

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 27, 2022**

WASHINGTON COUNTY REGIONAL RAILROAD AUTHORITY CONVENES

The Washington County Regional Railroad Authority (WCRRA) met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room. Present were Commissioners Miron, Kriesel, Weik, Karwoski, and Johnson. WCRRA Chair Karwoski presided. Also present were Kevin Corbid, County Administrator; Susan Tice, County Attorney Civil Division Chief; Stephanie Kammerud, Administrative Assistant; and county staff. Official Proceedings of the Regional Railroad Authority are available in the Office of Administration.

The Board recited the Pledge of Allegiance.

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 9:10 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

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

1. Approval of the September 6, 2022, and September 13, 2022, County Board meeting minutes.
2. Approve revisions to Advisory Boards, Commissions, and Committees, Policy #6006.
3. Approve 1.0 Full-Time Equivalent (FTE) Planner I/II position in the Office of Administration to support the efforts of the Land and Water Legacy Program.

4. Approval of **Resolution No. 2022-106** as follows:

**RESOLUTION TO APPROVE A LAND AND WATER LEGACY
PROGRAM STATE GRANT AGREEMENT WITH
THE STATE OF MINNESOTA**

WHEREAS, Washington County and the Minnesota Land Trust partnered to apply for Minnesota Outdoor Heritage funding for the purposes of land protection, restoration and enhancement; and

WHEREAS, the proposal was awarded \$4,288,000 through ML 2022, Ch. 77, Art. 1, Sec. 2, subd. 5(i), a Washington County Habitat Protection and Restoration Partnership project, to acquire permanent conservation easements and to restore and enhance wildlife habitat on public lands and easements in Washington County; and

WHEREAS, Washington County has agreed to provide matching funds for projects through its Land and Water Legacy Program; and

WHEREAS, an approved Accomplishment Plan describes in detail the agreed upon work to be completed; and

WHEREAS, these funds are available until June 30, 2026; and

WHEREAS, the County agrees to comply with required grants management policies and procedures set forth in state statutes related to the administration, supervision, management and record keeping of the program.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board approves the state grant contract agreement with the Minnesota Department of Natural Resources; and

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners hereby authorizes its Chairperson and Administrator to execute on behalf of the County all documents necessary to complete the work associated with the project.

5. Approval of Contract No. 15104 with CliftonLarsonAllen LLP for the audit of the financial statements of Washington County, as of and for the years ending December 31, 2022-2026.

6. Approve Cooperative Agreement No. 14134, between Washington County Community Services, on behalf of the Washington County Workforce Development Board and the South Washington Schools Adult Basic Education, Vocational Rehabilitation Services, and the Minnesota Department of Employment and Economic Development, for One-Stop Operator (OSO) services.
7. Approval of 2022-2023 Contract No. 15130 and Contract No. 15138 with BestView and HandyHelp to provide case management services for persons with disabilities.
8. Approval to modify the Personnel Rules and Regulations, Section #17 - Insurance/Benefits.
9. Approval to modify the Personnel Rules and Regulations, Section #18 - Employee Development.
10. Approval of a new network option for the county's \$4,000 high deductible health insurance plan through HealthPartners for 2023.
11. Approval of **Resolution No. 2022-107** as follows:

CERTIFICATION OF UNPAID COUNTY ENVIRONMENTAL CHARGES

WHEREAS, the Washington County Board of Commissioners adopted the Washington County Solid Waste Management Ordinance #194 on February 25, 2014; and the Washington County Solid Waste Management Ordinance #202 on March 20, 2018; and

WHEREAS, the Washington County Solid Waste Management Ordinance #194 establishes the County Environmental Charge (CEC); and

WHEREAS, a solid waste hauler has provided records to the Washington County Public Health and Environment Department of generators who have unpaid 2021 County Environmental Charges; and

WHEREAS, the solid waste hauler sent quarterly invoices to generators in 2021 for County Environmental Charges; and

WHEREAS, Section 14.0, subpart 14.8.1 of Ordinance #194 provides that by October 15 of each year, the County Board may certify to the County Auditor all unpaid outstanding Charges as reported by the Department, by Haulers and Disposal Facilities and a statement of the description of the lands which were serviced and against the Charges arose; and

WHEREAS, the Section 14.0, subpart 14.81 also provides that it shall be the duty of the County Auditor, upon order of the County Board, to extend the assessments with interest provided for in Minn. Stat. Section 279.03 subd. 1, upon the tax rolls of the County of the taxes of the year in which the assessment is filed; and

WHEREAS, the properties that have failed to pay the County Environmental Charge are identified in Exhibit A, which is attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners authorizes the County Auditor and the Department of Property Records and Taxpayer Services to extend the unpaid County Environmental Charges on the properties, set forth in Exhibit A to this resolution, as assessments with interest in accordance with County Ordinance #194.

12. Approval of License to Use Real Property Agreement No. 15136 with the Washington Conservation District for maintenance of boat cleaning stations for removal of aquatic species and signage at Square Lake Park.
13. Approval of **Resolution No. 2022-108** as follows:

**ACCEPTANCE OF A DONATION FROM RIDE AND GLIDE
BIKE AND SKI CLUB FOR PURCHASE OF SNOWSHOES FOR
PUBLIC RENTAL USE AT LAKE ELMO PARK RESERVE AND
ST. CROIX BLUFFS REGIONAL PARK**

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

WHEREAS, the Minn. Stat. 375.26 authorizes the county board to accept gifts, donations and bequests on behalf of the county; and

WHEREAS, Washington County Parks has a wide array of donation opportunities for individuals and groups to provide support for the park system; and

WHEREAS, Ride and Glide Bike and Ski Club have been consistent supporters of Washington County Parks; and

WHEREAS, Ride and Glide Bike and Ski Club has donated \$1,968.00 to be used for the purchase of snowshoes for rental at Lake Elmo Park Reserve and St. Croix Bluffs Regional Park; and

WHEREAS, the rental of snowshoes will reduce barriers for recreation in parks and create better access opportunities for more individuals.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept a donation in the amount of \$1,968.00 from Ride and Glide Ski Club for the purchase of 16 adult and 8 youth snowshoes.

BE IT FURTHER RESOLVED, that Washington County will assume responsibility for the maintenance and replacement of any broken equipment.

14. Approval to pursue the Minnesota State Arts Board Grant - Creative Support for Organizations, for up to \$25,000 to host a cultural arts event in Lake Elmo Park Reserve.

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

PUBLIC WORKS

Audio Upgrades in Washington County Courtrooms

Erik Jalowitz, Building Services Capital Projects Manager, presented a request for audio upgrades in six Washington County courtrooms. Mr. Jalowitz reported that the current audio/visual systems in the courthouse were installed in 2010, as part of the Campus 2025 project. The components installed at that time were all analog, and are at the end of useful life. This project proposes to replace the analog system with current digital technology. Updating the equipment will improve functionality and greatly reduce downtime due to component failures.

The replacement costs are split between the county and the state. The county would be responsible for in-room audio amplification, and the state would cover the cost to upgrade the visual components, as well as the overall system controls.

This project has been identified in the county's Capital Improvement Plan (CIP #SWGC-2301) and funding would be provided through the Capital Repair Fund. Total cost for this project is \$688,854; the county's cost is \$305,351, plus design costs. A Memorandum of Understanding is needed between the courts and Washington County. This would define the cost splits to install the audio/visual in six courtrooms, and each party will issue a separate purchase order to cover its respective scope of work related to the project. If approved, work would begin in early 2023, and completion is anticipated in mid-2023.

Commissioner Weik moved to approve a Memorandum of Understanding with the State of Minnesota, Tenth Judicial District, for \$305,351.07, for courtroom audio upgrades. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve a purchase order with Bluum Technology for \$305,351 to install courtroom audio equipment. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Summary of the County Administrator's Performance Review

Board Chair Johnson summarized the performance review for County Administrator Kevin Corbid, that was conducted during an Executive (closed) session on September 13, 2022. Board Chair Johnson stated, while the content and discussion of performance evaluations are private data on the employee involved, Mr. Corbid gave his authorization to share.

The board continues to be pleased with Mr. Corbid's performance, noting the county's organizational and financial health as examples of his leadership. The board is appreciative of the work being done to build the county's senior leadership team and continued focus on providing high-quality services throughout the organization.

The board also noted the progress that is being made related to diversity, equity, and inclusion, and the board's support for those efforts. An ongoing strength is the relationships Mr. Corbid has built during his time with the county.

The board noted Mr. Corbid's communication skills as a strength. He has a deep knowledge of county issues and cares about the work that is being done in all the county departments. The board also discussed 2023 goals with Mr. Corbid.

Finance & Commerce Award – Ravine Landing Project

County Administrator Kevin Corbid announced that Ravine Landing was selected by Finance & Commerce for a 2021 Top Projects Award for achievement in the construction industry and the community. Top Projects is the premier recognition program for Minnesota's built environment, and honors the best building and construction projects in the state.

Finance & Commerce delivers economic development, commercial real estate, and construction industry news to Minnesota's regional business leaders, developers, and housing and community advocates. The award program centers on the region's construction and real estate business, bringing together the entire development community, and the Top Projects program is one of the area's largest events celebrating women in the industry.

Public Works Engineer Eden Rogers and Parks Director Sandy Breuer, along with the county's project partners, H+U Construction and HGA, accepted the award at the annual awards reception at Nicollet Island Pavilion.

This is the third award that Ravine Landing has received. Ravine Landing has also received awards from the Minnesota Recreation and Parks Association, and the National Association of Counties.

Resolutions to Approve the Proposed 2023 Budgets and Levies

Deputy County Administrator Jan Lucke presented the 2023 proposed budgets and levies, and a high-level overview of the countywide budget recommendations. Ms. Lucke reported that for the past two months, departments have presented key budget changes, including new positions, major changes in funding and programs, and key challenges the departments will address in the coming year.

Washington County continues to be a fast-growing county, both in terms of population and tax base. That growth drives demand as well as the need for service delivery improvements and enhancements. This recommended budget, and corresponding levy increase, prioritizes the delivery of high-quality services, makes investments in information technology, capital assets, and employees, and protects the county's financial health.

The countywide budget provides critical funding for mandated and core function services that impact lives and support the community. In the areas of health, wellbeing, and safety of residents and clients, Washington County prosecutes crimes, provides patrol and dispatch, and probation and community correction services. The county provides public health and safety net services, including food support, health care, environmental programs, employment assistance, child and adult protection, economic support, and services for those with disabilities. The county also protects people and provides safety through quality roads and infrastructure, including parks and libraries. The county provides services that support residents with licensing, birth, death, marriage and real estate records, property tax management and elections.

Ms. Lucke continued that the board and employees are committed to quality work and services. That commitment is reflected throughout the organization in strong financial management and responsible use of public resources. For many years, Washington County has maintained a triple A bond rating, the highest credit rating available. The county has had the second lowest tax rate in the metropolitan area.

In the 2022 Resident Survey, 90% of residents rated the quality of life in Washington County as good or excellent, and Washington County's overall quality of life rated much higher than the average of ratings given to other counties in the benchmark data set. Washington County is also very active with specific initiatives within departments to remove barriers to service and evaluate its services with a lens of equity and inclusion.

Ms. Lucke reviewed key budget factors. One of the key factors includes variations in revenue. The budget reflects a net decrease in non-levy revenue, in part due to typical annual fluctuations related to start/stop of capital projects. Unique to 2023 is the elimination of approximately \$1 million in federal and state pass-through revenue in Community Services, elimination of probation fees in Community Corrections, and failure of the Legislature to act on nearly \$3 million in funding for mandated services. Increases in funding from Other Post Employment Benefits (OPEB) trust and transmission line tax provided some offset to the decrease. Other financing saw a net increase of 67.6%, due to anticipated capital improvement bond proceeds and Gold Line bond proceeds in 2023. Staff is recommending a planned contribution of \$5.8 million to the fund balance for future capital projects.

Ms. Lucke reported on service shifts within the Community Services Department. MnChoices is health insurance through the state. During the COVID-19 pandemic, renewals for clients were temporarily on hold. Community Services staff now need to do the reassessment for MnChoices clients, and an influx of clients is expected. Staff are also seeing increases related to child placement costs and mental health services. Community Services is adjusting its staffing to respond to these needs. Community Services absorbed some of these costs by reallocating resources and attracting additional federal and state funds. As a result, eight full-time equivalent (FTEs) staff members can be added to the organization with little to no levy increase.

Service demands have increased significantly in public safety. The Attorney's Office has seen significant increase in the number and complexity of legal cases. The Sheriff's Office has also seen an increase in requests for assistance and growing complexity in the type of response needed. The recommended budget includes 3.0 FTE new levy funded positions for the Attorney's Office, and 5.5 FTE new levy funded positions for the Sheriff's Office. These changes result in nearly 60% of new levy in 2023 being allocated to public safety.

The Information Technology Department has seen unprecedented requests from departments for new projects to move services, information, and engagement online, as well as support remote/hybrid work environments. The recommended budget includes two additional project managers, and an administrative assistant.

Ms. Lucke reported that as an organization, the county is focused on employee development and retention. Union wage and benefit settlements, and health insurance cost and benefits, comprise more than \$8 million in additional costs over the 2022 budget. These costs are the outcome of labor negotiations, in which wage and benefits were adjusted for 2023, to align with market rates after being held flat during the pandemic. The 2023 budget includes a 1.0 FTE Recruiter in the Human Resources Department, creates a tuition reimbursement program, and funds an employee engagement survey.

Inflationary cost pressures have increased costs for items such as fleet fuel, highway salt, building and construction materials, and Information Technology licensing and infrastructure.

Employees per capita remains relatively flat. As the population grows, staff is recommending the addition of 24 new positions. Six positions are being eliminated, and 25 special projects positions are expiring, primarily funded by the Federal Emergency Rental Assistance program.

Over the last two months, Public Works and Information Technology shared more information about proposed capital projects for 2023. The board recommended moving \$220,000 from one-time to ongoing funding to address Information Technology costs related to fiber utility and the E1 financial management system. This increases the Information Technology capital budget for 2023 to \$4.0 million.

Ms. Lucke stated that with the proposed budget and community investments, a levy increase of 4.88% is being recommended. Additionally, there is an increase needed in the Land and Water Legacy levy for debt service, after issuing the final bond under the referendum earlier this year.

The Regional Rail Authority levy remains flat. County Program Aid for Washington County will increase slightly within the framework of the state's current aid formula. Ms. Lucke noted that no property tax levy is used to fund the Gold Line Bus Rapid Transit project. That project, including any debt payment, is entirely funded by transit sales tax.

Ms. Lucke reviewed tax impacts. The proposed 4.88% levy increase results in a 14.5% decrease in the county's tax rate, given the nearly \$1 billion in new construction within Washington County during the last assessment year, and the increase in residential property values throughout the metropolitan area. The Land and Water Legacy levy increase is 6% under the proposed budget, again, reflective of the county's issuance of the final bond under the referendum and the resulting debt payment schedule. Those factors come together to result in a county tax bill that would be \$40 higher, per year, for a median valued home, that had a median increase in its value. That increase results in a percentage increase of 4.6%, slightly lower than the county's levy increase. Not all property owners will experience the same level of increase.

Ms. Lucke concluded that the levy, once set, can be decreased, but cannot be increased, when the board adopts the final levy on December 13.

Mr. Corbid presented the following resolutions continued on the next page.

**Resolution Certifying the Proposed Property Tax Levy Payable 2023 for Washington County**

Commissioner Johnson moved to approve **Resolution No. 2022-109** as follows:

**RESOLUTION CERTIFYING PROPOSED PROPERTY TAX LEVY
FOR WASHINGTON COUNTY PAYABLE 2023**

The Washington County Board of Commissioners does hereby certify to the Washington County Auditor-Treasurer the following proposed tax levy for payable 2023:

Washington County	\$127,760,300
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Commissioner Weik seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Kriesel, Weik, and Johnson. Nays, none.

Resolution Certifying the Proposed Property Tax Levy Payable 2023 for the Washington County Regional Railroad Authority

Commissioner Karwoski moved to approve **Resolution No. 2022-110** as follows:

**RESOLUTION CERTIFYING PROPOSED PROPERTY TAX LEVY
FOR THE WASHINGTON COUNTY REGIONAL RAIL
AUTHORITY PAYABLE 2023**

The Washington County Board of Commissioners does hereby certify to the Washington County Auditor-Treasurer the following proposed tax levy for payable 2023:

Regional Rail Authority	\$660,000
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Commissioner Weik seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Kriesel, Weik, and Johnson. Nays, none.

Resolution Adopting the Proposed 2023 Budget for Washington County

Commissioner Miron moved to approve **Resolution No. 2022-111** as follows:

RESOLUTION ADOPTING THE WASHINGTON COUNTY Proposed BUDGET FOR PAYABLE 2023						
OPERATING FUNDS	EXPENDITURES	REVENUE OTHER THAN LEVY	FUND BALANCE Contrib/(Use)	GROSS LEVY	STATE AID (CPA)	CERTIFIED LEVY
General	\$168,244,100	\$95,411,100	\$2,449,600	\$75,282,600	\$11,138,000	\$64,144,600
Community Services	\$54,319,900	\$31,441,800	\$0	\$22,878,100	\$0	\$22,878,100
Library	\$9,171,500	\$443,100	\$0	\$8,728,400	\$0	\$8,728,400
Parks	\$4,546,700	\$2,289,400	\$0	\$2,257,300	\$0	\$2,257,300
Public Works	\$25,845,600	\$16,472,800	\$0	\$9,372,800	\$0	\$9,372,800
Subtotal:	<u>\$262,127,800</u>	<u>\$146,058,200</u>	<u>\$2,449,600</u>	<u>\$118,519,200</u>	<u>\$11,138,000</u>	<u>\$107,381,200</u>
CAPITAL PROJECT FUNDS						
Capital Parks Projects	\$1,850,000	\$1,850,000	\$0	\$0	\$0	\$0
Capital Projects - Other	\$38,023,300	\$33,384,400	\$0	\$4,638,900	\$0	\$4,638,900
Capital Repairs	\$1,370,000	\$1,370,000	\$0	\$0	\$0	\$0
Capital Road & Bridge	\$29,466,000	\$32,116,000	\$2,800,000	\$150,000	\$150,000	\$0
Subtotal:	<u>\$70,709,300</u>	<u>\$68,720,400</u>	<u>\$2,800,000</u>	<u>\$4,788,900</u>	<u>\$150,000</u>	<u>\$4,638,900</u>
DEBT SERVICE FUNDS						
Debt Service - General	\$13,939,900	\$0	\$546,900	\$14,486,800	\$0	\$14,486,800
Debt Service - Referendum	<u>\$1,304,900</u>	<u>\$51,000</u>	<u>(\$500)</u>	<u>\$1,253,400</u>	<u>\$0</u>	<u>\$1,253,400</u>
Subtotal:	<u>\$15,244,800</u>	<u>\$51,000</u>	<u>\$546,400</u>	<u>\$15,740,200</u>	<u>\$0</u>	<u>\$15,740,200</u>
Total Proposed 2023 Budget:	<u>\$348,081,900</u>	<u>\$214,829,600</u>	<u>\$5,796,000</u>	<u>\$139,048,300</u>	<u>\$11,288,000</u>	<u>\$127,760,300</u>
Total Washington County Proposed 2023 Levy:				<u>\$139,048,300</u>	<u>\$11,288,000</u>	<u>\$127,760,300</u>

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

Resolution Adopting the Proposed 2023 Budget for the Washington County Regional Railroad Authority

Commissioner Karwoski moved to approve **Resolution No. 2022-112** as follows:

RESOLUTION ADOPTING THE WASHINGTON COUNTY REGIONAL RAIL AUTHORITY PROPOSED BUDGET FOR PAYABLE 2023						
SPECIAL REVENUE FUND	EXPENDITURES	OPERATING TRANSFERS AND REVENUE OTHER THAN LEVY	FUND BALANCE Contrib/(Use)	GROSS LEVY	STATE AID (CPA)	CERTIFIED LEVY
Regional Rail Authority	\$781,400	\$121,400		\$660,000	\$0	\$660,000
Total Proposed 2023 Budget:	<u>\$781,400</u>	<u>\$121,400</u>	<u>\$0</u>	<u>\$660,000</u>	<u>\$0</u>	<u>\$660,000</u>
Total Washington County Regional Rail Proposed 2023 Levy :				<u>\$660,000</u>	<u>\$0</u>	<u>\$660,000</u>

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

Resolution Consenting to the Proposed Property Tax Levy Payable 2023 for the Washington County Community Development Agency

Commissioner Miron moved to approve **Resolution No. 2022-113** as follows:

RESOLUTION CONSENTING TO THE PROPOSED PROPERTY TAX LEVY FOR THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY PAYABLE 2023

Pursuant to Minnesota Statute section 469.033 subdivision 6, the Washington County Board of Commissioners hereby consent to the special tax levy of the Washington County Community Development Agency in an amount not to exceed:

Washington County Community Development Agency \$5,899,098

Commissioner Karwoski seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Kriesel, Weik, and Johnson. 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

Board correspondence was received and placed on file.

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 10:47 a.m.

BOARD WORKSHOP WITH PUBLIC WORKS

The Board met in workshop session for an update the potential jurisdictional transfer of Trunk Highway (TH) 96 (Dellwood Road) from TH 244 (Dellwood Avenue) to TH 95 (Broadway Street), a 9.0-mile segment. Present for the workshop were Commissioners Weik, Kriesel, Miron, Karwoski, and Johnson. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Wayne A. Johnson

Wayne A. Johnson
County Board Chair