



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 9, 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 Miron asked to pull Consent items P and Q from the Consent Calendar. Both items noted donations to the Sheriff's Office, and Commissioner Miron requested the Sheriff's Office speak on behalf of the two donations, and approve as separate items.

Commissioner Miron moved, seconded by Commissioner Karwoski, to adopt the Consent Calendar items A-O as follows:

1. Approval of the October 19, 2021, and October 26, 2021, County Board meeting minutes.
2. Approval of county comments on the creation of Tax Increment Financing District 8 (a housing district) in the City of Mahtomedi and direction to submit comments in a letter.
3. Approval of **Resolution No. 2021-131** as follows:

**RESOLUTION AUTHORIZING UPDATES TO THE MASTER
SUBSCRIBER AGREEMENT BETWEEN WASHINGTON
COUNTY AND THE MINNESOTA STATE COURT SYSTEM,
STATE OF MINNESOTA AND DESIGNATING THE COUNTY'S
AGENCY ACCOUNT MANAGER**

WHEREAS, the Minnesota Judicial Branch allows certain Minnesota governmental agencies to access appropriate electronic court records and documents in the Minnesota Court Information System (MNCIS); and

WHEREAS, Washington County is required to provide court ordered representation to indigent individuals in child in need of protective services (CHIPS), termination of parental rights (TPR) cases, paternity and civil contempt cases, and various actions involving civil commitments, guardianships and conservatorships; and

WHEREAS, Washington County contracts with private attorneys to provide this legal representation; and

WHEREAS, in order to provide efficient and effective representation to their clients, the contract attorneys have requested access to Minnesota Government Access (MGA); and

WHEREAS, access through the MGA will allow those attorneys access to the reports and information on their cases electronically; and

WHEREAS, in order to grant access to the county's court appointed attorneys, the county has executed a Master Subscriber Agreement and complete User Acknowledgment Forms for each attorney; and

WHEREAS, in order to grant access to the county's court appointed attorneys, each attorney must be authorized by the county and complete a User Acknowledgment Form; and

WHEREAS, Washington County wishes to provide this access for its contracted attorneys as described above.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners authorizes Kevin Corbid, Washington County Administrator, to sign any subsequent amendments or agreements that may be required to maintain access to MGA for the county's court appointed attorneys.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners designates Jennifer Wagenius, Deputy County Administrator, as the county's Agency Account Manager.

4. Approval of **Resolution No. 2021-132** as follows:

**RESOLUTION AMENDING AMERICAN RESCUE PLAN ACT
PROJECT PLAN**

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

WHEREAS, ARPA provided \$65.1 billion in direct aid to counties and allocated hundreds of billions of dollars for public health assistance for vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance for families and individuals; and

WHEREAS, Washington County is a direct recipient of \$50,975,893.00 under ARPA, 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

WHEREAS, the county board, by resolution, accepted the ARPA funds and adopted a county project plan on August 24, 2021; and

WHEREAS, the county board wishes to amend a project description, with no dollar amount change, in the county project plan from the specific need of supporting the Emergency Rental Assistance Program to supporting the need of the Economic Support Division related to the increase in all program areas that are in response to the pandemic, as allowed under the



Interim Final Rule provided by the United States Department of Treasury (authorized on May 17, 2021).

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby adopt this amended project under the following category as authorized in ARPA and the interim final guidance:

- Supporting the Public Health Needs of County Residents and Staff

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

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

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

5. Approval of **Resolution No. 2021-133** as follows:

**AUTHORIZATION TO CONTRACT FIVE (5) DAILY BEDS WITH
ANOKA COUNTY FOR SECURE JUVENILE DETENTION AND
PROGRAMMING**

WHEREAS, Washington County Community Corrections previously entered into an individual agreement for the commitment of five (5) daily beds with Anoka County for the purpose of housing certain juveniles in a secure setting at a reasonable cost; and,

WHEREAS, this previous individual agreement between Washington County Community Corrections and Anoka County shall expire December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED that Washington County Community Corrections has authority to enter into such agreement pursuant to Minnesota Statutes §260B.331.

6. Approve the restructuring of an existing FTE position from non-supervisory to supervisory in Human Resources.

7. Approve Amendment No. 1 for Contract No. 13871 with Lifescale Analytics Inc. for a total amount of \$111,630 and an expiration date of March 31, 2022.
8. Approval of penalty abatement exceeding \$10,000 for property located at 9840 Norma Lane in Woodbury.
9. Approval of the plat of Fair Oaks Farm in Stillwater Township.
10. Approve Grant Agreement No. 14403 with the Minnesota Department of Health for the Women, Infants & Children (WIC) Program, for the period of January 1, 2022, through December 31, 2026.
11. Approve a 0.34 FTE intermittent special project Office Specialist position for the Department of Public Health and Environment.
12. Approval of Contract No. 14341 with Hagen Christianson McIlwain (HCM) in the amount of \$667,000 for Architectural and Engineering Services for the Household Hazardous Waste North (CIP # PHE-003)/Northern Yard Waste (CIP #PHE-004) facility project.
13. Approve Contract No. 14395 with Bolton and Menk in the amount of \$216,176.00 for the County State Aid Highway (CSAH) 15 pavement rehab project final design.
14. Approval of **Resolution No. 2021-134** as follows:

**RESOLUTION TO ACCEPT AGREEMENT AND RESTRICTIVE
COVENANT ON CERTAIN LANDS WITHIN
BIG MARINE PARK RESERVE**

WHEREAS, Washington County purchased 130 acres in 1994 for inclusion into Big Marine Park Reserve; and,

WHEREAS, Washington County accepted certain grant funds for the purchase by the Metropolitan Council as part of a grant program authorized by Chapter 563, Laws of Minnesota 1974; and,

WHEREAS, as a condition of the 1994 grant, an Agreement and Restrictive Covenant was to be imposed upon the property; and,

WHEREAS, on December 15, 2020, Washington County approved the sale of a portion of the land, 2.42 acres to the Disabled Veterans Rest Camp Association, Inc. in order for the Disabled Veterans Rest Camp Association, Inc. to make certain improvements for the betterment of the Veterans experience; and,

WHEREAS, as part of the sale, the Metropolitan Council completed a Partial Release of the Agreement and Restrictive Covenant to release the property from the encumbrance; and,

WHEREAS, in September 2018, Washington County received 2.42 acres of land located within Big Marine Park Reserve from the City of Scandia to be used as replacement land for the sale of 2.42 acres to the Disabled Veterans Rest Camp Association, Inc; and,

WHEREAS, replacement land is necessary in order to remain compliant with conditions of the 1994 grant agreement.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners accepts the Agreement and Restrictive Covenant to be imposed upon the replacement land described as follows:

Outlot A, Big Lake Estates, according to the plat thereof on file and of record in the Office of the County Recorder in and for Washington County.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners authorizes its County Board Chair and County Administrator to execute on behalf of the county the Agreement and Restrictive Covenant conditioned upon approval as to form by the Washington County Attorney's office.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners hereby authorizes the recording of said Agreement and Restrictive Covenant with the Washington County Recorder's Office.

15. Authorization to transfer ownership of Washington County Sheriff's Office K9 Maia to her handler, Deputy Clayton Evens.

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

Chief Deputy Doug Anschutz spoke regarding the donations made to the Sheriff's Office. There was a donation of \$15,000 from the U.S. Policy Canine Association and the American Kennel Club, and a donation of \$6,340 from the Lake Elmo Farmer's Market. These donations will be used to purchase two new K9s, equipment, and training. Chief Deputy Anschutz reported that donations such as these are greatly appreciated and help continue the level of excellence in the Washington County Sheriff's Office K9 Unit.



Commissioner Miron moved, seconded by Commissioner Karwoski, to adopt the two items as follows:

1. Resolution No. 2021-135

**UNITED STATES POLICE CANINE ASSOCIATION
AND THE AMERICAN KENNEL CLUB**

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 \$7,500 from the United States Police Canine Association and \$7,500 from the American Kennel Club for the purchase of two K9's.

2. Resolution No. 2021-136

**LAKE ELMO FARMER'S MARKET
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 \$6,340 from the Lake Elmo Farmer's Market for the purchase of K9 equipment and training.

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

Resolution to Approve 2022 County Administrator Salary

Mr. Corbid reported that, by law, the County Board must set the salary for the county administrator, county board commissioners, county sheriff, and county attorney before the end of each year for the following year. Mr. Corbid noted the board will decide on county sheriff and county attorney salaries at the December 7th board meeting.

Human Resources Director Angie Nalezny has provided the County Board comparative information on salaries for other county administrators in the metro area. Ms. Nalezny has provided the information on the current salary range for the position and information on the current state-imposed cap on salary for 2021, and an estimate of the potential increase for 2022. Ms. Nalezny noted that when setting the salary of the administrator, the board should consider job performance, the external market, internal equity, and salary compression.

Mr. Corbid was appointed county administrator on January 29, 2020, and in total has 20 years of experience in senior leadership positions for the county. The board has conducted an annual performance evaluation and provided a summary of that review to the public.

The County Board supported a 4% increase for the 2022 county administrator salary.

Commissioner Kriesel moved to approve **Resolution No. 2021-137** as follows:

2022 SALARY FOR THE COUNTY ADMINISTRATOR

WHEREAS, Minnesota Statute 375A.06, Subd. 1, authorizes the County Board of Commissioners to appoint and employ an Administrator upon such terms and conditions as it deems advisable and directs the County Board to set the Administrator's salary.

NOW, THEREFORE, BE IT RESOLVED, that the 2022 salary for Kevin J. Corbid, the Washington County Administrator, shall be as follows, effective January 1, 2022:

Administrator	\$196,246
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Commissioner Miron 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.

Resolution to Approve 2022 County Commissioners' Salaries, Expenses, and Benefits

Mr. Corbid reported that information has been provided to the County Board with salary data for the seven metropolitan counties and St. Louis County. County Policy #6011 provides direction to the board on considerations when setting salaries for the next year, including salary increases for county employees, and salary increases awarded for legislators, judges, and others by the state compensation council.

The County Board supported a 2.5% increase for its 2022 salaries.

Commissioner Kriesel moved to approve **Resolution No. 2021-138** as follows:

2022 SALARIES AND EXPENSES FOR COUNTY COMMISSIONERS

WHEREAS, Minnesota Statute 375.055, Subd. 1, requires the County Board of Commissioners to set salaries, per diem payments, and expense reimbursement for its members prior to January 1 of the effective year.

NOW, THEREFORE BE IT RESOLVED, that the 2022 annual salary rate for Washington County Commissioners be \$72,488 effective January 1, 2022.

BE IT FURTHER RESOLVED, that the expense reimbursement for County Commissioners will be as provided for in County Policy #6010.

BE IT FURTHER RESOLVED, that each of the County Commissioners receive the same county paid medical insurance premium, flexible medical credit amount, life insurance, and long-term disability coverage, as received by the elected department heads.

Commissioner Miron 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, under "County Board."

BOARD CORRESPONDENCE

No board correspondence was received.

EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS

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

The Board met in Executive (closed) Session, the time being 10:07 a.m., with Public Works staff to review an appraisal related to the County's possible purchase of property identified as: PID 32.027.21.32.0001 for inclusion into Grey Cloud Island Regional Park, pursuant to Minnesota Statute Section 13D.05, Subd. 3(c). Present for the Executive Session were Commissioners Weik, Kriesel, Karwoski, Johnson, and Miron, Kevin Corbid, Jan Lucke, Jennifer Wagenius, Don Theisen, Wayne Sandberg, Sharon Price, Sandy Breuer, and Jessica Oertel.

The Executive Session closed at 10:32 a.m.

EXECUTIVE (CLOSED) SESSION – HUMAN RESOURCES

The Board met in Executive (closed) Session, the time being 10:35 a.m., with Human Resources staff to discuss labor relations strategy, pursuant to Minnesota Statute Section 13D.03. Present for the Executive Session were Commissioners Weik, Kriesel, Karwoski, Johnson, and Miron, Kevin Corbid, Jan Lucke, Jennifer Wagenius, and Paula Graff.

The Executive Session closed at 11:53 a.m.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Johnson moved to adjourn, seconded by Commissioner Karwoski, and it was adopted unanimously. The County Board meeting adjourned at 11:57 a.m.

BOARD WORKSHOP WITH PUBLIC WORKS

The Board met in workshop session to review St. Croix Bluffs Regional Park Conference Cottage Feasibility Study and staff recommendations. Present for the workshop were Commissioners Weik, Miron, Kriesel, Karwoski, and Johnson. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

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

Kevin Corbid
County Administrator

A handwritten signature in cursive script that reads "Lisa Weik".

Lisa Weik
County Board Chair