



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
AUGUST 24, 2021**

**WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES**

The Washington County Board of Commissioners met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room.

Present: Commissioner Fran Miron, District 1  
Commissioner Stan Karwoski, District 2  
Commissioner Gary Kriesel, District 3  
Commissioner Wayne Johnson, District 4  
Commissioner Lisa Weik, District 5

Also Present: Kevin Corbid, County Administrator  
Susan Tice, County Attorney Civil Division Chief  
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

**COMMENTS FROM THE PUBLIC**

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

**CONSENT CALENDAR**

Commissioner Kriesel moved that Consent Items J and K be pulled from today's Consent Calendar for comment, and approve all other Consent Items A through I, seconded by Commissioner Miron as follows:

- A. Approval of the August 3, 2021, and August 10, 2021, County Board meeting minutes.
- B. Approval of **Resolution No. 2021-089** as follows:

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
FAMILY HOMELESS PREVENTION AND ASSISTANCE  
PROGRAM GRANT FUNDS FROM THE MINNESOTA HOUSING  
FINANCE AGENCY AND DELEGATING THE AUTHORITY TO  
SIGN THE GRANT AGREEMENT TO THE COMMUNITY  
SERVICES DIRECTOR**

**WHEREAS**, pursuant to Minnesota Statutes 462A.204, the Minnesota Housing Finance Agency is authorized to develop a program to assist families who are homeless or are at imminent risk of homelessness and that program is the Family Homeless Prevention and Assistance Program (FHPAP); and



**WHEREAS**, under the Minnesota FHPAP, the Minnesota Housing Finance Agency can award grants to counties and tribes to focus on their emergency response systems on homeless prevention and to secure housing for the homeless; and,

**WHEREAS**, the Washington County Community Services Department has applied for and received FHPAP grant funding since 2007 and has contracted with community providers to utilize the funds to stabilize families in their existing homes, shorten the amount of time that families spend in emergency shelters and assist families with securing transitional or permanent affordable housing; and

**WHEREAS**, the Washington County Community Services Department has demonstrated the ability to perform the required activities of the Minnesota FHPAP; and

**WHEREAS**, the Washington County Community Services Department submitted a proposal to Minnesota Housing for FHPAP funding for the October 1, 2021, through September 30, 2023 grant cycle, was awarded \$502,300 and will contract with the Community Action Program of Ramsey and Washington County, the Salvation Army, Solid Ground and the YMCA to provide services and direct assistance to prevent homelessness under the grant; and

**WHEREAS**, Minnesota Statutes 462A.204 requires a sponsoring resolution of the county board to receive FHPAP grants.

**NOW, THEREFORE, BE IT RESOLVED** that Washington County, through its Community Services Department, is hereby authorized as an entity charged with the administration of funds made available through the Minnesota Housing Family Homelessness Prevention and Assistance Program in the County of Washington, in Minnesota.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Washington County Board of Commissioners does hereby delegate the authority to electronically sign the contract with the Minnesota Housing Finance Agency for the Family Homeless Prevention and Assistance Program for the period of October 1, 2021, through September 30, 2023, in the amount of \$502,300 to the Community Services Department Director without further board action.

- C. Approve Amendment No. 2 for Contract No. 13658 with GSI Inc. for a total contract amount of \$459,920.



- D. Approve Amendment No. 2 for Contract No. 13256 with Impact Group Consulting Services in the amount of \$126,860.
- E. Approval of **Resolution No. 2021-090** 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, located at 12805 St. Croix Trl., S., Hastings MN 55033. The event will take place on September 12, 2021, and

**WHEREAS**, Denmark Township has been notified that the organization is applying for a 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.

- F. Approval of an application for a 1-4 day temporary liquor license from Hesley Jensen American Legion Post #491 for an event to take place at the Washington County Fairgrounds on September 18, 2021.
- G. 1. Approval of **Resolution No. 2021-091** as follows:

**RESOLUTION TO ACQUIRE 2220 BOOM ROAD FOR COUNTY  
STATE AID HIGHWAY (CSAH) 11 – ROAD IMPROVEMENTS  
IN THE CITY OF STILLWATER**

**WHEREAS**, Washington County is interested in acquiring the property described herein in the City of Stillwater, Minnesota as part of the road improvements along County State Aid Highway (CSAH) 11; and,

**WHEREAS**, the owners agree to sell the property to the County.

**NOW, THEREFORE, BE IT RESOLVED**, that Washington County proceed to purchase 2220 Boom Road for road improvements along CSAH 11 in the City of Stillwater, Washington County, Minnesota.



**BE IT FURTHER RESOLVED**, that the Washington County Board of Commissioners hereby authorize its Chair and Administrator to execute on behalf of the County a Purchase Agreement and any other documents necessary for the County to effectuate the purchase including any Lease Agreement to the property legally described as follows:

That part of Lot 1, Section 21, Township 30, Range 20, Washington County, Minnesota described as follows: Beginning at a point in the West line of Boom Road 481.8 feet South of the North line of said Section 21, measured along the West line of Boom Road; thence Northwesterly along South line of a strip of land reserved for a road 160.9 feet; thence South parallel with said Boom Road 108 feet; thence Easterly at right angles to said Boom Road 150 feet to the West line of said Boom Road; thence Northerly along West line of said Boom Road 49.7 feet to the place of beginning. Washington County, Minnesota.

For the sum of: \$400,000.00.

2. Approve the request for Temporary Use of Fund Balance in an amount not to exceed \$400,000.

H. Approval of **Resolution No. 2021-092** as follows:

**RESOLUTION TO TRANSFER STORM WATER POND  
AND DRAINAGE & UTILITY EASEMENT TO  
CITY OF COTTAGE GROVE**

**WHEREAS**, Washington County Public Works entered into a Cooperative Agreement in 2002 with the City of Cottage Grove as part of the County State Aid Highway (CSAH) 13 realignment; and,

**WHEREAS**, Washington County Public Works made certain improvements in the realignment of CSAH 13 in 2002; and,

**WHEREAS**, permanent right-of-way and easements were acquired as part of the project for said improvements and realignment; and,

**WHEREAS**, said permanent rights-of-way adjacent to City Streets and permanent ponding easements for storm water storage/treatment ponds within the City are to be transferred to the City of Cottage Grove upon completion of the project so that the City may continue the operation and maintenance of same; and,

**WHEREAS**, upon reviewing the records, it is determined that said transfer has not yet occurred.

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to Cooperative Agreement between Washington County and City of Cottage Grove identified as Contract #1818, Section B, item 4, Washington County hereby



transfers said permanent right-of-way and ponding easements for storm water storage/treatment ponds acquired as part of the project to the City of Cottage Grove for continued operation and maintenance; and,

**BE IT FURTHER RESOLVED**, Washington County will execute a Quit Claim Deed to transfer said easements to the City of Cottage Grove legally described as:

Parcels 6 and 7 of the Washington County Highway Right of Way Plat No. 136. Said parcels are located within the NW ¼ of SE ¼ of Section 5, Township 27 North, Range 21 West, Washington County, Minnesota. Washington County Highway Right of Way Plat No. 136 is recorded as document no. 3297182 in the Washington County Recorder’s Office.

I. Approval of **Resolution No. 2021-093** as follows:

**APPROVE AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE WASHINGTON COUNTY SHERIFF’S OFFICE  
AND THE UNITED STATES MARSHALS SERVICE**

**BE IT RESOLVED**, that the Washington County Sheriff’s Office is authorized to enter into an agreement with the United States Marshals Service (USMS) for housing Federal detainees.

**BE IT FURTHER RESOLVED**, that the Washington County Sheriff, Dan Starry, is hereby authorized to execute and sign this agreement and any amendment thereto, as are necessary to implement this agreement on behalf of the Washington County Sheriff’s Office.

J. (Item pulled)

K. (Item pulled)

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

**Consent Items J and K - Resolutions for the Washington County Sheriff's Office to Accept Donations from Marathon Petroleum Company**

Commissioner Kriesel provided Sheriff Dan Starry the opportunity to speak about the two items pulled from the Consent Calendar regarding donations from Marathon Petroleum Company.

Sheriff Starry spoke on the two resolutions presented for donations from Marathon Petroleum Company. Sheriff Starry reported that Marathon has been very generous in donating to the Washington County Sheriff’s Office for projects. The resolutions presented today will provide more than \$40,000 for training and equipment.



Commissioner Kriesel moved to approve Consent Items J and K for the Sheriff's Office, seconded by Commissioner Karwoski:

J. **Resolution No. 2021-094** as follows:

**MARATHON PETROLEUM COMPANY DONATION**

**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.

**NOW, THEREFORE BE IT RESOLVED**, the Washington County Board of Commissioners does hereby approve the \$6,880 donation from Marathon Petroleum Company for the Officer Breach Point Resiliency Training.

K. **Resolution No. 2021-095** as follows:

**MARATHON PETROLEUM COMPANY DONATION**

**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.

**NOW, THEREFORE BE IT RESOLVED**, that the Washington County Board of Commissioners does hereby approve the donation in the amount of \$33,700 from the Marathon Petroleum Company to support Water Recovery equipment.

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

## **GENERAL ADMINISTRATION**

### **South Washington Watershed District Recognition**

Commissioner Johnson presented a Commissioner Award to Matt Moore, Administrator of the South Washington Watershed District (SWWD), and the SWWD Board of Managers in recognition of their vision and partnership on the completion of the Overflow Project at Cottage Grove Ravine Regional Park. This has been a project spanning more than 20 years. SWWD has set a precedent and exceeded expectations in its role as a collaborative partner with Washington County on the Overflow Project at Cottage Grove Ravine Regional Park.

### **Resolution Accepting American Rescue Plan Act Funds and Adoption of County Project Plan**

County Administrator Kevin Corbid presented a resolution to accept funds for the American Rescue Plan Act, and the county's project plan for using the funds.

Mr. Corbid reported that 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 program areas aimed at mitigating the continuing effects of the COVID-19 pandemic.

Washington County is a direct recipient of approximately \$51 million under ARPA, of which 50%, or \$25.5 million, was received in May 2021. The county expects to receive the other half in 2022.

On May 17<sup>th</sup>, the U.S. Department of the Treasury released guidance on the allowable use of the state and local funding under ARPA. This guidance was used by departments to develop an initial list of projects eligible under ARPA.

Mr. Corbid continued that project ideas were discussed with the board at a workshop on July 27<sup>th</sup> and further refined through one-on-one meetings with each of the five commissioners. The projects address a variety of pandemic and recovery needs and are categorized into four program areas:

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

The plan leaves more than \$10 million unallocated to respond to pandemic and recovery needs in 2023-2024, or for additional projects and programs as they are identified by commissioners and staff, or the public. In addition, staff expects that not all of the recommended projects will be completed. Staff expects they may run into hurdles that cannot be overcome on a project or two, or the dollar amount necessary may be less than anticipated. As those types of issues come up, staff will be back to report to the board and update the plan.



Mr. Corbid reported that there have been changes since the one-on-one discussions with commissioners, including the addition of expenses for protective equipment and measures, vaccination planning implementation, and testing planning and implementation. \$500,000 was included for each of these areas and includes some expenses the county has incurred in these categories since March 2021 that otherwise would have been paid for with budgeted savings from previous years currently in the county's fund balance.

Mr. Corbid reviewed additional information about the projects.

Supporting the Public Health Needs of County Residents and Staff section contains the most projects. In this group are projects to increase mental health services through a community health worker initiative of the Departments of Community Services and Public Health & Environment, and augmentation of the county's Crisis Response Unit to handle the increased calls since the pandemic began. There are two emergency or transitional housing projects recommended for both adults and youth, and augmentation of the county's Housing Outreach Services Team. The county recommends projects to make building improvements to provide for safe working environments for county staff and customers, including a project at Big Marine Park Reserve. As mentioned earlier, this group of projects includes funding for the cost of personnel who are directly responding to the pandemic, and for direct services such as testing, vaccinations, and personal protective equipment.

Within the Supporting Workers, Residents, and Businesses section of the plan, staff recommends funding for a career pathways project, continuing efforts to make sure students and adults have access to the internet for learning and personal use, and funding additional staff support for the emergency rental program that has been ongoing since the start of the pandemic. The plan also provides funding for an attorney in the County Attorney's Office to help with the backlog of cases that currently exists.

The second largest group of projects falls into the Infrastructure projects, funded by the lost revenue category. The county is able to fund important projects that were not completed in the past couple of years because of the impact that COVID-19 had on the county budget and revenues. Staff recommends a major investment in the county's technology infrastructure and cyber security efforts, including a project to replace an aging phone system. Funding is recommended for capital and fleet purchases in the Public Works Department, election equipment replacement, mobile squad car radio replacements, and the improvements needed for public safety at the St. Croix Bluffs Regional Park boat launch. All of these projects have been planned for in the Capital Improvement Plan.

Finally, the recommended plan includes matching funds to encourage broadband improvements in the county.

Mr. Corbid concluded that staff continues to develop ideas for potential business or non-profit assistance and expects to have some discussions with the board in the future. Staff continues to expect feedback from the public on this current plan and suggestions for other additional projects



and programs, and staff will continue to solicit the input and feedback. The project list can be updated at any time with additional board action. The resolution also directs the county administrator or designee to prepare and submit all federal reporting required under ARPA. The first report, or rescue plan, is due on August 31<sup>st</sup>, along with a summary of expenses-to-date.

Commissioner Miron moved to approve **Resolution No. 2021-096** as follows:

**RESOLUTION ACCEPTING AMERICAN RESCUE PLAN ACT  
FUNDS AND ADOPTION OF COUNTY 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, of which \$25,487,946.50 was received after providing the required certification to the federal government on May 10, 2021, 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 eligibility and potential spending options with board members individually and in board workshops on April 13, 2021 to overview ARPA funding for local governments, on May 25, 2021 to review ARPA funding guidance, and on July 27, 2021 to discuss ARPA planning; and

**WHEREAS**, county staff reviewed the requirements as outlined in ARPA and the Interim Final Rule provided by the United States Department of Treasury (authorized on May 17, 2021), as it developed a plan for recommendation to the county board; and

**NOW, THEREFORE, BE IT RESOLVED** that the Washington County Board of Commissioners does hereby accept the funding as provided by ARPA in the amount of \$50,975,893; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Washington County Board of Commissioners does hereby adopt the attached project plan under the following categories authorized in ARPA and the interim 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 Funded by Lost Revenue Replacement
- Investments in Broadband, and
- Unallocated, for future project designation.

**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 prepare and submit a Recovery Plan Performance Report for State and Local Fiscal Recovery and all other required reporting under ARPA.

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

### **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**

No board correspondence was received.

### **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Karwoski moved to adjourn, seconded by Commissioner Miron, and it was adopted unanimously. The County Board meeting adjourned at 10:00 a.m.



**BUDGET WORKSHOP WITH LIBRARY AND LAW LIBRARY**

The Board met in workshop session to review the 2022 recommended budget for the Library and Law Library. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

**BUDGET WORKSHOP WITH PROPERTY RECORDS AND TAXPAYER SERVICES**

The Board met in workshop session to review the 2022 recommended budget for the Property Records and Taxpayer Services Department. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Johnson, and Weik. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.


**BOARD WORKSHOP WITH ADMINISTRATION**

The Board met in workshop session to review economic development tax abatement authority and application. Present for the workshop were Commissioners Miron, Kriesel, and Johnson. Also present were Kevin Corbid, Jennifer Wagenius, outside agencies, residents, and county staff.

Attest:

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Kevin Corbid  
County Administrator

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Lisa Weik  
County Board Chair