

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
APRIL 23, 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.

Julie Jacobs, City of Grant, inquired as to what role the commissioners have in the election process in 2024, and if there are resources that could be provided to understand commissioner roles in the election process.

Peter Grasse, City of Woodbury, provided comments regarding the bike trails in county parks. Mr. Grasse inquired if the county would consider turf-friendly vehicles on the trails to avoid ruts, and in regards to single-track planning, requests that the county prioritize investment in the skills area and the pump track. Mr. Grasse stated that he supports foraging in the parks, and does not support marijuana in the parks.

CONSENT CALENDAR

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

1. Approval of the April 2, 2024, County Board meeting minutes.
2. Approval to appoint Tammy McCulloch, Woodbury, to a partial term on the Parks and Open Space Commission as a District 5 representative set to expire on December 31, 2026.
3. Approval of 2.0 full-time equivalent (FTE) Clinical Social Worker positions in the Embedded Mental Health Unit in the Community Services Department.

4. Approval of 1.0 FTE Senior Planner position, in the Children's Services Division of the Community Services Department.
5. Approval of 1.0 FTE Senior Social Worker, 18-month Special Project, in the Children's Services Division of the Community Services Department.
6. Approval of restructuring an existing 1.0 FTE position from Non-Supervisory (Social Worker I/II) to Supervisory position in CSD Access, Aging & Disabilities Division.
7. Approval of 2.0 FTE Social Worker II positions in Embedded Mental Health Unit in the Community Services Department.
8. Approval of a part-time, less than 0.35 FTE, Senior Human Resources Generalist.
9. Approval of the 2024-25 Collective Bargaining Agreement with Minnesota Public Employees Association (MNPEA) Public Safety Telecommunicators Unit.
10. Approval of the 2024-25 Collective Bargaining Agreement with MNPEA Correctional Officer Unit.
11. Ratify an agreement for licensed software, hardware, and services between Aumentum Technologies (Manatron, Inc.) and the Minnesota Counties Computer Cooperative (MnCCC) through March 1, 2027.
12. Approval of the plat of Salas Memorial in Denmark Township.
13. Approval of an application for an Off-Sale Liquor License for Holiday Stationstores, LLC in Denmark Township.
14. Approval of an application for renewal of an On-Sale and Sunday Liquor License for The Keystone Weddings and Events LLC in May Township.
15. Approve Consultant Contract No. 16397 with Kimley-Horn and Associates Inc. for \$199,901 to provide preliminary design services for the County State Aid Highway (CSAH) 5 (Olive Street) Improvement Project.
16. Approval of **Resolution No. 2024-035** as follows:

**RESOLUTION TO ENTER INTO LIMITED USE PERMIT
8204-0089 WITH THE MINNESOTA DEPARTMENT OF
TRANSPORTATION FOR PORTIONS OF MULTI-PURPOSE
TRAIL ALONG COUNTY STATE AID HIGHWAY (CSAH) 5
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 resurfaced a non-motorized multi-purpose trail adjacent to CSAH 5 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 multi-purpose trail 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 resurface, operate and maintain a multi-purpose trail along CSAH 5 within the right-of-way of Trunk Highway 36.

Washington County shall resurface, 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 Chair and County Administrator are authorized to execute, without further action of the board, the Limited Use Permit and any subsequent amendments thereto.

17. Approval of **Resolution No. 2024-036** as follows:

**RESOLUTION PROCLAIMING
FRIDAY APRIL 26th AS ARBOR DAY
AND MAY 2024 AS ARBOR MONTH**

WHEREAS, Washington County stewards county land including parks, highways and facility grounds; and

WHEREAS, stewardship of land contributes to the County's goal of increased health, safety and quality of life of residents today and tomorrow; and

WHEREAS, trees help purify our air and retain water, conserve soil, provide habitat for wildlife, provide shade, and enrich our lives; and

WHEREAS, Emerald Ash Borer (EAB) is becoming more established in MN, and will ultimately eliminate many green and white ash trees which are abundant in parks, boulevards, residential yards and natural areas; and

WHEREAS, reforestation efforts are critical to help replace the benefits that these trees provide; and

WHEREAS, Washington County encourages local communities and residents to take proactive steps to plan for increased wood waste, and plant a more diverse array of trees when replacing them; and

WHEREAS, steps recommended include conducting tree inventories of boulevards and parks, setting ash tree removal and replacement goals and planning for increased wood waste as EAB becomes more established; and

WHEREAS, Washington County recognizes the Arbor Day Foundation's efforts to plant trees for the future by promoting Arbor Day and Arbor Month.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners does hereby proclaim Friday, April 26, 2024, to be Arbor Day and the month of May 2024, to be Arbor Month in Washington County.

BE IT FURTHER RESOLVED, the Washington County Board of Commissioners urges residents to plant trees for future generations.

18. Approval of Resolution **No. 2024-037** as follows:

**RESOLUTION REQUESTING FY25 CONGRESSIONALLY
DIRECTED SPENDING FUNDS FOR WASHINGTON COUNTY'S
CSAH 32 PEDESTRIAN AND SAFETY IMPROVEMENT PROJECT**

WHEREAS, County State Aid Highway (CSAH) 32 in the City of Forest Lake currently has insufficient turn lanes, poorly spaced corridor access, no pedestrian facilities, and failing pavement, deficiencies which Washington County is planning to address with a reconstruction of CSAH 32 in 2027; and

WHEREAS, the intersection of CSAH 32, Centennial Drive, and City of Forest Lake-owned Forest Road has poor sight lines and has been previously identified for infrastructure improvements as part of a traffic corridor study; and

WHEREAS, the realignment of Forest Road to the west to connect with 4th Street, with pedestrian improvements and construction of a roundabout, is necessary to optimize safety, congestion, stormwater management and circulation; and

WHEREAS, community engagement efforts revealed broad public support for the realignment of Forest Road, exceeding support for less expensive alternatives, but the City of Forest Lake is unable to pursue realigning Forest Road without funding assistance; and

WHEREAS, in 2021 the United States Congress reauthorized Congressionally Directed Spending Requests, also referred to as Community Project Funding, or earmarks; and

WHEREAS, Congressionally Directed Spending requests can promote community and regional development, natural resources and environment, transportation, national defense, health, and other worthy investments in communities across the county; and

WHEREAS, the Washington County Board of Commissioners passed a resolution on March 26, 2024, directing FY2025 Congressionally Directed Spending Requests be made for multiple county projects to the appropriate members of the Congressional Delegation; and

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners requests \$4 million of FY25 Congressionally Directed Spending for the CSAH 32 Pedestrian and Safety Improvement Project.

19. Approve Joint Powers Agreement No. 16237 that allows the Washington County Sheriff's Office to provide fuel to the City of Oak Park Heights for law enforcement services.
20. Approve Contract No. 16372 with Marie Ridgeway LICSW LLC for the period of May 1, 2024, to April 30, 2025, with the option to automatically renew for up to four additional one-year periods, not to exceed \$150,000 per year.

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

PRESENTATION OF THE EMPLOYEE RECOGNITION AWARDS

The Washington County Board of Commissioners honored employees recognized for exemplary performance in the areas of customer service, diversity/equity/inclusion, employee engagement, innovation, teamwork, and the County Administrator's Excellence in County Government Award.

County employees were invited to nominate fellow employees for the service awards and 84 nominations were reviewed by a panel of employees, which included: Brian Kraft from the Library; Donald Sill from Property Records and Taxpayer Services; David Brandt from Information Technology; Leticia Alonso from Community Services; Commander Sara Halverson from the Sheriff's Office, and Serena Rath from the Office of Administration.

Customer Service Award

The recipient of the Customer Service Award is Kristine Krawczewski from the Property Records and Taxpayer Services Department.

Kristine embodies the ideal customer service representative and the dedication she contributes to her role is truly commendable. Kristine exemplifies quality and dedicated customer service with many acts of kindness and going above and beyond her duties to help guide visitors at the Headwaters Service Center. Whether working with patrons on passports, DMV services, or tax payments, Kristine treats customers with dignity and patience. Kristine's dedication to customer service not only speaks to her character, but truly models the county's mission, vision, and values.

Diversity, Equity, and Inclusion Award

The recipient of the Diversity, Equity, and Inclusion Award is Elena Schewe from the Public Works Department.

As the Parks Equity Coordinator, Elena has worked to increase park access and advocate for historically underserved communities. Outreach efforts have resulted in events such as the partnership with South Washington Community Education to bring a group of adult English Language Learners out to Cottage Grove Ravine Regional Park for a guided hike and bonfire. All but one of these students had never been to the park. Elena was integral to the Connect events, a series of free get-togethers in the parks that are open to everyone with the goal of welcoming black, indigenous, and people of color (BIPOC) into outdoor spaces. Elena and Parks leaders are also working to increase access for residents with different ability levels, with two new all-terrain wheelchairs now available for use at Lake Elmo Park Reserve and Cottage Grove Ravine Regional Park. Elena is actively reducing barriers to county services and building a vibrant community that practices engagement, representation, and service to all members with dignity and respect.

Employee Engagement Award

The recipient of the Employee Engagement Award is Rebecca Leighton from the Public Health & Environment Department.

Rebecca is the supervisor of the Healthy Communities team, which focuses heavily on community partnerships and relationship building, which requires a great deal of technical and relational support. Rebecca is excellent in both categories. Rebecca responds quickly and effectively to technical matters, such as contract requests and facilitating meetings with the Minnesota Department of Health and other stakeholders. Rebecca treats her team as competent professionals and allows each person to shine with their unique set of skills, expertise, and interests. Rebecca sets a good example as the team leader for building trust and communication during team meetings and on special projects. Her team members thrive independently, while always being able to approach Rebecca as a colleague, advocate, and friend. Rebecca is an outstanding model of employee engagement.

Innovation Award

The recipient of the Innovation Award is Charlie Parent from the Public Works Department.

As a Senior Engineer Technician in Public Works, Charlie works tirelessly to improve processes with GIS spatial data and mapping. Charlie is an emerging leader in statewide GIS data management, sharing his techniques and experience to help other counties develop similar systems. One example of this work was Charlie's effort to create and support a GIS database to catalog over 15,000 County Highway signs with information like type, date installed, and quality. This database allows staff to efficiently assess and replace highway signs as necessary to keep county roads safe corridors for travel. Beyond his work with GIS, Charlie took on the role of Public Works' IT Technician. In this role, Charlie has made several significant improvements that have helped the department run more efficiently, reduced downtime, and saved taxpayer money. Charlie's innovative spirit and commitment to improving processes make him an incredible asset to the Public Works Department and Washington County.

Teamwork Award

The recipients of the Teamwork Award are Sheriff's Office Correctional Officers Denise Eichten and Sergeant Kevin Madigan, and Community Corrections Supervisor Sharon Currier, Evidence Based Practices Coordinator David Fink, and Probation Officers Jessica Reeves, Meghan Quinn, Kelly Albrecht, Jeunai Boche, Melanie Bentz, Erik Hansen, Scott Dawson, Maggie Heller, Brian Hibbs, Adam Johnson, Sufian Kalil, Brenda Liebsch, Jack Lutz, Susan Morrow, Jennifer Rice, Jessica Rumpel, Scott Wahl, and Olivia Wilkins.

This group is the team that brought Community Corrections' Decision Points program to the Washington County Jail. Since 2016, the Community Corrections Department and the Sheriff's Office have collaborated to bring valuable cognitive skills programming to individuals serving jail sentences. Community Corrections generally delivers these classes that teach problem-solving skills and restructuring of problematic thinking patterns. This type of programming is known to reduce rates of reoffending by 25–30%. With the adoption of the Decision Points program, the county had a flexible program perfect for the jail setting. Decision Points helps participants master four decision-making skills and avoid falling into "trouble cycles" where one decision creates compounding problems. Delivering this program two days per week takes the dedication of many people. Since implementing the program, 163 inmates have graduated from Decision Points. Once released, these inmates can apply what they learned, increasing their ability to reenter society successfully.

Excellence in County Government Award

The Excellence in County Government Award is chosen each year by the county administrator to honor an individual or group that has made an outstanding contribution to Washington County.

County Administrator Kevin Corbid was pleased to announce the recipients of this year's Excellence in County Government Award: Julie Sorrem, from the Human Resources Department; Public Safety Administrative Technician Courtney Schroeder, Sergeant Chris Howard, and Sergeant Matt Wieland, from the Sheriff's Office.

Julie Sorrem has worked for Washington County since 1997, all of that time in positions related to Risk Management and Employee Safety. She also manages the administration of the county's Employee and Retiree Benefits Program. As Risk & Benefits Manager, Julie provides leadership, guidance, and support to staff and management on a wide variety of complex risk management and benefit programs. Over the years, Julie has built trusted relationships with every Washington County department for both routine and special projects. Julie carries out the county's vision and mission in all parts of her daily work and has the highest commitment and dedication to the county.

Sgt. Chris Howard, Sgt. Matt Wieland, and Courtney Schroeder are all members of the Sheriff's Office CORE Wellness Steering Committee. In late 2023, they worked collaboratively to secure a grant for \$20,000 and worked with a third-party clinician vendor to roll out the first-ever "Check-up from the Neck up" mental health clinician visit for every member of the Sheriff's Office. The program is successfully opening the door for Sheriff's Office staff to access mental health services in a neutral, stigma-free environment. Because of their work, nearly 270 employees attended learning sessions that opened the door for discussions on employee mental health, reduced the stigma of mental health support, and paved the way for easy access to services. These are critical supports for employees who are navigating human violence daily.

Sgt. Howard has dedicated 25 years to serving the public in Washington County. He was hired at the county in November 1999 as a 911 Dispatcher and transitioned to become a patrol deputy in 2004. During his career, he has provided contracted law enforcement services to the City of Scandia, served as a general patrol deputy, worked as a K9 handler to K9 Blaze, and worked as an investigator in the Special Investigations Unit and DEA Task Force. Sgt. Howard is currently assigned to the Drug Task Force, a partnership with local police departments that investigates cases involving the illegal selling, buying, and possession of dangerous drugs or narcotics. The Task Force is also responsible for the prevention and education in the area of drug abuse.

Sgt. Howard is dedicated to the Sheriff's Office and the safety of the residents and visitors to the county. He is respected by his peers and public safety partner agencies.

Sgt. Wieland was hired as a Deputy Sheriff in 2001. During his career, he has provided contracted law enforcement services to the City of Lake Elmo, served as a general patrol deputy, worked as an advisor for the Washington County Explorer program, and worked as a K9 handler to K9 Agent. Sgt. Wieland has served in the Civil Unit in the Special Services Division since 2016, and he was a member of the Washington County Explorers and Reserve Deputy program during his youth. Sgt. Wieland has recently completed a National Staff and Command College training and is the county's most senior sergeant. He has numerous awards and commendations in his career. He is passionate about all employees' wellness and has contributed greatly to the wellness initiatives in the Sheriff's Office.

Courtney Schroeder, Public Safety Administrative Technician in the Civil Unit in the Sheriff's Office, was hired as a 911 dispatcher in 2016 and promoted to supervisor in 2020. In 2023, she entered into an office support role in the department. Courtney has been heavily involved in the Sheriff Office's wellness program and has been an integral part of the county's employee and family appreciation events. She is not only a tremendous employee, but someone who is an ardent supporter of the county's mission and vision.

PUBLIC HEARING – PUBLIC WORKS

Proposed Revisions to Washington County Parks Ordinance #213

The public hearing opened at 9:50 a.m.

Board Chair Karwoski presented a brief overview of today's public hearing to consider revisions of Washington County Parks Ordinance #213, and the enactment of Parks Ordinance #218 to replace it. The proposed new ordinance will modify, clarify, and update several provisions of the previous Parks Ordinance related to the safe and peaceful use of Washington County Parks. This hearing is being held pursuant to the requirements contained in Minnesota Statutes Section 398.34. On March 19, 2024, 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.

Public Works Senior Planner Connor Schaefer reported that Minnesota Statutes §398.34 allows counties to enact ordinances to govern park systems. Mr. Schaefer summarized the history of updates to the Parks Ordinance, and reviewed the steps taken in the process of revising the current Parks Ordinance #213.

Mr. Schaefer reported that there are minor changes throughout the ordinance, and reviewed the key topics.

Mr. Schaefer reported that there is updated language for trails regarding winter use and mountain bikes to educate the public and promote trail etiquette.

Mr. Schaefer reported that alcohol/substances continue to not be allowed in Washington County parks.

Mr. Schaefer reported that tobacco use is banned in areas most likely to be used by families/children, and revisions include a minor change of including fishing piers and areas of the park where tobacco is not allowed. There is a clause included in the ordinance that allows the county flexibility to add additional restrictions in the future without any formal change to the ordinance.

Mr. Schaefer reported that cannabis/THC is not allowed in Washington County parks. In 2023, the state law to legalize some forms of recreational cannabis went into effect. As part of this state law, counties and cities are allowed to make additional restrictions on cannabis/THC through ordinances. Benefits of this policy are that it is simple and clear for patrons to understand and for staff to enforce. Mr. Schaefer provided clarification that if a city allows or does not allow cannabis in its city, the county parks ordinance supersedes the city ordinance.

Mr. Schaefer reported a section was added for electric bikes and electric scooters, which aligns with state statute, allowing specific types of e-bikes to be treated as bikes. They are allowed on roads and designated trails. The ordinance accounts for unsafe e-bike behavior, and bikers are expected to abide by traffic laws.

Mr. Schaefer reported that foraging is a new section in the ordinance. It allows foraging by use permit (to be filled out at contact station), and is focused on the product of plants, not the plants itself. Impacts caused by foraging must be able to be naturally restored. In addition, firewood gathered/found in designated areas is allowed for registered campers for camping purposes, at their campsite.

Mr. Schaefer reported that the pets in campground continues the current policy, and it also provides the flexibility to adjust this in the future. There is a clause in this section saying, "Exemptions from this prohibition may be made by the Director or authorized by use permit." For example, if the county wanted to pilot allowing pets in campgrounds for one year, it would not require an ordinance update. Additionally, the ordinance was aligned to re-enforce important policies regarding pets in county parks, such as service animal aligning with state statute, and pets must be on-leash (12 foot) and well-behaved.

Mr. Schaefer reported that camping and swimming sections had language removed that are better suited for Park policies to be more responsive to the issues in those areas.

Mr. Schaefer reported there were four comments received prior to the public hearing. Mr. Schaefer noted a comment received inquiring about how volunteers are protected in parks. This question was directed to the County Attorney's Office, which confirmed that volunteers within the parks are covered as Washington County employees as agents of the county.

Chair Karwoski asked for any comments from the public.

Heith Heitkamp of Bayport, spoke in support of allowing pets in campgrounds.

Peter Martignacco, President of the Minnesota Mycological Society, spoke in support of changes that will allow people the opportunity to forage in the county parks.

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

The public hearing was closed at 10:15 a.m.

Commissioner Miron noted the importance of parks was recognized more deeply than ever during the COVID-19 pandemic, and the important role parks play in maintaining physical and mental health. Changes in laws and technology are all critical components of why these ordinances are reviewed and revised.

Commissioner Clasen spoke of her support for allowing pets in campgrounds, and not allowing tobacco in the parks.

Commissioner Bigham thanked staff for their work on the revisions to the Parks Ordinance and supports the changes indicated.

Commissioner Kriesel supports the changes and inquired about the open-ended language giving the director authorization for exemptions.

Commissioner Bigham supports the open-ended language on the pets in campground and would like to continue to explore that through the budgetary process, due to the fiscal impact.

Commissioner Karwoski asked for clarification on volunteer groups being protected within the parks. Alex McKinney, Parks Director, will confirm details about this topic.

Chair Karwoski noted that a resolution will be brought to the County Board at an upcoming board meeting to consider repealing Parks Ordinance #213 and adopt new Parks Ordinance #218.

COMMUNITY DEVELOPMENT AGENCY

Resolutions to Approve Washington County's 2024 Annual Action Plan and Amend 2023 Annual Action Plan

Deputy Executive Director Karly Schoeman presented a resolution to approve Washington County's 2024 Annual Action Plan for the Community Development Block Grant (CDBG) and HOME Programs.

Commissioner Miron moved to adopt **Resolution No. 2024-038** as follows:

RESOLUTION APPROVING WASHINGTON COUNTY'S 2024 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAMS AND AUTHORIZING SUBMISSION OF SUCH GRANT REQUEST TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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, the Washington County 2020-2024 Consolidated Plan establishes priorities for the use of CDBG and HOME funds; and

WHEREAS, the proposed projects in the 2024 Annual Action Plan are eligible projects and are priorities identified in the Consolidated Plan; and

WHEREAS, the application process for CDBG and HOME funds requires the submission of an Annual Action Plan to the U.S. Department of Housing and Urban Development; and

WHEREAS, the Consolidated Plan and Annual Action Plan require a thirty day public notice and public hearing before approval; and

WHEREAS, the public comment period was open from March 15, 2024, through April 16, 2024, and the Washington County Community Development Agency held a public hearing on April 16, 2024; and

WHEREAS, any public comments received have been sufficiently considered; and

WHEREAS, upon final CDBG allocation of funds, HUD will require execution of an Application for Federal Assistance (SF-424, SF-424D and Certifications); and

WHEREAS, receipt of the CDBG funds will require execution of a grant agreement between Washington County and HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, that the Washington County 2024 Annual Action Plan for the CDBG and HOME programs is approved for submission to HUD; and

BE IT FURTHER RESOLVED that the Washington County Board Chair or their designee is authorized to execute and submit the Application for Assistance and Certifications; and

BE IT FURTHER RESOLVED that the Board Chair or their designee is authorized to execute the Application for Federal (SF-424 and SF-424D), Certifications, Fiscal Year 2024 CDBG Agreement with HUD for the acceptance of the CDBG funds upon final receipt of the documents, and the Fiscal Year 2024 HOME Agreement with Dakota County Community Development Agency for the acceptance of the HOME funds upon final receipt of the documents.

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

Ms. Schoeman presented a resolution to amend Washington County's 2023 Annual Action Plan for the CDBG and HOME Programs.

Commissioner Miron moved to adopt **Resolution No. 2024-039** as follows:

**RESOLUTION APPROVING THE AMENDMENT TO
WASHINGTON COUNTY'S 2023 ANNUAL ACTION PLAN FOR
THE COMMUNITY DEVELOPMENT BLOCK GRANT AND
HOME INVESTMENT PARTNERSHIPS PROGRAM AND
AUTHORIZING SUBMISSION OF SUCH AMENDMENT
REQUEST TO THE UNITED STATES DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT**

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, the Washington County 2023 Annual Action Plans establish priorities for the use of CDBG and HOME funds; and

WHEREAS, three types of substantial amendments to the CDBG and HOME Programs are permissible by the U.S. Department of Housing and Urban Development (HUD): the creation of a new activity or cancellation of an existing activity with no funds expended; the increase or decrease of an activity budget by \$100,000 at one time; and a change to the location and/or national objective or beneficiaries of an activity; and

WHEREAS, the Agency and Washington County are required to have a Substantial Amendment to the 2023 Annual Action Plan (the "Amended Plan") to allocate the funding to project; and

WHEREAS, the proposed projects in the Amended Plan are eligible projects and are priorities identified in the Consolidated Plan; and

WHEREAS, the Amended Plan will decrease the 2023 MWF Rental Development project by \$128,939.00 (HOME); and

WHEREAS, the Amended Plan Create the 2023 Two Rivers Community Land Trust Acquisition and Rehabilitation project with a budget of \$128,939.00 (HOME); and

WHEREAS, the public comment period was open from March 15, 2024, through April 16, 2024; and

WHEREAS, the CDA held a public hearing on April 16, 2024; and

WHEREAS, any public comments provided have been sufficiently considered; and

WHEREAS, the Citizen Advisory Committee has reviewed and recommended activities and funding for the Proposed Substantial Amendments to the 2023 Annual Action Plan; and

WHEREAS, the Amended Plan must be submitted to the U.S. Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, that the Amendment to the Washington County 2023 Annual Action Plan for the CDBG and HOME programs is approved for submission to HUD; and

BE IT FURTHER RESOLVED that the Washington County Board Chair or their designee is authorized to execute and submit the Application for Assistance and Certifications.

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

PUBLIC WORKS

Amendment and Contract for the Central Service and License Center

Mandy Leonard presented two items, an amendment and a new contract, for the Central Service and License Center.

Ms. Leonard reported that the county entered into a contract with Kraus-Anderson Construction for construction management services to oversee the Central Service and License Center project. Proposals for construction management services include costs for firm personnel, a fee for construction management services, and a provision to add general conditions at the start of construction. Today's amendment is for the general conditions, along with a small cost increase for 2024 labor hours, due to a later start date.

General Conditions for each project include construction site security, such as construction fencing and gates, temporary restroom facilities, temporary office spaces/trailers for firm personnel, temporary construction to separate occupied spaces from construction zones, building permits, and dumpsters for hauling away construction debris. General conditions are amended to construction management contracts at the time of construction start when the size and scope of the project is fully known to avoid additional amendments moving forward. Unused general conditions budget amounts are refunded to the owner at the completion of the project.

Ms. Leonard reported that in order to maximize efficiency in delivering this project, and to accommodate the volatile state of the construction industry, the project was broken into separate bid packages. Bid package #1 for structural wood was approved on September 26, 2023, and bid package #2 for building and site construction was approved February 6, 2024. The 07F metal panels were rejected at that time.

Ms. Leonard reported that today staff seeks a contract award for Bid Package #3 the re-bid of 07F metal panels. Ms. Leonard reported that three bids were received for the revised design and scope of work and summarized the selection process and funding.

Commissioner Karwoski moved to approve Amendment No. 1 for Contract No. 15156 for \$396,336 with Kraus-Anderson Construction for general conditions and increased costs for labor hours in 2024, due to a later start date. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Commissioner Clasen moved to approve Contract No. 16399 for \$1,073,967 with Berwald Roofing Inc. for metal panels. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

State and Federal Legislative Updates

Deputy County Administrator Jan Lucke reported that the Minnesota Legislature is looking ahead to the end of session. Much of the focus on the remaining weeks will be completing supplemental budget bills, passing a capital investment package, and finishing work on priority legislation and omnibus policy bills. Ms. Lucke provided the current legislative bill tracker summary to the commissioners.

Ms. Lucke reported that the Energy Finance Bill in both the Minnesota House and Senate is carrying \$5 million in 2024 and in 2025 for anaerobic digester projects.

Ms. Lucke recommended a letter of support from the board regarding the City of St. Paul Park's request for a state appropriation of \$400,000 to replace the pedestrian bridge in Lions Levee Park.

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

Ms. Lucke reported that the county received an invitation from U.S. Senator Amy Klobuchar and U.S. Senator Tina Smith to submit Community Project Funding requests by April 27.

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 Clasen moved to adjourn. Commissioner Bigham seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 11:27 a.m.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session to review funding options for the Land and Water Legacy Program. Present for the workshop were Commissioners Miron, Kriesel, Karwoski, Clasen, and Bigham. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, residents, 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 "Stan Karwoski".

Stan Karwoski
County Board Chair