



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
DECEMBER 7, 2021**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

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

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

Absent: Commissioner Gary Kriesel, District 3

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

1. Approve Amendment No. 1 for Contract No. 12229 with Attorney Amy Senn.
2. Approve Amendment No. 1 for Contract No. 12223 for Attorney John Chitwood.
3. Approve Amendment No. 1 for Contract No. 12227 for Attorney Gregory Schmidt.
4. Approve Amendment No. 2 for Contract No. 12226 for Attorney Megan Hunt.
5. Approve comment letter for City of Cottage Grove Tax Increment Financing District No. 1-20.
6. Approval of **Resolution No. 2021-150** as follows:

**APPROVAL OF THE AMENDMENT TO THE 2021 HOME
PROGRAM SUBRECIPIENT BETWEEN DAKOTA COUNTY**

COMMUNITY DEVELOPMENT AGENCY AND WASHINGTON COUNTY

WHEREAS, the HOME Investment Partnership Program Final Rule 24 CFR Part 92 as amended sets forth regulations governing the applicability, and use of funds under Title II (the “Regulations”); and

WHEREAS, the counties of Anoka, Dakota, Ramsey, and Washington, and the cities of Coon Rapids and Woodbury (referred to together as the “Consortium”), created a consortium under the Act for purposes of acting as a participating jurisdiction (“PJ”) under the Act and Regulations, which is evidenced by sequential Joint Powers Agreements, including the most recent Joint Powers Agreement (the “JPA”) executed and delivered as of October 1, 2019; and

WHEREAS, the JPA authorizes the continuation of the Consortium for the purpose of continuing to undertake, or assist with the undertaking of, low and moderate-income housing assistance activities pursuant to the HOME Program as authorized in the Act and the Regulations; and

WHEREAS, the aforementioned counties and cities in the Consortium are geographically contiguous units of general local government and each represents that it has sufficient authority and administrative capability to carry out the purposes of the Act; and

WHEREAS, the JPA designates Dakota County as the “Lead Agency,” as described therein; and

WHEREAS, Dakota County and the Dakota County Community Development Agency (the “CDA”) enter into annual subrecipient agreements, pursuant to which the CDA agrees to perform all of the duties imposed upon the County by HUD pursuant to the funding agreements between the County, as Lead Agency for the Consortium, and HUD; and

WHEREAS, Washington County and the Washington County Community Development Agency (the “CDA”) entered into a subrecipient agreement, pursuant to which the CDA agrees to perform all of the duties imposed upon Washington County pursuant to the funding agreements between Washington County and the County, as Lead Agency for the Consortium; and

WHEREAS, Washington County is entitled to HOME Investment Partnerships Program American Rescue Plan (HOME-ARP) funding through its participation in the Dakota County HOME Consortium with the counties of Anoka, Dakota, Ramsey, and Washington, and the city of Woodbury;

WHEREAS, this Agreement is intended to satisfy the requirements of Section 92.504 of the Regulations, which requires that the CDA amend the agreement with Washington as a condition to subgrant the HOME-ARP funds.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Washington County, in consideration of the mutual covenants and promises contained in the Agreement, the parties mutually agree to the terms and conditions.

BE IT FURTHER RESOLVED that the Board Chair or her designee is authorized to execute the Fiscal Year 2021 HOME Agreement Amendment with Dakota County Community Development Agency for the acceptance of the HOME-ARP funds upon final receipt of the documents.

7. Approval of **Resolution No. 2021-151** as follows:

**RESOLUTION DESIGNATING A LABOR STANDARDS OFFICER
AND ENVIRONMENTAL REVIEW OFFICE FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND
HOME PROGRAMS**

WHEREAS, Washington County is an Entitlement Community for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program; and

WHEREAS, Washington County is entitled to HOME Investment Partnerships Program (HOME) funding through its participation in the Dakota County HOME Consortium with the city of Woodbury and the counties of Anoka, Dakota, and suburban Ramsey; and

WHEREAS, Washington County through a subrecipient agreement with the Washington County Community Development Agency (CDA), has delegated the management of its participation in CDBG and HOME to the CDA; and

WHEREAS, HUD requires the designation of a Labor Standards Officer for the administration and enforcement of federal labor standards requirements under the CDBG program; and

WHEREAS, HUD requires the designation of a Certifying Officer for environmental reviews associated with the CDBG and HOME programs; and



WHEREAS, the Deputy Executive Director of the Washington County CDA is the manager of the Community Development department that administers the CDBG and HOME programs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Washington County, that Karly Schoeman, Deputy Executive Director of the Washington County Community Development Agency (CDA), is designated as the Labor Standards Officer for the CDBG program.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners designates Karly Schoeman, Deputy Executive Director of the Washington County Community Development Agency, as the Certifying Officer for environmental reviews associated with the CDBG and HOME programs.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners authorizes Melissa Taphorn, Executive Director, or Karly Schoeman, Deputy Executive Director, from the Washington County Community Development Agency, to execute all official documents related to the CDBG and HOME programs, in accordance with Washington County Contract Administration Guidelines.

BE IT FURTHER RESOLVED that the Board Chair or Board Chair's designee is authorized to execute documents to communicate these designations to the U.S. Department of Housing and Urban Development.

8. Approve Contract No. 14121 with InsightSoftware in the amount of \$80,242.83, for a period of three years.
9. Approval of **Resolution 2021-152** as follows:

**RESOLUTION TO ACCEPT AND CONTINUE
IMPLEMENTATION OF THE STATE'S AQUATIC INVASIVE
SPECIES PREVENTION AID PROGRAM**

WHEREAS, aquatic invasive species (AIS) are non-native aquatic organisms that invade water beyond their natural and historical range and have long-term implications for our environment, economy and human health; and

WHEREAS, the majority of AIS infestations in Minnesota are caused by the unintentional transfer of AIS through boats, trailers, live wells, bilge water, bait buckets, ballast water from barges, boat lifts, docks and other recreational equipment; and

WHEREAS, 25 lakes and 2 rivers in Washington County are now on the Minnesota Department of Natural Resources' Infested Waters List including those affected by Eurasian watermilfoil (Alice, Big Marine, Bone, Camp Galilee, Clear, Colby, DeMontreville, Elmo, Forest, Goose, Horseshoe, Jane, four Long lakes, Mud, Olson, Pine, Powers, Sunfish, Sunnybrook, Sunset, White Bear, and Wilmes lakes; Mississippi and St. Croix rivers), flowering rush (Forest Lake, Mississippi River), zebra mussels (Bone, Forest and White Bear lakes; Mississippi and St. Croix rivers); and bighead, grass and silver carp (Mississippi River); and

WHEREAS, Washington County's Battle Creek, Big Carnelian, Oneka, Square, Tanners, and other lakes are not yet affected by AIS; and

WHEREAS, a Minnesota State Management Plan for Invasive Species was completed in 2009 outlining effective and known strategies for addressing AIS in Minnesota; and

WHEREAS, the Minnesota State Legislature passed MN Statute 477A.19 Aquatic Invasive Species Prevention Aid in 2014 providing counties with \$10 million annually with the amount designated for each county based on the number of watercraft trailer launches and watercraft trailer parking spaces; and

WHEREAS, the AIS Prevention Aid results in a 2022 allocation of \$134,973 (based on 24 watercraft trailer launches x \$2,229 per launch) plus (354 watercraft trailer parking spaces x \$230 per space); and

WHEREAS, acceptance of this funding requires Washington County to establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county; and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county; and

WHEREAS, Washington County plans to run a competitive grant program to award funds to entities focusing on prevention projects within the scope of activities described in the State's AIS framework; and

WHEREAS, Washington County plans to utilize a portion of the funds available to partner with the Washington Conservation District for the provision of countywide activities to prevent the spread of AIS including

watercraft inspections, public awareness, and monitoring of projects that may be funded through the grant; and

WHEREAS, the County must submit a copy of its resolution or plan to the Department of Natural Resources by December 31, 2022.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of Washington County, Minnesota accepts and will continue to implement the state's Aquatic Invasive Species Prevention Aid; and

BE IT THEREFORE FURTHER RESOLVED, that the Washington County Board of Commissioners will submit this resolution to the DNR for acceptance pursuant to applicable Minnesota laws and rules.

10. Approve revisions to Policy #5034 - Meals, Mileage and Other Authorized Expense Reimbursement.
11. Approve revisions to Policy #2801 - Fund Balances and Procedures.
12. Approve revisions to Policy #2802 – Opening and Closing of Funds.
13. Approve deleting Policy #2803 – Fund Descriptions and Procedures.
14. Approve revisions to Policy #2301 – Investment Policy and Guidelines.
15. Approve revisions to Policy #2601 – Collections Policy and Procedures.
16. Approve revisions to Policy #2602 – Account Write-offs or Adjustments.
17. Approve revisions to Policy #2008 – Employee Personal Communication Device Reimbursement.

The motion was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Johnson, Karwoski, and Weik. Nays, none.

GENERAL ADMINISTRATION

2022 Salaries for County Attorney and County Sheriff

County Administrator Kevin Corbid presented resolutions for the County Attorney and County Sheriff's 2022 salaries. By law, the county board must set the annual salary for the County Attorney and County Sheriff before January 1st each year. Mr. Corbid summarized the memos that were provided to the County Board with information on experience, qualifications, responsibilities, duties, and accomplishments of the County Attorney and County Sheriff. Mr. Corbid has also provided attorney and sheriff salaries for other comparison counties.

Resolution Approving the 2022 Salary for the County Attorney

The County Attorney's current salary is \$192,109. The recommended salary for 2022 is \$198,833. This is a 3.5% increase from 2021.

Commissioner Miron moved to adopt **Resolution No. 2021-153** as follows:

2022 SALARY FOR PETE ORPUT, COUNTY ATTORNEY

WHEREAS, Minnesota Statute 388.18 requires the County Board of Commissioners to set by resolution the salary of the County Attorney; and

WHEREAS, the Board of Commissioners has carefully considered the Attorney's experience, qualifications and performance in his role as County Attorney, in addition to careful consideration of the responsibilities and duties of the County Attorney.

NOW, THEREFORE BE IT RESOLVED, that the 2022 salary for Washington County Attorney Pete Orput shall be as follows, effective January 1, 2022:

Attorney: \$198,833

Commissioner Karwoski seconded the motion, and it was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Johnson, Karwoski, and Weik. Nays, none.

Resolution Approving the 2022 Salary for the County Sheriff

The County Sheriff's current salary is \$172,390. The recommended salary for 2022 is \$178,424. This is a 3.5% increase from 2021.

Commissioner Miron moved to adopt **Resolution No. 2021-154** as follows:

2022 SALARY FOR DANIEL STARRY, COUNTY SHERIFF

WHEREAS, the Washington County Board of Commissioners annually sets the salary of the County Sheriff by resolution; and

WHEREAS, the Board of Commissioners has carefully considered the Sheriff's experience, qualifications and performance in his role as Sheriff, in addition to careful consideration of the responsibilities and duties as County Sheriff.

NOW, THEREFORE, BE IT RESOLVED, that the 2022 salary for Washington County Sheriff Daniel Starry shall be as follows, effective January 1, 2022:

Sheriff: \$178,424

Commissioner Karwoski seconded the motion, and it was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Johnson, Karwoski, and Weik. Nays, none.

County Board Meeting Added for 2021

County Administrator Kevin Corbid reminded the audience that there will be an official County Board meeting on December 21, 2021. This will be the final board meeting of 2021.

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

Board correspondence was received and placed on file.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Karwoski moved to adjourn, seconded by Commissioner Johnson, and it was adopted unanimously. The County Board meeting adjourned at 9:34 a.m.

BOARD WORKSHOP WITH ADMINISTRATION

The Board met in workshop session to review the 2022 board meeting calendar. Present for the workshop were Commissioners Weik, Miron, Karwoski, Johnson, and Kriesel (via phone). Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH ADMINISTRATION

The Board met in workshop session to review 2022 legislative priorities. Present for the workshop were Commissioners Weik, Miron, Karwoski, Johnson, and Kriesel (via phone). 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