

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 16, 2024**

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, Assistant County Attorney Division Chief
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

1. Approval of the January 2, 2024, County Board meeting minutes.
2. Approval of **Resolution No. 2024-002** as follows:

**RESOLUTION APPOINTING STEPHANIE WANG TO THE
RAMSEY WASHINGTON METRO 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, expect 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 reviewed residency of the manager being appointed as well as the residency of the current managers, considered the experience of the individual being appointed to determine if she 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 appointment it finds that the managers of the watershed district, including the newly appointed member, fairly represent the various hydrologic areas within the watershed district to the greatest extent possible; and

WHEREAS, the individual being appointed 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 appoints Stephanie Wang to a first term on the Ramsey Washington Metro Watershed District, to begin on February 24, 2024, and end on February 23, 2027.

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. Approve three countywide Service Contracts for print services with Bayport Printing House, Bywater Business Solutions, and Staples, Inc.
4. Approval of 1.0 full-time equivalent (FTE) Social Worker for the Community Services Adult Investigation and Assessment (AIA) team.
5. Approval of 1.0 FTE Senior Planner for the Community Services Adult Social Services Unit.
6. Approval of 1.0 FTE Office Support II 12-month Special Project position for the Community Services Administration Division.
7. Approval of 1.0 FTE Case Aide 12-month Special Project position for the Community Services Economic Support Division.
8. Approval of 2.0 FTE Case Aide Special Project positions for the Community Services Economic Support MN Eligibility Technology System (METS) Team.
9. Approve the Community Services Department's grant application to the Minnesota Department of Human Services for continued Housing with Supports for Adults with Serious Mental Illness (HSASMI) grant funding for \$350,000 for the grant period of July 1, 2024, through June 30, 2026.
10. Approve the Community Services Department's grant application to the Minnesota Department of Human Services for continued Project for Assistance in Transition from Homelessness (PATH) grant funding for \$450,000 for the grant period of January 1, 2024, through June 30, 2025.
11. Approval of 2.0 FTE grant funded positions, Public Health Program Supervisor, and Senior Communications Specialist, in the Department of Public Health & Environment to support Public Health Preparedness and Communications capacity.
12. Approval of **Resolution No. 2024-003** as follows:

**MINNESOTA BOARD OF WATER AND SOIL RESOURCES
CONVENE MEETINGS**

WHEREAS, the Minnesota Board of Water and Soil Resources (BWSR) on August 24, 2023 approved the availability, use of funds and policy for the fiscal year 2024-2025 Watershed-Based Implementation Funding (WBIF), established by The Laws of Minnesota 2023, Chapter 40, Article 2, Section 6 (a); and

WHEREAS, the funding may be used to implement activities identified in the implementation section of a state approved and locally adopted

watershed management plan as required under §103B.231, county groundwater plan authorized under §103B.255, or soil and water conservation district comprehensive plan under Minnesota statutes §103C.331, Subd. 11; and

WHEREAS, by Resolution 2014-117, adopted September 23, 2014, the Washington County Board of Commissioners approved the Washington County Groundwater Plan; and

WHEREAS, by Resolution 2020-142 and 2020-143 Washington County is an active participant in the Lower St Croix Partnership under a Joint Powers Agreement; and has adopted the Lower St Croix Watershed Comprehensive Management plan; and

WHEREAS, the county is an eligible participant in discussions on allocations for Lower St Croix River (Metro) funding, Ramsey Washington Metro, Rice Creek, and South Washington Watershed Planning Areas; and

WHEREAS, the county is required to designate a representative to participate in WBIF “Convene Meetings” for the four planning areas described above, to establish a method to make decisions, pick a method for selecting funded activities and through a collaborative process select the highest priority targeted, measurable and eligible activities to be submitted to BWSR; and

WHEREAS, the county intends to participate in the WBIF convene meetings; and

WHEREAS, the county’s Department of Public Health and Environment oversees implementation of the county’s Groundwater Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners delegates authority to the director of the Department of Public Health and Environment to appoint staff as the county’s official representative(s) for the WBIF Convene meetings; and

BE IT FURTHER RESOLVED, that as a participant in the Lower St Croix One Watershed One Plan partnership, the Washington County Board of Commissioners directs staff to support use of the metro portion of Lower St Croix WBIF towards implementation of activities identified in the Lower St Croix Comprehensive Watershed Management Plan.

13. Approval of **Resolution No. 2024-004** as follows:

RESOLUTION TO ENTER INTO LIMITED USE PERMIT 8280-0085 WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR PORTIONS OF SIDEWALK AND MULTI-PURPOSE TRAIL ALONG COUNTY STATE AID HIGHWAY (CSAH) 2 AND CSAH 33 WITHIN MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY

WHEREAS, Washington County is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, Washington County has constructed sidewalk and non-motorized multi-purpose trails adjacent to CSAH 2 within Minnesota Department of Transportation right-of-way; and,

WHEREAS, Washington County has plans to construct non-motorized multi-purpose trails adjacent to CSAH 33 within Minnesota Department of Transportation right-of-way; and,

WHEREAS, the Minnesota Department of Transportation requires a Limited Use Permit for the construction and utilization of said sidewalk and multi-purpose trails within Minnesota Department of Transportation right-of-way.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby enters into a Limited Use Permit with Minnesota Department of Transportation for the following purposes:

To construct, operate and maintain sidewalk and multi-purpose trail along CSAH 2 and CSAH 33 within the right-of-way of Interstate 35.

Washington County shall construct, operate and maintain said trail in accordance with the Limited Use Permit granted by the Minnesota Department of Transportation.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners is authorized to execute without further action of the board the Limited Use Permit and any subsequent amendments thereto.

14. Approve Contract No. 16082 between Washington County and the City of Hugo, to provide law enforcement services to the city.
15. Approve Grant Agreement No. 16149 with the Minnesota Department of Public Safety for \$228,000 for the 2024 Violent Crime Enforcement Teams Grant Program.

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

GENERAL ADMINISTRATION

Letter of Support for Washington Conservation District

Senior Program Manager Stephanie Souter reported that the Washington Conservation District (WCD) is pursuing Soil Health Supplemental Staffing grant funding to increase staff capacity to implement ag, rural, and urban soil health efforts in Washington County. The WCD has asked supporting organizations for letters to the Board of Water and Soil Resources (BWSR) in support of their grant application. Ms. Souter presented a draft letter of support for the board's consideration.

Commissioner Miron moved to approve the letter of support for the Washington Conservation District. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Federal Lobbying Services Contract

Deputy County Administrator Jan Lucke reported that Washington County's contract for federal lobbying services expired on December 31, 2023. A request for proposals (RFP) was released on November 15, 2023. The RFP contained a scope of services that aim to benefit Washington County, including lobbying, monitoring and pursuing funding opportunities, coordinate meetings and fly-ins, and track and share legislative federal initiatives and news.

Ms. Lucke reported that three proposals were received in response to the RFP: Carpi & Clay, Inc.; Downs Government Affairs, LLC; and Larkin Hoffman, Ltd. Staff interviewed the latter two firms and recommends a contract with Downs Government Affairs for the period of January 17, 2024, to December 31, 2026.

Commissioner Bigham moved to approve a contract with Downs Government Affairs, LLC to provide federal lobbying services to Washington County for an amount not to exceed \$69,600 annually for the period of January 17, 2024, to January 31, 2026. Commissioner Miron seconded the motion, and it was adopted 4-1.

Resolution to Accept the 2023 4th Quarter Donations

Commissioner Clasen moved to adopt **Resolution No. 2024-005** as follows:

2023 4th QUARTER DONATIONS, GIFTS, AND BEQUESTS

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 on a quarterly basis.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$2,413.45 for the fourth quarter of 2023.

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

Change to 2024 County Board Meeting Schedule

County Administrator Kevin Corbid requested a board action to change next week's meeting on January 23, 2024, from a workshop only meeting, to a regular official County Board meeting, to hold an Executive (closed) session regarding labor relations.

Commissioner Kriesel moved to approve changing the January 23, 2024, workshop only meeting, to an official board meeting. Commissioner Miron seconded the motion, and it was adopted unanimously.

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.

ADJOURNMENT

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

The County Board meeting adjourned at 9:46 a.m.

BOARD WORKSHOP WITH INFORMATION TECHNOLOGY

The board met in workshop session for an update on technology transition to .gov domain for county business. 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

Stan Karwoski

Stan Karwoski
County Board Chair