

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
AUGUST 27, 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 Clasen moved, seconded by Commissioner Miron, to adopt the Consent Calendar as follows:

1. Approval of **Resolution No. 2024-088** as follows:

**RESOLUTION REAPPOINTING CELIA WIRTH TO THE
BROWN'S CREEK 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 determined that the aggregate list of nominees submitted by the townships and municipalities is valid; and

WHEREAS, the county has reviewed residency of the manager being reappointed as well as the residency of the current managers, considered the experience of the individual being reappointed 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 reappointment it finds that the managers of the watershed district, including the reappointed member, fairly represent the various hydrologic areas within the watershed district to the greatest extent possible; and

WHEREAS, the individual being reappointed 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 reappoints Celia Wirth to a third term on the Brown's Creek Watershed District, to begin on October 23, 2024 and end on October 22, 2027.

NOW, THEREFORE, 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.

2. Approval of a new Administrative Policy #1601, Security Cameras.
3. Revisions to Policy #2202 - Mission Directed Budget (MDB) Savings.
4. Approval of **Resolution No. 2024-089** as follows:

**RESOLUTION APPROVING THE AMENDMENTS TO THE
WASHINGTON COUNTY'S 2020 AND 2023 ANNUAL ACTION
PLANS 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 2020 and 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 Amendments to the 2020 and 2023 Annual Action Plans (the "Amended Plans") to allocate the funding to project; and

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

WHEREAS, the Amended Plans will decrease the Accessible Space, Inc rental rehabilitation project by \$44,000 (CDBG) and cancel the activity; and

WHEREAS, the Amended Plans increase the Home Improvement Loan Program by \$44,000 (CDBG); and

WHEREAS, the public comment period was open from July 19, 2024 through August 20, 2024; and

WHEREAS, the CDA held a public hearing on August 20, 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 2020 and 2023 Annual Action Plans; and

WHEREAS, the Amended Plans 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 Amendments to the Washington County 2020 and 2023 Annual Action Plans 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.

5. Approval of request for reclassification of 1.0 Full-Time Equivalent (FTE) Assistant County Attorney III position to Assistant Division Chief, Case Management and E-Litigation Supervising position.
6. Approval to extend 10.0 FTE special project positions in the Community Services Department Economic Support Division.
7. Approval to modify Personnel Rules & Regulations, Section #16 - Leaves of Absence.
8. Approve Amendment No. 2 for Contract No. 15229 with Matrix-NDI to add funds in the amount of \$180,000, for the period of August 27, 2024, to January 1, 2027, increasing the total contract amount to \$350,000.
9. Approve Contract No. 16728 for \$173,798 with Miller Utilities LLC for the Central Service and License Center fiber connection project.

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

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

Resolution for the 2023 Consolidated Annual Performance and Evaluation Report

Washington County Community Development Agency Deputy Executive Director Karly Schoeman presented a resolution to approve the 2023 Consolidated Annual Performance and Evaluation Report (CAPER) for submission to the U.S. Department of Housing and Urban Development (HUD). The CAPER details Washington County's progress toward meeting the goals outlined in Washington County's 2020-2024 Consolidated Plan and projects undertaken with 2023 Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) program funds. The CAPER is a means to communicate to HUD and policymakers how funds are spent and the impact the programs make in the community.

Ms. Schoeman reported that program year 2023 accomplishments included nine home improvement loans that achieved construction completion; street and public improvements in the City of Landfall; public improvements by Rise, Inc. at their Cottage Grove and Forest Lake facilities; land acquisition and new rental construction by MWF Properties; new construction of homes in St. Paul Park by Habitat for Humanity; and Two Rivers Community Land Trust acquisition and improvements of six single family homes scattered throughout Washington County for sale to income-eligible households. Utilizing CDBG funds, Washington County Community Services also provided resources for homelessness prevention to 3,188 people. An additional 8 households that had fallen behind on their mortgage payments as a result of the COVID-19 pandemic were provided emergency mortgage assistance grants.

Commissioner Miron moved to adopt **Resolution No. 2024-090** as follows:

RESOLUTION APPROVING WASHINGTON COUNTY'S 2023 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT 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 Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington

County to administer and manage the CDBG and HOME programs (collectively, the “Programs”); and

WHEREAS, the Programs require the submission of a Consolidated Annual Performance and Evaluation Report (the “CAPER”) every year in accordance with Chapter 91 of Title 24 of the Code of Federal Regulations; and

WHEREAS, the CAPER requires a fifteen day public notice and public hearing before approval; and

WHEREAS, the required public comment period for the CAPER was held from August 2, 2024 through August 20, 2024; and

WHEREAS, the Agency held a public hearing on August 20, 2023; and

WHEREAS, the Dakota County HOME Consortium will also hold a public hearing on September 24, 2024; and

WHEREAS, the CAPER must be submitted to the U.S. Department of Housing and Urban Development by September 28, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, that the Washington County 2023 Consolidated Annual Performance and Evaluation Report for the CDBG and HOME programs is approved for submission to the U.S. Department of Housing and Urban Development.

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

ACCOUNTING AND FINANCE

Presentation of Government Finance Officers Association Triple Crown Financial Awards

The Washington County Board of Commissioners were presented with the county’s financial and budget awards. Accounting and Finance Deputy Director Renee Vought presented the county’s 2023 summaries of financial information, and the Government Finance Officers Association (GFOA) financial awards.

Ms. Vought presented the GFOA Certificate of Achievement for Excellence in Financial Reporting award for the county’s 2022 Annual Comprehensive Financial Report (ACFR). This is the 38th year Washington County has received this award. The certificate of achievement was awarded to 16 of Minnesota’s 87 counties for 2022. The ACFR is an all-encompassing financial document. Washington County is one of the 18.4% counties in the state and 15.8% nationally that received this honor.

Ms. Vought presented the GFOA Outstanding Achievement in Popular Annual Financial Report (PAFR) award for 2022. This is the fifth year that Washington County has received this award. The PAFR was designed for reader appeal and understandability. Staff extract information from the ACFR to produce a more user-focused financial report. For 2022, the PAFR was awarded to five of Minnesota's 87 counties. Washington County is part of the 5.7% in the state and 3.8% nationally that have received this honor.

Ms. Vought presented the GFOA Distinguished Budget Presentation Award for the county's 2024 budget. Each year, after the adoption of the county's final budget, staff prepare a budget document that can be used by commissioners, staff, and the public. The award reflects the commitment of the Washington County Board and staff to meet the highest principles of governmental budgeting. This is the 27th consecutive year of Washington County receiving this esteemed award. Washington County is one of five counties (5.7%) in the state and 2.1% nationally that have received this award.

PUBLIC HEALTH & ENVIRONMENT

Minnesota Counties and Computer Cooperative Member of the Year Award

Director David Brummel recognized Tyler Roenicke, Public Health Nursing Supervisor in the Department of Public Health & Environment, who was awarded the Minnesota Counties and Computer Cooperative (MnCCC) Member of the Year.

Mr. Brummel reported that MnCCC works with all Minnesota counties as a joint powers organization facilitating services and training related to software solutions. Each year, MnCCC nominates a Member of the Year for outstanding dedication and service to the mission and vision of MnCCC. Over the past year, Tyler Roenicke has spent significant time and energy supporting the Community Health Services (CHS) User Group and the PH-Doc Software, used by nearly 40 counties across the state. Tyler's work has impacted various PH-Doc efforts, including the PH-Doc roadmap committee and the recent Title V Grant Reporting Standardization. Tyler participates in the CHS User Group and the Enhancement Committee meetings and activities. Tyler is dedicated to sharing information among users to support continued learning, encouraging innovation, and advocating for using new and best practices across the electronic health record documentation continuum. Because of his continued commitment to making PH-Doc a more accessible, user-friendly, and cost-effective product, MnCCC has chosen to recognize Tyler as the 2024 Member of the Year.

PUBLIC WORKS

Purchase Orders for the St. Croix Bluffs Regional Park Hilltop Improvement Project

Engineer Erin Clarkowski presented two purchase orders for play equipment in the St. Croix Bluffs Regional Park in Denmark Township. This project is identified as #PARK-8013 in the Capital Improvement Plan.

Ms. Clarkowski reported that the St. Croix Bluffs Regional Park hilltop playground was installed in 1999 and is in need of improvements for accessibility, focused on inclusivity and providing

varied play experiences. The county partnered with Valley Friendship Club to discuss inclusive play experiences and review design, and the new, nature-themed play equipment will feature sensory pieces. Project coordination efforts have been underway since November 2023. The playground concept has been finalized, and staff are planning to bid the project this Fall. However, it is necessary for the play equipment to be ordered before bidding to allow for procurement and delivery of equipment. This project is funded by Metropolitan Council grants.

Commissioner Bigham moved to approve Purchase Order No. 27352 for \$283,255.02 with Landscape Structures for the play equipment for the St. Croix Bluffs Regional Park Hilltop Improvement project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to approve Purchase Order No. 27394 for \$361,300.03 with Flagship Recreation for the play equipment installation for the St. Croix Bluffs Regional Park Hilltop Improvement project. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Contract and Agreements for the St. Croix Bluffs Regional Park Trail Stabilization Project

Ms. Clarkowski presented a bid award and three agreements related to the St. Croix Bluffs Regional Park Trail Stabilization Project in Denmark Township. This project is identified as #PARK-8013 in the Capital Improvement Plan.

Ms. Clarkowski reported that the project goal is to reopen the unpaved trail connection adjacent to the river. Staff has made efforts for improvement, such as removing the dilapidated wooden bridge, seeding, removing ash trees, creating outlets for surface water drainage, signage, and installing fencing. In parallel, the South Washington Watershed District (SWWD) has identified mitigating ravine erosion as a priority in this area. In an effort to reduce erosion into the river, improvements will include trail profile adjustments, slope stabilization, and culvert repair. This scope required a design consultant, which was agreed to be a shared cost between the county and SWWD. This project will be funded by the Lower St. Croix Watershed Partnerships (LSCWP) Watershed Based Implementation Funding (WBIF) grant and SWWD.

Commissioner Bigham moved to approve Contract No. 16748 for \$128,851.63 with JM Hauling LLC for St. Croix Bluffs Regional Park Trail Stabilization Project. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Master Grant Sub-Recipient Agreement between Chisago Soil and Water Conservation District (Grant Administrator) and Washington County. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Commissioner Clasen moved to approve Statement of Work 2023 LSC WBIF A1, which provides a statement of activity that Washington County will perform pursuant to the Grant Agreement. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Bigham moved to approve Cooperative Agreement between the South Washington Watershed District and Washington County for construction cost of St. Croix Bluffs Regional Park Trail Stabilization. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Contract for the North Environmental Center Bid Package #3

Ms. Clarkowski presented a contract for Bid Package #3 for the North Environmental Center in Forest Lake. This project is identified as #BSD-PHE-003 in the Capital Improvement Plan.

Ms. Clarkowski reported that Bid Package #3 includes intersection improvements, a new access road to the site, stormwater treatment, signage and striping. Six bids were received, and Forest Lake Contracting, Inc. is recommended with the lowest bid for the project. This project is funded by Washington County Environmental Charge.

Commissioner Miron moved to approve Contract No. 16746 for \$1,351,390.85 with Forest Lake Contracting, Inc. for Washington County North Environmental Center Bid Package #3. Commissioner Bigham seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Minnesota Association of Government Communicators Awards

Office of Administration Communications Manager Tina Elam announced that Washington County received five awards on July 17, 2024, at the Minnesota Association of Government Communicators (MAGC) annual awards ceremony. The Northern Lights Contest recognizes outstanding work in Minnesota's government, educational, and nonprofit communications, and provides valuable feedback for all entries from the communications professionals who judge the contest. The award categories include Northern Lights Award (1st Place), Silver Award (2nd Place), and Bronze Award (3rd Place).

Library Director Jacquie Kramer presented the Northern Lights Award received for Washington County's Strategic Plan. Ms. Kramer recognized Senior Communications Specialists Kim Ukura and Aubrey Fonfara for their work on this document. This 1st Place award was received in the General Publication category.

Public Health & Environment (PHE) Director David Brummel presented the Northern Lights Award received for "Recycling Exists". Mr. Brummel reported that six metro counties, along with Metre Communications, collaborated to develop a marketing campaign to correct misconceptions about recycling and demonstrate the validity of the recycling process. Specifically, the counties planned to capture residents' attention and state the facts about how products are recycled in Minnesota. The campaign ran in both English and Spanish, from December 2023 through April 2024, through social media and streaming tactics. Mr. Brummel recognized PHE Senior Communications Specialist Shannon Eisentrager, who provided her communication skills to this initiative and helped coordinate messaging across all six metro counties. This 1st Place award was received in the Public Information Project category.

Ms. Elam presented three awards received by the Communications team in the Office of Administration. Ms. Elam recognized the work of team members Graphic Designer Jacqueline Johnson, Senior Communications Specialist Brian Kaufenberg, Communications Specialist Ching Lo, and the newest member of the team, Communications Specialist Ainsley Francis. A Northern Lights Award was received in the Logo, Illustration, or Graphic category, for the Park Animal Sticker Collection. A Northern Lights Award was received in the Website Design or Redesign category, for the redesign of WashNet. A Silver Award was received in the Writing category, for the Request for Proposal for a Comprehensive Website Evaluation.

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived livestreaming of the board meeting for full commissioner reports on the county's website washingtoncountymn.gov under "County Board of Commissioners."

BOARD CORRESPONDENCE

No board correspondence was received.

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 11:17 a.m.

BUDGET WORKSHOP WITH THE LIBRARY AND LAW LIBRARY

The board met in workshop session to review the 2025 recommended budget for the Library and Law Library. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BUDGET WORKSHOP WITH PROPERTY RECORDS AND TAXPAYER SERVICES

The board met in workshop session to review the 2025 recommended budget for the Department of Property Records and Taxpayer Services. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH PUBLIC HEALTH & ENVIRONMENT

The board met in workshop session for an update on the Groundwater Plan. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Stan Karwoski

Stan Karwoski
County Board Chair