



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
OCTOBER 3, 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 Miron moved, seconded by Commissioner Clasen, to adopt the Consent Calendar as follows:

1. Approval of the September 12, 2023, County Board meeting minutes.
2. Approval of **Resolution No. 2023-112** as follows:

**RESOLUTION REAPPOINTING EDWARD MARCHAN TO THE
VALLEY BRANCH WATERSHED DISTRICT**

WHEREAS, Minnesota Statutes 103D.311 requires the county board to appoint a member to fill a vacancy in the office of watershed district manager; and

WHEREAS, a person appointed a watershed district manager must be a voting resident of the watershed district who is not a public officer of the county, state or federal government, except that a soil and water conservation supervisor may be appointed a watershed district manager; and

WHEREAS, Minnesota Statutes 103D.311 also provides the process that must be followed in making appointments of watershed district managers, including the requirement to ensure the appointees to the watershed district are able to fairly represent the various hydrological areas within the watershed district; and

WHEREAS, a term is expiring for the position of watershed district manager and the county has undertaken all the necessary steps to make an appointment; and

WHEREAS, the county has provided the notice required to the townships and municipalities that are within the watershed; and

WHEREAS, the county has provided the required published notice; and

WHEREAS, the county has reviewed the applications submitted for the manager position and the list of nominees provided by the townships and municipalities; and

WHEREAS, the county has determined that the aggregate list of nominees submitted by the townships and municipalities is valid; and

WHEREAS, the county has reviewed residency of the manager being reappointed as well as the residency of the current managers, considered the experience of the individual being reappointed to determine if he is able to represent the concerns of the entire watershed district, and reviewed any other material available to determine the ability of the managers to fairly represent all hydrological areas of the watershed district; and

WHEREAS, the county has determined that by making the following reappointment it finds that the managers of the watershed district fairly represent the various hydrologic areas within the watershed district to the greatest extent possible; and

WHEREAS, the individual being reappointed manager was included on the list of nominees as presented by the townships and municipalities under Minnesota Statutes 103D.311, subdivision 3.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners hereby reappoints Edward Marchan to a fifth term on the Valley Branch Watershed District, to begin on November 14, 2023, and end on November 13, 2026.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Washington County Board of Commissioners directs that a record of all appointments made be filed with the county auditor of each county affected by the watershed district, the secretary of the board of managers, and the Board of Water and Soil Resources.

3. Approval of **Resolution No. 2023-113** as follows:

**RESOLUTION REAPPOINTING DON PEREIRA TO THE
VALLEY BRANCH WATERSHED DISTRICT**

WHEREAS, Minnesota Statutes 103D.311 requires the county board to appoint a member to fill a vacancy in the office of watershed district manager; and

WHEREAS, a person appointed a watershed district manager must be a voting resident of the watershed district who is not a public officer of the county, state or federal government, except that a soil and water conservation supervisor may be appointed a watershed district manager; and

WHEREAS, Minnesota Statutes 103D.311 also provides the process that must be followed in making appointments of watershed district managers, including the requirement to ensure the appointees to the watershed district are able to fairly represent the various hydrological areas within the watershed district; and

WHEREAS, a term is expiring for the position of watershed district manager and the county has undertaken all the necessary steps to make an appointment; and

WHEREAS, the county has provided the notice required to the townships and municipalities that are within the watershed; and

WHEREAS, the county has provided the required published notice; and

WHEREAS, the county has reviewed the applications submitted for the manager position and the list of nominees provided by the townships and municipalities; and

WHEREAS, the county has determined that the aggregate list of nominees submitted by the townships and municipalities is valid; and

WHEREAS, the county has reviewed residency of the manager being reappointed as well as the residency of the current managers, considered the experience of the individual being reappointed to determine if he is able to represent the concerns of the entire watershed district, and reviewed any other material available to determine the ability of the managers to fairly represent all hydrological areas of the watershed district; and

WHEREAS, the county has determined that by making the following reappointment it finds that the managers of the watershed district fairly

represent the various hydrologic areas within the watershed district to the greatest extent possible; and

WHEREAS, the individual being reappointed manager was included on the list of nominees as presented by the townships and municipalities under Minnesota Statutes 103D.311, subdivision 3.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners hereby reappoints Don Pereira to a second term on the Valley Branch Watershed District, to begin on November 14, 2023, and end on November 13, 2026.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Washington County Board of Commissioners directs that a record of all appointments made be filed with the county auditor of each county affected by the watershed district, the secretary of the board of managers, and the Board of Water and Soil Resources.

4. Approval to set a public hearing for November 7, 2023, for a new ordinance to create a Housing Trust Fund for Local Housing Development.
5. Approve Contract No. 15926 with YMCA of the North for \$189,000 for the period of October 1, 2023, through September 30, 2025, for Family Homeless Prevention Assistance Program (FHPAP) funds.
6. Approve Contract No. 15924 with Valley Outreach for \$300,000 for the period of October 1, 2023, through September 30, 2025, for FHPAP funds.
7. Approve Contract No. 15923 with Solid Ground for \$546,000 for the period of October 1, 2023, through September 30, 2025, for FHPAP funds.
8. Approve Contract No. 15925 with Community Action Partnership of Ramsey and Washington Counties for \$335,000 for the period of October 1, 2023, through September 30, 2025, for FHPAP funds.
9. Approval of **Resolution No. 2023-114** as follows:

**RESOLUTION OF SUPPORT OF
NATIONAL CYBERSECURITY AWARENESS MONTH 2023**

WHEREAS, Washington County recognizes that it has a role in identifying and protecting its citizens from, and responding to, cyber threats that may have a significant impact to our individual and collective security and privacy; and

WHEREAS, Washington County recognized that local governments are increasingly targeted by cyber criminals to gain illegal access to sensitive information in which Washington County employees protect and safeguard daily; and

WHEREAS, businesses and governments are increasingly reliant on information systems and technology to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, in 2023, Washington County continued building cybersecurity awareness for all employees by requiring the completion of security awareness training courses designed to address the most common risks; and

WHEREAS, 2023 marks the 20th annual Cybersecurity Awareness Month and this year the Cybersecurity and Infrastructure Security Agency (CISA) is launching a new awareness program implemented by CISA through a coalition of private companies, nonprofit and government organizations, as well as academic institutions working together to increase the understanding of cyber threats and empowering the American public to be safer and more secure online; and

WHEREAS, the National Institute of Standards and Technology (NIST) Cybersecurity Framework has been developed as a free resource to help organizations improve their cybersecurity practices through a practical approach to addressing evolving threats and challenges; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role to play, and awareness of computer security essentials will improve the security of Washington County's information, infrastructure, and economy; and

WHEREAS, the Federal Government of the United States of America, the U.S. Department of Homeland Security (www.dhs.gov/cyber), the Multi-State Information Sharing and Analysis Center (<http://msisac.cisecurity.org>), the National Association of State Chief Information Officers (www.nascio.org), and the National Cyber Security Alliance (www.staysafeonline.org) all recognize October as National Cyber Security Awareness Month; and all citizens are encouraged to visit these websites and the Cybersecurity Awareness Month website (<https://www.cisa.gov/cybersecurity-awareness-month>) to learn about cybersecurity to put that knowledge into practice in their homes, schools, workplaces, and businesses.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners recognizes October 2023 as National Cybersecurity Awareness Month.

10. Approval of a 1.0 FTE Senior Communications Specialist position to begin in 2023 in the Property Records and Taxpayer Services (PRTS) Department.
11. Approval of a 1.0 FTE Elections Technician position to begin in 2023 in the PRTS Department.
12. Approval of a 1.0 FTE CAMA Coordinator position in the PRTS Department.
13. Reject bids that were received on September 12, 2023, for two Patrol Boats.

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

PUBLIC HEARING – PUBLIC HEALTH & ENVIRONMENT

Proposed Revisions to Washington County Youth Access to Tobacco Ordinance #185

The public hearing opened at 9:03 a.m.

Board Chair Kriesel presented a brief overview of today's public hearing to consider revisions of Washington County Ordinance #185, Youth Access to Tobacco Ordinance. The proposed revisions are necessary due to recent updates to Minnesota Statutes § 461, which sets the local retail tobacco regulations across Minnesota. This hearing is being held pursuant to the requirements contained in Minnesota Statute Section 375.51. On September 12, 2023, the County Board issued its order setting this public hearing for today. Board Clerk Stephanie Kammerud indicated that proper notices were published and made part of the record.

Senior Community/Environmental Health Program Manager Caleb Johnson reported that Minnesota Statutes § 461 requires counties to administer retail tobacco licensing and compliance checks in areas not covered by a city or township program. The Department of Public Health & Environment (PHE) is proposing changes to county Ordinance #185, Youth Access to Tobacco Ordinance. This ordinance was first adopted in 1998, and last updated in 2010. Minnesota Statutes § 461 changed in 2020, raising the minimum age for tobacco purchases to 21 years of age, and it increased the administrative fine amounts for retail tobacco violations.

Mr. Johnson reported that in addition to wording updates to improve readability and clarity of the existing ordinance, the proposed revisions to the ordinance will update the ordinance language (reflecting the statute changes), increase the minimum tobacco sales clerk age to 18 years old, and increase the minimum license suspension timeframe for repeated violations. Revisions were made in consultation with the Public Health Law Center, American Lung Association, and the Washington County Attorney's Office.

Mr. Johnson reported that PHE notified cities/towns and license holders of the proposed ordinance revisions in July 2023, and were invited to ask questions or provide comments. Some questions regarding tobacco purchaser or seller age regulations were received and answered by PHE staff. No comments were made about the proposed ordinance revisions. A virtual question and answer session was held on August 7, 2023. The session was attended by one person who sought clarification about the age of compliance check decoys, which is set by Minnesota Statutes § 461. No comments were made about the proposed ordinance revisions.

Chair Kriesel asked for any comments from the public; none were heard. No written comments were received prior to this public hearing.

There being no further comments, Chair Kriesel asked for a motion to close the public hearing and open the matter for discussion and comments by board members. Commissioner Bigham moved to approve closing the public hearing. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The public hearing was closed at 9:12 a.m.

County Administrator Kevin Corbid noted that a resolution will be brought to the County Board on October 17, 2023, to consider adopting the revised tobacco ordinance.

INFORMATION TECHNOLOGY

Manager Patrick Gangl presented a contract for Information Technology Service Management (ITSM) enterprise application solutions. ITSM is how Information Technology (IT) teams manage the end-to-end delivery of IT services to customers. This contract includes service level management, incident and problem management, change control, request management, service IT asset management, configuration and knowledge management, and service catalog. Eight proposals were received for the contract bid, and Avante Solutions Inc. was selected as the best value for the ITSM enterprise application solutions.

Commissioner Clasen moved to approve Contract No. 15643 with Avante Solutions Inc. for \$561,675 for ITSM enterprise application solutions, for the period of signature to July 31, 2026. Commissioner Bigham seconded the motion, and it was adopted unanimously.

PROPERTY RECORDS AND TAXPAYER SERVICES

Resolution Proclaiming October 2-6, 2023, as Customer Service Week

Director Amy Stenftenagel presented a resolution to honor county staff and employees of the Property Records and Taxpayer Services Department during Customer Service Week in Washington County.

Commissioner Clasen moved to adopt **Resolution No. 2023-115** as follows:

**RESOLUTION HONORING COUNTY STAFF AND EMPLOYEES
OF THE DEPARTMENT OF PROPERTY RECORDS AND
TAXPAYER SERVICES DURING CUSTOMER SERVICE WEEK
OCTOBER 2-6, 2023**

WHEREAS, the purpose of the work of Washington County employees is to serve the residents of Washington County; and

WHEREAS, the mission of Washington County is providing quality services through responsible leadership, innovation, and the cooperation of dedicated people; and

WHEREAS, the employees at Washington County live this mission every day providing a wide variety of quality external and internal services; and

WHEREAS, the people who make up the staff of the county's Property Records and Taxpayer Services Department have extensive technical knowledge and serve county residents on a daily face-to-face basis at a number of locations throughout the county; and

WHEREAS, prompt, friendly, and accurate customer service is a requirement of that staff doing its job well, and serving county residents with its utmost ability; and

WHEREAS, it is fitting to recognize the supreme customer service that staff provides while fulfilling its role of providing service to the residents of Washington County.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners wishes to extend its heartfelt thanks and appreciation to all employees of Washington County for the quality service they provide; and

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners wishes to specifically acknowledge Property Records and Taxpayer Services staff for its matchless customer service to all residents of Washington County; and

BE IT FURTHER RESOLVED, that, in light of that appreciation, the Washington County Board of Commissioners proclaims October 2-6, 2023, Customer Service Week in Washington County, to publicly state that appreciation.

Commissioner Miron 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.

GENERAL ADMINISTRATION

Comprehensive Website Evaluation

Communications Manager Tina Elam presented an overview of the Comprehensive Website Evaluation proposal process and recommended vendor for the project. Ms. Elam reported that the Washington County website underwent a refresh in 2021-2022. The refresh included a content clean-up and applied a new “skin” for digital effectiveness. This project was not all-inclusive to meet the organizational business needs; however, it was a positive step towards the improvement and efficiency of this powerful communication tool. The website is ever-evolving and will require ongoing analysis and quality efforts to meet the needs of customers, clients, and residents.

Ms. Elam reported that Request for Proposals (RFP) for consulting services to perform a comprehensive evaluation of the county’s website were due on August 11, 2023. Twenty proposals were received, 18 of which met the deadline to be considered for the project. Four vendor finalists were interviewed, and the RFP review team recommends BR8KTHRU as the preferred vendor. BR8KTHRU had the highest average score of all 18 vendor submissions, with a comprehensive presentation, high customer service standards, and excellent project management.

Commissioner Karwoski moved to enter into negotiations with BR8KTHRU for the Washington County Comprehensive Website Evaluation. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Health Savings Account Recommendation

Human Resources Director Angie Nalezny requested changes to Personnel Rules & Regulations, Section #17 Insurance/Benefits. This section provides contributions and participation guidelines for insurance and benefit coverage for employees. As part of the annual plan review of plan design, the Insurance Labor Management Committee (ILMC) has recommended raising the deductible on the highest \$4,000 high deductible plan to \$4,500.

To offset increases in deductibles, and to encourage employees to remain in or move to the highest deductible plan, it is proposed to increase the 2024 HSA county contribution for those who choose the highest deductible health plan as follows: \$400 per quarter for a total of \$1,600 a year for employees who enroll in employee only coverage (an increase of \$100); and \$550 per quarter for a total of \$2,200 a year for employees who enroll in employee plus child(ren), employee plus spouse, or family coverage (an increase of \$200).

Ms. Nalezny reported that this was presented to the Personnel Committee at its meeting this morning and it was recommended for the board’s approval.

Commissioner Miron moved to increase the county’s Health Savings Account contributions to \$1,600 for single coverage, and \$2,200 for family coverage. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Other Items

County Administrator Kevin Corbid announced that the county is celebrating Hispanic Heritage Month on October 11 at 11:00 a.m. in the Government Center cafeteria. This event is being presented by the Gente Employee Resource Group. Mr. Corbid noted that there was great attendance at the Employee Resource Group Fair last week.

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived livestreaming of the board meeting for full commissioner reports at www.co.washington.mn.us, under "County Board."

BOARD CORRESPONDENCE

Board correspondence was received and placed on file.

EXECUTIVE (CLOSED) SESSION – PERFORMANCE REVIEW OF THE COUNTY ADMINISTRATOR

Commissioner Karwoski moved to move into Executive (closed) session. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The Board met in Executive (closed) session, the time being 10:43 a.m., to conduct the annual performance review of County Administrator Kevin Corbid. Pursuant to Minnesota Statute Section 13.43, performance evaluation feedback is private data on the employee, and the meeting may be closed to the public pursuant to Minnesota Statute Section 13D.05, subd. 3(a). Present for the Executive session were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen, and Kevin Corbid.

The Executive session closed at 12:07 p.m.

ADJOURNMENT

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

The County Board meeting adjourned at 12:10 p.m.

BOARD WORKSHOP WITH PUBLIC WORKS

The board met in workshop session for an overview of the Public Works grant planning process and to provide information on three upcoming grants: Regional Solicitation, Local Road Improvement Program (LRIP), and Safe Routes to Schools (SRTS). Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, and county staff.

BOARD WORKSHOP WITH ADMINISTRATION AND PUBLIC WORKS

The board met in workshop session to review the draft 2024-2028 Capital Improvement Plan. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Gary Kriesel

Gary Kriesel
County Board Chair