

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JUNE 18, 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

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

1. Approval of the June 4, 2024, County Board meeting minutes.
2. Approval to appoint Simi Patnaik to a partial term on the Library Advisory Board as a District 5 Representative starting June 19, 2024, and expiring December 31, 2024.
3. Approval to delete Countywide Policy #1007 - Appointment or Removal of Department Head Position.
4. Approve revisions to Countywide Policy #1008 - Blood or Bone Marrow Donation.
5. Approval to delete Countywide Policy #1011 - Pool Car.
6. Approval to delete Countywide Policy #6001 - County Board of Commissioners.

7. Approval to add 1.0 FTE (full-time equivalent) Collections Officer Senior in the Community Services Administrative Division.
8. Approval to extend 1.0 FTE Special Project Social Worker I in the Community Services Access Aging & Disabilities Division.
9. Approval to extend 2.0 FTE Special Project Eligibility Specialists in the Community Services Economic Support Division.
10. Approval to modify Human Resources Policy #5030 - Telework.
11. Approval to modify Human Resources Policy #5205 - Earned Sick and Safe Time (ESST).
12. Approval to modify Personnel Rules and Regulations Section 2 - Definitions.
13. Approval to modify Personnel Rules and Regulations Section 5 - Compensation Plan.
14. Approval to delete Human Resources Policy #5009 - Temporary/Seasonal Employment.
15. Approval to delete Human Resources Policy #5010 - Resignation/Termination.
16. Approve Change Order #3 on Contract No. 15664 with Kevitt Excavating, LLC for \$25,645.22 for installation of a temporary gravel access road and laydown area to provide access to contractors at the North Environmental Center.
17. Approve Change Order #4 on Contract No. 15648 with Axel H. Ohman, Inc. for \$11,873 for adjustment of foundation walls at vestibule entrances to ensure proper alignment with stone veneer, and for installation of foundation and stone veneer finish to monument sign on site at the North Environmental Center.
18. Approval of **Resolution No. 2024-064** as follows:

**RESOLUTION TO ACCEPT METROPOLITAN COUNCIL
GRANT AGREEMENT SG-24P1-10-02**

WHEREAS, the Metropolitan Council is authorized by Minn. Stat. § 473.301 to make grants eligible to eligible governmental units for the purpose of acquisition of regional recreation open space in accordance with the Metropolitan Council’s Recreation Open Space Policy Plan; and,

WHEREAS, the Metropolitan Council has expressed its commitment to issue bonds for acquisition and betterment of regional open space lands (“Council Park Bonds”); and,

WHEREAS, the Metropolitan Council is authorized by Minn. Stat. § 85.53, subd. 3 to use grant funds from the Land and Legacy Amendment’s Parks

and Trails Fund (P&T Fund) to support parks and trails of regional significance; and,

WHEREAS, Washington County is a governmental unit eligible for a Park Acquisition Opportunity Fund Grant to assist in the acquisition of recreation open space lands; and,

WHEREAS, Washington County applied to Metropolitan Council for a Parks Acquisition Opportunity Fund Grant for partial reimbursement for 75% of the estimated acquisition total of \$542,296.00 for the purchase of a portion of property at PID 27.027.21.11.0001 within Cottage Grove Ravine Regional Park; and,

WHEREAS, Washington County was selected to receive partial grant funds up to 75% from the P&T Fund in the amount of \$406,722.00 with Washington County 25% match of \$135,574.00.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners accepts the aforementioned grant from the Metropolitan Council and authorizes its County Board Chair and County Administrator to execute on behalf of the county a Metropolitan Council Grant Agreement SG-24P1-10-02 conditioned upon approval as to form by the Washington County Attorney's Office and the Agreement and Restrictive Covenant.

19. Approve a six-month extension to Metropolitan Council Grant Agreement No. SG-21P3-10-04.
20. Approval of **Resolution No. 2024-065** as follows:

DONATION FROM PROHIBITION BARBERS

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

WHEREAS, any gift, donation, or bequest becomes the property of Washington County; and

WHEREAS, the Washington County Board is authorized to approve donations, gifts, and bequests.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve and accept a donation of \$3,000 from Prohibition Barbers to support the "Shop with a Cop" community engagement event.

21. Approve Contract No. 11702 with the City of Cottage Grove to amend and restate the Joint Powers Agreement of the East Metro Human Trafficking Task Force.
22. Approve Contract No. 16520 with BG Transportation Service LLC for an amount not to exceed \$100,000 per year, for a period of one year with the option to renew for up to four additional one-year periods.
23. Authorize the Sheriff's Office to sell three Skytron 2280 Syndicate Dual Emitter UV Cleaner Systems.

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

PUBLIC WORKS

Resolution for Park and Recreation Month

Parks Manager JJ Williams presented a resolution proclaiming the month of July 2024 as Park and Recreation Month in Washington County, and continuing the first non-holiday Tuesday of every month as a Free Tuesday for Washington County Parks. Mr. Williams summarized the health benefits, equity initiatives, and economic impact of the parks.

Commissioner Kriesel moved to adopt **Resolution No. 2024-066** as follows:

RESOLUTION OF SUPPORT PROCLAIMING JULY 2024 AS PARK & RECREATION MONTH

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including Washington County; and

WHEREAS, parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities, aid in the prevention of chronic disease, provide therapeutic recreation services for those with mental or physical disabilities, and improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, Washington County recognizes the benefits derived from parks and recreation resources; and

WHEREAS, Washington County has traditionally endorsed the first non-holiday Tuesday of the month as Free Tuesday; during this time a vehicle permit is not required.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners recognizes July 2024 as Park and Recreation Month in Washington County and sets the first non-holiday Tuesday of every month as a Free Tuesday, a day when vehicle permit fees are waived, allowing the public to enter Washington County Parks and Trails for free.

Commissioner Miron 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.

Park Equity Grants

Parks Manager JJ Williams reported that Washington County submitted seven separate proposals to the Metropolitan Council as part of a competitive process to secure funding for equity initiatives. Washington County received \$400,000 in Park Equity Grant funding for the following projects:

- Inclusive Playground with Sensory Features at St. Croix Bluffs Regional Park - \$100,000
- American Indian Historical Cultural Study - \$125,000
- Social Media Influencer Awareness Campaign for Regional Parks and Trails - \$10,000
 - Joint with Anoka County (\$10,000 each / \$20,000 total)
- Mountain Bike Beginner Skills Area at Lake Elmo Park Reserve - \$75,000
- Cultural Arts Festival - \$45,000
- Action Trackchair - \$25,000
- Water Safety Outreach Programs - \$20,000

Commissioner Bigham moved to approve Agreement #SG-24P3-10-01, St. Croix Bluffs Regional Park Inclusive Playground. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Kriesel moved to approve Agreement #SG-24P3-10-02, American Indian Historical Cultural Study. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to approve Agreement #SG-24P3-10-03, Social Media Influencer Awareness Campaign. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Commissioner Karwoski moved to approve Agreement #SG-24P3-10-04, Lake Elmo Park Reserve, Mountain Bike Beginner Skills Area. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Kriesel moved to approve Agreement #SG-24P3-10-05, Lake Elmo Park Reserve, Cultural Art Festival. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Agreement #SG-24P3-10-06, Outdoor Accessibility Wheelchair. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Karwoski moved to approve Agreement #SG-24P3-10-07, Water Safety Outreach Programs. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Contract for Design Services for County Road 74 Corridor Improvement Project

Engineer Mike Kline presented a contract for road improvements on County Road 74 (65th Street) from Geneva Avenue to County State Aid Highway (CSAH) 38 (Hastings Avenue) in the City of Newport. Mr. Kline reported that this project is identified in the 2024-2028 Capital Improvement Plan as #RB-2675.

Mr. Kline reported that eight bids were received for design services for this project, and Stonebrooke Engineering Inc. was selected to complete this design. The scope of work includes project coordination, stakeholder engagement, drainage and traffic analysis/design, trail feasibility/analysis, permit applications, cost estimating, and final construction plans. This project will be funded by County Transportation Sales Tax.

Commissioner Bigham moved to approve Contract No. 16518 with Stonebrooke Engineering Inc. for \$399,600 for the County Road 74 Corridor Improvement Project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Change Orders for the Law Enforcement Center Space Modifications

Building Services Capital Projects Manager Erik Jalowitz presented seven change orders for the Law Enforcement Center Space Modification project, identified in the 2023-2027 Capital Improvement Plan as #BSD-CW-1601.

Mr. Jalowitz reported that Washington County entered into contracts with several vendors for construction of Phase I of the Law Enforcement Center Improvement project. Phase I includes space modifications and updates on floor S1, including Sheriff Administration, Investigations, Narcotics, and Jail Administration.

Mr. Jalowitz reported that the series of change orders are for space modifications and updates to the training room and main corridor on floor S1. The updates to this room and corridor were included in a future phase of this project and are included in the overall project budget. Sheriff Starry requested this scope to be accelerated into Phase I to avoid future disruptions and downtime for occupants of floor S1. This scope was not originally included in Phase I due to uncertainty surrounding a temporary location for Sheriff's Office staff during construction. Sheriff's Office staff anticipated needing to utilize the training room throughout the construction of Phase I.

However, upon identifying a temporary location for staff, it was discovered that the temporary space provided adequate meeting and training options throughout the duration of construction of Phase I, leading to the request by the Sheriff to accelerate the training room scope. The change order process will provide the most efficient and effective way to achieve this acceleration. This project is funded by Planned Use of Fund Balance, Capital Redirect, and American Rescue Plan Act (ARPA).

Commissioner Miron moved to approve Change Order #2 on Contract No. 16105 with Twin Town Demolition, LLC for \$27,164.50 for demolition work. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to approve Change Order #2 on Contract No. 16377 with Contract Hardware Company, Inc. for \$18,109.00 for new doors and hardware. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Kriesel moved to approve Change Order #2 on Contract No. 16126 with Commercial Drywall, Inc. for \$58,084.09 for drywall installation and finishing. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Karwoski moved to approve Change Order #2 on Contract No. 16301 with Acoustics Associates, Inc. for \$15,653.00 for acoustical ceilings. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Change Order #2 on Contract No. 16102 with Kraft Mechanical, LLC for \$6,103.47 for plumbing modifications. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to approve Change Order #2 on Contract No. 16104 with SCR, Inc. for \$25,953.40 for HVAC modifications. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Kriesel moved to approve Change Order #2 on Contract No. 16090 with Wallraff Electric Company for \$58,685.85 for electrical modifications. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

INFORMATION TECHNOLOGY

Contract for New Countywide Phone System

Director Adam Larson presented a contract to implement a new cloud-based countywide phone system. Mr. Larson reported that a telephony consultant performed a needs assessment of all 38 functional areas within the county to assess the current usage of the telephony system and future use. A Request for Proposals (RFP) process was completed, and the IT Department received 15 proposals with nine qualified respondents, and five different technologies. The department recommends awarding the contract to RingCentral, Inc. as the best value for the services. This project is funded by ARPA funds.

Commissioner Miron moved to approve Contract No. 16437 with RingCentral, Inc. for \$1,713,916.20 for a period of five years. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

SHERIFF'S OFFICE

Contract for a Mobile Command Vehicle

Commander Andy Ellickson presented a contract for a new mobile command vehicle. The current mobile command vehicle is more than 10 years old. The Sheriff's Office has been advised by Public Works that the vehicle is in need of replacement, due to current and future mechanical failures associated with the vehicle's age. This vehicle is a countywide resource used by all public safety agencies in the county during small and large scale events.

Commander Ellickson reported that a Request for Bids (RFB) process was completed, and the Sheriff's Office received one bid from LDV Inc. It is recommended by the Sheriff's Office to award the contract to LDV Inc. as the lowest responsible contractor for this project. This project will be funded by Public Safety Aid and Contingency.

Commissioner Bigham moved to approve Contract No. 16511 with LDV Inc. for \$1,076,140 for a period of 24 months. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Resolution for Pride Month

Pride Employee Resource Group (ERG) Co-chairs Kristyn Stephens and Carrie Genereux presented a resolution of support to recognize June 2024 as Pride Month.

Commissioner Bigham moved to adopt **Resolution No. 2024-067** as follows:

2024 PRIDE MONTH RESOLUTION

WHEREAS, the month of June was designated as Pride Month in recognition of the Stonewall Uprising of June 1969, which is recognized as the start of the LGBTQIA+ rights movement, and numerous events have been organized around the country to commemorate that event; and

WHEREAS, the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) communities are important and vital parts of Washington County; and

WHEREAS, Washington County is a welcoming community that recognizes the importance of inclusion, equality, and freedom; and

WHEREAS, the United States was founded upon the principles that every person is created equal, that each has rights to life, liberty, and the pursuit of happiness, and that each shall receive full recognition and protection of the law; and

WHEREAS, Washington County is dedicated to fostering acceptance of all residents and preventing discrimination based on sexual orientation, gender identity, and gender expression; and

WHEREAS, Washington County's Pride Employee Resource Group works to create a safe, welcoming, and supportive workplace at the county where people of all identities and orientations can be their authentic selves; and

WHEREAS, Washington County is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender, and sexual identities of its residents, all of which contribute to a vibrant community; and

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners do hereby proclaim June 2024 as Pride Month in Washington County; and

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners encourage our communities and organizations to celebrate the achievements of LGBTQIA+ community members and renew our commitment to protecting and strengthening the rights of everyone.

Commissioner Karwoski 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.

Resolution for Participation in the 2024 Performance Measurement Program

Senior Planner Kelli Matzek presented a resolution for the State Standard Measures Program, authorizing the County Administrator to file a declaration to participate with the Office of the State Auditor. Ms. Matzek reported that the annual Performance Measurement Review is available on the county's website.

Commissioner Bigham moved to adopt **Resolution No. 2024-068** as follows:

PARTICIPATION IN THE 2024 PERFORMANCE MEASUREMENT PROGRAM

WHEREAS, the Minnesota Legislature created the Council on Local Results and Innovation in 2010, setting it in state law; and

WHEREAS, the Council on Local Results and Innovation released a standard set of performance measures for counties that will aid residents, taxpayers, and state and local elected officials to determine the effectiveness of counties in providing services and measure residents' opinions of those services; and

WHEREAS, the County Board began the county's participation in the voluntary standard measures program in 2011; and

WHEREAS, a county that chooses to participate in the standard measures program for 2024 may be eligible for a reimbursement of 14 cents per capita in county government aid, not to exceed \$25,000; and

WHEREAS, counties must file a report with the Office of the State Auditor by July 1, 2024, with a declaration adopting and implementing performance measures developed by the Council on Local Results and Innovation; and

WHEREAS, the county has a longstanding commitment to performance measurement and continuous quality improvement that focuses on outcome goals and performance results; and

WHEREAS, the county has implemented a local performance measurement system, including the use of measurement and reporting to help plan, budget, manage, and evaluate programs and processes; and

WHEREAS, the county is implementing an internal quality improvement plan with a framework for countywide quality improvement work, which includes setting targets, measuring progress, reporting on progress, and making improvements; and

WHEREAS, the county will report the results of the 10 adopted measures from this program to residents by posting the results on the county's website; and

WHEREAS, the county will continue to communicate the results of its performance measurement and improvement program with residents through the use of public meetings, news releases, website postings, and an annual report to the County Board and residents.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners adopts 10 Model Performance Measures for Counties and authorizes the County Administrator to file the declaration to participate in the 2024 Performance Measurement Program and to file the Performance Measurement Review with the Office of the State Auditor by July 1, 2024.

Commissioner Miron 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.

Government Finance Officers Association Award

County Administrator Kevin Corbid announced that Cat Piepho, Accounting and Finance Director, has been chosen as a recipient of the Government Finance Officers Association (GFOA) Recognition for Outstanding Public Service. This new award for GFOA recognizes members for their dedication to the profession, their colleagues, their organizations, and their communities. The work of finance professionals is critical to government's ability to serve the public, and often occurs behind the scenes. Ms. Piepho was nominated by peers for being someone who exemplifies the role of subject matter expert, mentor, innovator, leader, and outstanding public servant.

Other Updates

Mr. Corbid reported there were nine bidders on the bond sale conducted last week, and the county received a 3.7% interest rate to borrow \$26 million. Due to the county's AAA bond rating, Mr. Corbid reported that the potential interest savings over the life of the repayment of the bonds would be nearly half a million dollars.

Emergency Services Manager Doug Berglund gave a brief update on potential flooding. Currently, the St. Croix and Mississippi rivers are above normal, but below flood stage. However, with the rain forecasted this weekend, both rivers are expected to rise three feet, and staff continue to monitor and prepare for potential flooding.

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 Miron moved to adjourn. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 4:24 p.m.

Attest:

A handwritten signature in black ink that reads "Kevin Corbid".

Kevin Corbid
County Administrator

A handwritten signature in black ink that reads "Stan Karwoski".

Stan Karwoski
County Board Chair