intended to preserve health care coverage for people on Medical Assistance and Minnesota Care
- changes to the Supplemental Nutrition Assistance Program (SNAP)
- elimination of cost-sharing for COVID-19 diagnosis and treatment
- changes to the eligibility period for the Refugee Cash Assistance Program and Refugee Social Services Program, which are federally funded

Other human services modifications and waivers made in response to the COVID-19 peacetime emergency are allowed to remain in effect for up to 60 days after the end of the peacetime emergency in order to transition the affected programs into operating normally. Several specific waivers that were advanced by the AMC Blue Ribbon Committee are extended until June 30, 2021:

- expanding and providing flexibility to telemedicine services, including use in the waiver programs; school-linked mental health services; targeted case management; health care, mental health and substance use disorder settings; and early intensive developmental and behavioral intervention (EIDBI) services
- allowing 90-day supplies of prescription maintenance medications
- modifying licensing requirements related to substance use disorder treatment and mental health centers
- partially waiving county costs when COVID-19 diagnoses delay discharges from Department of Human Services-operated psychiatric hospitals
- allowing the extension of a provision that increases the length of time people can be away from their homes while remaining eligible for state-funded housing support, which would accommodate COVID-19-related hospital stays, and ensure people have a safe place to be discharged to. This will be financed by the federal coronavirus relief bill, which makes the funding available until December 30, 2020.

Other miscellaneous waivers extended through June 30, 2021:

- allowing flexibility for the oversight of personal care assistance services
- expanding remote home and community-based services waiver services
- authorizing the use of telemedicine for patient assessments and consultations in the medical cannabis program.

The Legislature provided a rate increase for providers who care for low-income children in the Child Care Assistance Program (CCAP). Providers who care for low-income children will see a boost in how much they are paid through the state's CCAP program, which provides subsidies that allow these children to access early childhood opportunities while their parents are working or are in school. On a House vote of 119-8 and a Senate vote of 66-1, the new law will adjust the reimbursement rate to be set at the 25th percentile based on the 2018 child care provider rate survey administered by the Department of Human Services. Before this change, the state's reimbursement rate for providers was set at the 25th percentile based on the 2011 survey. This change brings the state into federal compliance, avoiding financial penalties, and frees up federal funds available for the program that must be spent within three years. Increased costs during fiscal years 2021 and 2022 will be paid for through a surplus of federal Child Care Development Block Grant funds. Governor Walz signed the bill into law on June 23<sup>rd</sup>.

Governor Walz signed Tobacco 21 into law on May 16<sup>th</sup>. The bill raises the age for Minnesotans to purchase tobacco, tobacco products, electronic delivery devices, and other nicotine products to 21 and expands the prevention of tobacco use in charter schools.

The Legislature transferred \$20.9 million from the General Fund to the state's Public Health Response Contingency Account. The funds were earmarked for a public health response related to a potential outbreak of COVID-19. \$8.5 million went directly to Local Public Health. \$4.662 million could be used by the Minnesota Department of Health for any pandemic influenza or outbreak of a communicable or infectious disease requiring a public health response. Any unused funds returns to the General Fund. Governor Walz signed the measure into law on March 10<sup>th</sup>.

Later in session, an additional \$50 million was deposited in the Public Health Response Contingency Account. Money in this account is appropriated to the Commissioner of Health for public health response activities required to protect the health and safety of the public due to pandemic influenza or an outbreak of a communicable or infectious disease.

The bill also transferred \$150 million from the General Fund to the Health Care Response Fund. Money in the fund is appropriated to the Commissioner of Health to:

- make grants to eligible providers for costs relating to planning for, preparing for or responding to an outbreak of COVID-19;
- fund the establishment and operation of temporary sites to provide testing services, to provide treatment beds or to isolate or quarantine affected individuals; and
- administer the grant program.

Any unused funds would return to the General Fund. Governor Walz signed the measure into law on March 10<sup>th</sup>.

Ms. Silesky concluded her report making note of other items that did not pass, including the Governor's Supplemental Budget, Metro Demo Housing, Limited Exception for Immediate Face-to-Face Interviews in Certain Child Protection Cases, Broadband, and a Human Services Transformation Commission.

Steve Novak, Transportation Legislative Liaison, reported on the transportation highlights. The most significant item is the bonding bill, which did not pass. It is proposed to be the largest bonding bill in Minnesota history at \$1.8 billion. \$400 million of the \$1.3 billion in general obligation bonds would be dedicated to various aspects of transportation. The other \$350 million would be in Trunk Highway bonds. In terms of overall construction in Minnesota, this is a significant bill and work continues to bring it back to the Legislature in mid-August.

Since the beginning of the regular session, the bonding bill includes:

- Local Road Wetland Mitigation: \$18 million in bonding and \$8 million in cash because the fund is short. If this is not resolved, it will cost the spring construction season around Minnesota.
- Local Bridges: \$30 million in bonds for competitive bridge programs around the state, with an additional \$50 million for the Kellogg Avenue bridge in St. Paul. Washington County's 4<sup>th</sup> Street bridge would receive \$2.5 million under the proposal.
- Local Roads: \$80 million total, about \$53.2 million would be the general statewide application. Significant Washington County projects include \$795,000 for 60<sup>th</sup> Street in Oak Park Heights, and \$3 million for the Highway 36/Manning interchange.

Also under this proposal, \$8 million statewide for the Township Road Improvement Program, \$2 million for Safe Routes to School, \$3 million for Port Development, \$3 million for Minnesota Rail Service Improvements, \$1 million for Railroad Warning Signal Replacement Program, and \$12 million for Metropolitan Council Bus Rapid Transitways. Mr. Novak concluded that there is a lot at stake, and if there is not success in passing the bonding bill, there will be no money for these projects.

Carli Stark, Corrections and Public Safety Legislative Liaison, was present via WebEx and Mr. Massman summarized the highlights of Public Safety and Corrections.

- The \$30 million Disaster Contingency Account was replenished. This pays for a local match in the case of flooding or other disasters. There was Peace Officers Standards and Training (POST) Board creation of model policy for eyewitness identification, consistent with National Academies of Science recommendations. Chief law enforcement officers must adopt a consistent written policy by Feb 1, 2021.
- COVID-19: Department of Corrections contracts with county jails, based on terms negotiated with the county (inmates with less than 90 days on their sentence).
- Law Enforcement Accountability Reforms

Mr. Massman noted items which did not pass, including Community Corrections Act (CCA) and County Probation Officer (CPO) probation services funding, rejection of 5-year probation cap, and forfeiture reform legislation.

Mr. Massman reported that Minnesota Management and Budget (MMB) estimated the state is facing a \$2.4 billion deficit. Federal money that has been flowing to state and local governments has been helping the situation, but this is a \$4 billion downward adjustment for FY20-21, and likely to get worse before getting better.



Mr. Massman concluded that a 3<sup>rd</sup> Special Session is expected, on or about August 12<sup>th</sup>. MICA will continue to keep the priorities of bonding, supplemental budget, Health and Human Services provisions, and tax provisions at the forefront.

Chair Miron recommended drafting a letter to encourage the county's legislative delegation to identify projects in the bill that are critical to Washington County.

## **GENERAL ADMINISTRATION**

### **Audit Advisory Committee Report**

Mr. James Honsvall, Citizen Committee Member, presented the 2019 Audit Advisory Committee Report. Washington County established the Audit Advisory Committee in 1984 and is comprised of the County Board Chair or commissioner designee, the County Administrator, and two citizen members. The Audit Advisory Committee meets quarterly with the county's external auditors, the county's internal auditor, and other county staff. Ms. Melanie Greufe serves as the internal auditor for the county, assisting the external auditors and also performing tests of the county's internal control measures and policies. The majority of the internal auditor's work is testing the internal controls of the county and determining whether the county is in compliance with federal and state regulations, and county policies and procedures.

The Audit Advisory Committee met four times in 2019. At each meeting, the internal auditor provided reports on the testing conducted during the quarter. Throughout the year, all payments that equaled or exceeded \$25,000 were tested, along with judgmentally selected samples of all payments less than \$25,000. This process of disbursement testing and reporting to both the Audit Committee and the County Board is required by law and this reporting is in lieu of the board having to approve each payment at its board meetings.

When issues were identified related to disbursements, recommendations were made to the Audit Committee to strengthen internal controls to ensure that all contract policy processes and procedures are being followed. This has been an issue in the past, but as of April 2020, this issue has been resolved.

The county also utilizes purchasing cards as a method for county employees to pay for county obligations and expenses. The use of these cards is efficient and allows for the testing and tracking of these purchases to ensure compliance with all county policies. The internal auditor completes testing on random and judgmentally selected samples of all purchases made using the general use purchasing card and the uniform allowance purchasing card.

When issues were identified related to the use of purchasing cards, recommendations were made to the Audit Committee to review current policies to address the issues identified, including strengthening internal controls, updating the policies, and increasing training to staff in the organization on allowable expenses.

In addition to the quarterly testing, the internal auditor completed random unannounced cash counts of the change and petty cash funds authorized for Washington County. All petty cash and change fund accounts balanced except for a couple of minor issues and all issues were quickly corrected.

During the year, the Audit Committee met three times with the external auditor. At the first meeting, the audit manager reviewed the progress of the 2018 audit, and during the second meeting conducted the audit closing meeting and discussed the 2018 Comprehensive Annual Financial Report (CAFR). The final meeting with the external auditors occurred in December to conduct the opening meeting for the 2019 audit.

Mr. Honsvall reported that no instances of fraud were detected within Washington County Government. The Audit Committee was made aware of a couple of instances of theft during the calendar year. Law enforcement and county staff responded by increasing controls to prevent similar future opportunities. As required, the state auditor's office was notified.

Finally, the internal auditor has taken on additional duties and an increased role with the annual financial statement audit. In 2019, working with the external auditor, Ms. Greufe has taken on more testing responsibilities, allowing for better coverage and an easier auditing process overall. The external auditors were pleased with Ms. Greufe's work, appreciate the improved communication process, and would like to increase Ms. Greufe's role even more with future financial statement and single audits.

### **Resolution – Coronavirus Relief Fund (CRF) Small Business Assistance Program**

Commissioner Weik moved to approve **Resolution No. 2020-082** as follows:

#### **RESOLUTION APPROVING ASSISTANCE TO INDIVIDUALS IMPACTED BY THE COVID-19 PANDEMIC THROUGH A SMALL BUSINESS GRANT PROGRAM AS PROVIDED FOR IN THE COUNTY'S CORONAVIRUS RELIEF FUND SPENDING PLAN**

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, on March 27, 2020, the federal government passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, H.R. 748) to address the economic impact of the coronavirus; and

WHEREAS, the CARES Act provided \$150 billion in aid to: states and certain local governments, the District of Columbia and US Territories, and tribal government, called the Coronavirus Relief Fund (CRF) to address spending shortages related to the pandemic and to address necessary expenditures incurred due to the COVID-19 public health emergency; and

WHEREAS, on June 25, 2020, by executive action, Governor Walz distributed over \$841 million in CRF funding to the counties, cities and townships in Minnesota, of which a total of \$31,715,560 was received by Washington County after providing the required certification form to the Department of Revenue on June 25, 2020; and

WHEREAS, through the certification signed by the County Administrator, the county agreed to spend the funds as required in the CARES Act (H.R. 748), agreed to periodically report our spending as required by Minnesota Management and Budget (MMB), and agreed to return any unspent or unencumbered funds as defined by the state or federal guidance as of December 1, 2020 to MMB by December 10, 2020; and

WHEREAS, on July 14, 2020 the county board adopted a resolution approving a spending plan for the county's CRF funding; and

WHEREAS, the CRF guidance to state and local governments, as updated on June 30, 2020 provides that the funds must be used for actions taken to respond to the public health emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures; and

WHEREAS, the guidance provides the following examples of CRF eligible expenditures:

Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
- Expenditures related to a State, territorial, local, or Tribal government payroll support program.
- Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

WHEREAS, further guidance provided in the Treasury's Guidance Frequently Asked Questions Document (dated July 8, 2020) provides the following are CRF eligible expenditures:

- A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance; and

WHEREAS, the County Board of Commissioners finds the expenditures identified below are necessary due to public health emergency with respect to COVID-19 and are allowable as described in the CARES Act and in federal guidance issued to implement the act.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby approve the following expenditures from the Washington County CRF:

- Assistance to small businesses to reimburse the costs of business interruption caused by required closures or costs incurred by small businesses to respond to the pandemic, including costs for changes that are necessary to operate safely under the public health guidelines.
- The assistance is in the form of a grant of up to \$15,000 per business based on economic injury and eligible expenses.
- To be eligible to apply, a business must be locally owned and operated, have at least one full time equivalent employees but no more than 50 full-time equivalent employees, and generate under \$3.5 million in annual revenues.
- The business must demonstrate a significant loss in revenue since March 15, 2020.
- Non employer home-based businesses or self-employed entrepreneurs are eligible for grants of up to \$7,500.

The Washington County Small Business Coronavirus Relief Fund Guidelines are adopted as provided for in Attachment A of this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board requests that the Washington County Community Development Agency (CDA) administer the grant program on its behalf and that county staff are

authorized to sign the appropriate documents to transfer or provide the necessary CRF to the CDA for the program.

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.

**Resolution – Coronavirus Relief Fund (CRF) Homeowner Stabilization Program**

Commissioner Karwoski moved to approve **Resolution No. 2020-083** as follows:

**RESOLUTION APPROVING ASSISTANCE TO INDIVIDUALS IMPACTED BY THE COVID-19 PANDEMIC THROUGH THE HOMEOWNER STABILIZATION FUND AS PROVIDED FOR IN THE COUNTY'S CORONAVIRUS RELIEF FUND SPENDING PLAN**

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, on March 27, 2020, the federal government passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, H.R. 748) to address the economic impact of the coronavirus; and

WHEREAS, the CARES Act provided \$150 billion in aid to: states and certain local governments, the District of Columbia and US Territories, and tribal government, called the Coronavirus Relief Fund (CRF) to address

spending shortages related to the pandemic and to address necessary expenditures incurred due to the COVID-19 public health emergency; and

WHEREAS, on June 25, 2020, by executive action, Governor Walz distributed over \$841 million in CRF funding to the counties, cities and townships in Minnesota, of which a total of \$31,715,560 was received by Washington County after providing the required certification form to the Department of Revenue on June 25, 2020; and

WHEREAS, through the certification signed by the County Administrator, the county agreed to spend the funds as required in the CARES Act (H.R. 748), agreed to periodically report our spending as required by Minnesota Management and Budget (MMB), and agreed to return any unspent or unencumbered funds as defined by the state or federal guidance as of December 1, 2020 to MMB by December 10, 2020; and

WHEREAS, on July 14, 2020 the county board adopted a resolution approving a spending plan for the county's CRF funding; and

WHEREAS, the CRF guidance to state and local governments, as updated on June 30, 2020 provides that the following are examples of CRF eligible expenditures:

- Expenses for food delivery to residents, including for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions; and

WHEREAS, further guidance provided in the Treasury's Guidance Frequently Asked Questions Document (dated July 8, 2020) provides the following are CRF eligible expenditures:

- A program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs; and

WHEREAS, the County Board of Commissioners finds the expenditures identified below are necessary due to public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) and are allowable as described in the CARES Act and in federal guidance issued to implement the act.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby approve the following expenditures from the Washington County coronavirus relief funds:

- Emergency financial assistance for homeowners experiencing financial hardships due to the COVID-19 pandemic.

- The maximum assistance amount per household is the actual amount owed, up to \$10,000 and is in the form of a grant.
- Assistance payment will be made directly to the entity owned, unless otherwise determined to be administratively infeasible.
- The delinquency or financial hardship must be due to a COVID-19 related financial impact on the household and must be documented.

The Washington County Homeowner Stabilization Fund Guidelines are adopted as provided for in Attachment A of this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board requests that the Washington County Community Development Agency (CDA) administer the grant program on its behalf and that county staff are authorized to sign the appropriate documents to transfer or provide the necessary CRF funds to the CDA for the program.

Commissioner Johnson 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.

### **Resolution – Coronavirus Relief Fund (CRF) Rental and Basic Needs Assistance Program**

Commissioner Johnson moved to approve **Resolution No. 2020-084** as follows:

#### **RESOLUTION APPROVING ASSISTANCE TO INDIVIDUALS IMPACTED BY THE COVID-19 PANDEMIC AS PROVIDED FOR IN THE COUNTY'S CORONAVIRUS RELIEF FUND SPENDING PLAN**

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, on March 27, 2020, the federal government passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, H.R. 748) to address the economic impact of the coronavirus; and

WHEREAS, the CARES Act provided \$150 billion in aid to: states and certain local governments, the District of Columbia and US Territories, and tribal government, called the Coronavirus Relief Fund (CRF) to address spending shortages related to the pandemic and to address necessary expenditures incurred due to the COVID-19 public health emergency; and

WHEREAS, on June 25, 2020, by executive action, Governor Walz distributed over \$841 million in CRF funding to the counties, cities and townships in Minnesota, of which a total of \$31,715,560 was received by Washington County after providing the required certification form to the Department of Revenue on June 25, 2020; and

WHEREAS, through the certification signed by the County Administrator, the county agreed to spend the funds as required in the CARES Act (H.R. 748), agreed to periodically report our spending as required by Minnesota Management and Budget (MMB), and agreed to return any unspent or unencumbered funds as defined by the state or federal guidance as of December 1, 2020 to MMB by December 10, 2020; and

WHEREAS, on July 14, 2020 the county board adopted a resolution approving a spending plan for the county's CRF funding; and

WHEREAS, the CRF guidance to state and local governments, as updated on June 30, 2020 provides that the following are examples of CRF eligible expenditures:

- Expenses for food delivery to residents, including for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions; and

WHEREAS, further guidance provided in the Treasury's Guidance Frequently Asked Questions Document (dated July 8, 2020) provides the following are CRF eligible expenditures:



- A program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs; and

WHEREAS, the County Board of Commissioners finds the expenditures identified below are necessary due to public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) and are allowable as described in the CARES Act and in federal guidance issued to implement the act.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby approve the following expenditures from the Washington County coronavirus relief funds:

- 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.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board of Commissioners does hereby approve the hiring of a special project or temporary 1.0 FTE Policy Analyst employee in Community Services and further approves contract funding of up to \$50,000 for housing and shelter support services. This position is in addition to the positions approved by resolution on July 14, 2020. The costs for this position and the contracted services will be paid for with the county's CRF funds, as identified in the county's spending plan and authority is granted for these positions through December 30, 2020.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Board directs the appropriate county staff to carry out the provision of the programs listed above and the costs be paid as directed in the county's CRF spending plan.

Commissioner Kriesel 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.

### **Authorization of Grant Agreements with Washington County Community Development Agency**

County Administrator Kevin Corbid requested motions to adopt the grant agreements for the Homeowner Stabilization Fund and the Small Business Relief Fund. These agreements are the mechanism that allows the county to transfer the dollars from Washington County to the Community Development Agency.

Commissioner Kriesel moved to authorize the county administrator to sign a grant agreement between Washington County and the Washington County Community Development Agency for the Small Business Relief Fund. Commissioner Johnson seconded the motion and it was adopted unanimously.

Commissioner Weik moved to authorize the county administrator to sign a grant agreement between Washington County and the Washington County Community Development Agency for the Homeowner Stabilization Fund. Commissioner Karwoski seconded the motion and it was adopted unanimously.

### **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](http://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 Weik moved to adjourn, seconded by Commissioner Karwoski, and it was adopted unanimously. The County Board meeting adjourned at 11:44 a.m.

### **BOARD WORKSHOP – ADMINISTRATION**

The Board met in workshop session to discuss a potential Land and Water Legacy Program conservation easement on a unique Black Ash Seepage Swamp in the City of Marine on St. Croix. Present for the workshop were Commissioners Karwoski, Kriesel, Johnson, and Weik. Also present were Kevin Corbid, Jennifer Wagenius, and county staff.

Attest:

Handwritten signature of Kevin Corbid in black ink.

Kevin Corbid  
County Administrator

Handwritten signature of Fran Miron in black ink.

Fran Miron  
County Board Chair