



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
AUGUST 1, 2023**

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 Stan Karwoski, District 2
Commissioner Gary Kriesel, District 3
Commissioner Karla Bigham, District 4
Commissioner Michelle Clasen, District 5

Absent: Commissioner Fran Miron, District 1

Also Present: Kevin Corbid, County Administrator
Susan Tice, County Attorney Civil Division Chief
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

1. Approval of the July 11, 2023, and July 18, 2023, County Board meeting minutes.
2. Approval to appoint Nina Meyer, to a partial term on the Workforce Development Board as a Business Representative with a term expiring June 30, 2025.
3. Approval to close Fund #461 - 2015A General Obligation (GO) Land and Water Legacy Bond Projects.
4. Approval to close Fund #463 - 2019A General Obligation (GO) Land and Water Legacy Bond Projects.
5. Approval of Administrative Policy #1300 - Washington County Guidelines and Procedures for Minnesota Government Data Practices Act.
6. Approval to continue a Special Project Senior Employment Counselor position in the Workforce & Veteran Services Division.

7. Approve Grant Contract No. 15717 with the Minnesota Department of Human Services to receive \$273,511 in Mobile Crisis American Rescue Plan Act (ARPA) funds for a term of July 1, 2023, through June 30, 2025.
8. Approval of **Resolution No. 2023-079** as follows:

**AUTHORIZATION TO SUBMIT 2024-2025 TRANSPORTATION
COORDINATION GRANT, ENTER INTO AGREEMENT WITH
STATE OF MINNESOTA, AND PROVIDE LOCAL SHARE**

WHEREAS, the State of Minnesota has authorized the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant for Calendar Years (CY) 2024 and 2025; and

WHEREAS, the grant aims to improve access to and increase the coordination of mobility services, including public transportation, that minimizes barriers that disproportionately affect persons with disabilities, older adults, veterans, low-income individuals, and others with special transportation needs; and

WHEREAS, Washington County seeks financial assistance to improve access and increase transit coordination, both of which advance Board-approved strategic priorities, by raising awareness of existing services, engaging older adults, persons with disabilities, and their trusted allies, and moving forward on strategic mobility partnerships, strategies, and services; and

WHEREAS, Washington County is duly qualified and agrees to perform all services described in the grant agreement to the satisfaction of the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby authorizes the submittal of a proposal to the State of Minnesota for funding available through CY 2024 and 2025 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners, upon notification of being awarded CY 2024 and 2025 Section 5310 funds, authorizes the county to enter into an Agreement with the State of Minnesota, without further action of the county board.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners agrees to provide a local share of 20 percent of the total capital costs.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes the Director of Community Services to execute the aforementioned Agreement and any amendments thereto, subject to the approval as to form by the county attorney.

9. Approval to modify Section #16 (Leaves of Absence) of the Personnel Rules and Regulations.
10. Approval to modify Section #22 (Work Schedules) of the Personnel Rules and Regulations.
11. Approval to modify Human Resources Policy #5011 - Time Off to Vote.
12. Approval to eliminate Human Resources Policy #5018 – Recruitment, Selection and Appointment.
13. Approval to eliminate Administrative Policy #1006 - Department Head Performance Evaluations and Merit Pay Increases.
14. Approval to modify Human Resources Policy #5505 - Compensation and Benefits Policy for Elected Department Heads and Appointed Leadership.
15. Approval to modify Human Resources Policy #5001 - Drug-Free Workplace.
16. Approval to modify Human Resources Policy #5001A – Addendum to Drug-Free Workplace Non-DOT Drug and Alcohol Testing Procedures.
17. Approval to modify Human Resources Policy #5015A (Addendum to Policy # 5015) Federal Omnibus Transportation Employee Testing Act and Related Regulations Implementation Policy (DOT Drug and Alcohol Testing Policy).
18. Approval of the plat of Twin Pine Fields in West Lakeland Township.
19. Approve Federal Temporary Assistance for Needy Families Grant Agreement No. 15622 with the Minnesota Department of Health for \$743,576 for the period of July 1, 2023, through June 30, 2027.
20. Approve an amendment to Grant Agreement No. 12532 with the Minnesota Department of Health to assist in our preparation and response to public health emergencies, which increases the grant award to \$205,991, for the period of July 1, 2019, through June 30, 2024.
21. Approval of **Resolution No. 2023-080** as follows:

**RESOLUTION APPROVING THE ESTABLISHMENT OF COUNTY
STATE AID HIGHWAYS IN THE CITIES OF DELLWOOD, GRANT,
STILLWATER, AND STILLWATER TOWNSHIP**

WHEREAS, the County Board of Washington County approved on November 15th, 2022, and amended on April 25th, 2023, the jurisdictional transfer, from the State of Minnesota Department of Transportation to Washington County, of Trunk Highway 96 between Trunk Highway 244 and Trunk Highway 95; and

WHEREAS, the State of Minnesota, Department of Transportation, has similarly approved the jurisdictional transfer of Trunk Highway 96 between Trunk Highway 244 and Trunk Highway 95 to the jurisdiction of Washington County effective May 15th, 2023; and

WHEREAS, it appears to the County Board of Washington County that the highway segment being transferred should be designated as a County State Aid Highway under the provisions of Minnesota Law; and

WHEREAS, Stillwater Township and the Cities of Dellwood, Grant, and Stillwater have passed resolutions in support of the proposed jurisdictional transfer;

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Washington County that the roadway segments described as follows, to-wit:

Beginning at a point on the established centerline of said Dellwood Road North approximately 380 feet east of the west line of Section 7, Township 30 North, Range 21 West, thence along said centerline, following a generally easterly direction, across parts of Sections 7, 18, 17, 16, 15, 14, 23, 13 and 24, Township 30 North, Range 21 West and across parts of Sections 18, 19, 17, 20 and 21, Township 30 North, Range 20 West, to the westerly right of way of Minnesota Trunk Highway No. 95 at a point approximately 1420 feet east and 1360 feet south of the northwest corner of the Northeast Quarter of said Section 21, Township 30 North, Range 20 West, and there terminating, a distance of approximately 8.94 miles;

be, and hereby is established, located, and designated as County State Aid Highway No. 96 of Washington County, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration.

22. Approve Cooperative Cost Share Agreement 15672 with the South Washington Watershed District for the cost of final design services for St. Croix Bluffs Regional Park River Trail Slope Stabilization Project.

23. Approve Grant Agreement No. 15682 for Metropolitan Area Regional Parks Operations & Maintenance Allocation.
24. Approval of **Resolution No. 2023-081** as follows:

ST. CROIX OUTDOORS K9 DONATION

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 K9 donation from St. Croix Outdoors in the amount of \$2,000.

25. Approval of **Resolution No. 2023-082** as follows:

GUARDIAN FLEET SAFETY DONATION

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 from Guardian Fleet Safety in the amount of \$1,000 for the Sheriff's Office Employee Appreciation Day.

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

HUMAN RESOURCES

Minnesota Counties Intergovernmental Trust (MCIT) Annual Report

Risk & Benefit Manager Julie Sorrem reported that Washington County has had its property, casualty, and workers compensation coverage since 1983 with MCIT, which is a risk sharing pool that provides specific lines of coverage and services to meet members' unique risk exposures.

Ms. Sorrem introduced MCIT Executive Director Gerd Clabaugh, who provided a brief summary of MCIT's 2022 Annual Report. The summary was included in today's meeting agenda packet, and commissioners were provided with a copy of the full 2022 report.

Mr. Clabaugh reported that MCIT is not an insurance company focused on profits. Rather, MCIT is a public joint powers entity dedicated to helping members manage risks in order to carry out their public service mission to the residents of Minnesota. As a public entity, MCIT understands the unique challenges facing local governments and offers ways to address those risks.

Mr. Clabaugh reported that last year, MCIT was notified by Hartford Steam Boiler that it would not be renewing MCIT's cyber-coverage program. Staff worked tirelessly to find a suitable replacement before the new year, and they successfully accomplished this task.

Mr. Clabaugh reported that MCIT's total dividend was \$7 million, and Washington County's dividend was \$256,351. This year, the total dividend is expected to be \$4 million, relative to inflation. Mr. Clabaugh reviewed the top three aggregate workers' compensation claims and the top three aggregate property/casualty claims, from 2018-2022.

Mr. Clabaugh concluded that MCIT offers members a number of services and programs to assist them in reducing losses and mitigating risks, such as consultation services, awareness and prevention materials, training, and access to service partners.

PUBLIC WORKS

Resolution of Support for the Middle St. Croix Valley Regional Trail Master Plan

Senior Planner Connor Schaefer presented a resolution of support for the Middle St. Croix Valley Regional Trail Master Plan to be submitted to the Metropolitan Council for review and approval.

Mr. Schaefer reported that the Middle St. Croix Valley Regional Trail Master Plan has been developed to guide the future development of a multiuse trail that will run through eastern Washington County. The 14-mile trail is a north-south arterial trail from the St. Croix Boom Site to downtown Afton. The future trail will link 11 different towns/cities, and will feature vital connections to local trails, parks, schools, and businesses in the St. Croix River Valley. The master plan process began in Spring 2022. There were several public engagement opportunities, which provided key findings to plan and implement this project.

A master plan is needed to provide direction for future trail development and make proposed improvements eligible for regional funding. The master plan provides planning and implementation guidance for future trail route alignment, right-of-way needs, trail amenities, natural resource management, and maintenance objectives. Mr. Schaefer concluded that this resolution of support would allow staff to submit the final draft of the master plan to the Metropolitan Council for review.

Commissioner Clasen moved to adopt **Resolution No. 2023-083** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF THE MIDDLE
ST. CROIX VALLEY REGIONAL TRAIL MASTER PLAN
TO METROPOLITAN COUNCIL**

WHEREAS, a regional trail master plan is required to address the criteria set forth in the Metropolitan Council's 2040 Regional Park Policy Plan to become eligible for Metropolitan Council regional park system designation and funding; and

WHEREAS, the proposed Middle St. Croix Valley Regional Trail master plan provides planning and implementation guidance for the improvements, acquisitions, and management needed to develop a regional trail that meets the needs of the public; and

WHEREAS, the planning process for the Middle St. Croix Valley Regional Trail master plan included public engagement events and meetings that provided the opportunity for input from partner agencies and public stakeholders; and

WHEREAS, the draft Middle St. Croix Valley Regional Trail master plan was reviewed and supported by the Washington County Park and Open Space Commission on May 18, 2023; and

WHEREAS, the Washington County Board of Commissioners heard a staff presentation on the Middle St. Croix Valley Regional Trail master plan on July 18, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners supports the proposed Middle St. Croix Valley Regional Trail master plan.

BE IT FURTHER RESOLVED that the Middle St. Croix Valley Regional Trail master plan be submitted to the Metropolitan Council for review and approval.

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

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived web streaming of the board meeting for full commissioner reports at www.co.washington.mn.us, under "County Board."

BOARD CORRESPONDENCE

No board correspondence was received.

EXECUTIVE (CLOSED) SESSION – HUMAN RESOURCES

Commissioner Bigham moved to move into Executive (closed) Session. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The board met in Executive (closed) Session pursuant to Minnesota Statutes 13D.05 Subd. 3(b), for the purposes of discussing active litigation Evans v. Washington County, the time being 10:00 a.m. Present for the Executive Session were Commissioners Kriesel, Karwoski, Clasen, and Bigham; Kevin Corbid, Jan Lucke, Jennifer Wagenius, Susan Tice, Angie Nalezny, Julie Sorrem, and Sheriff Dan Starry; Vicki Hruby from Jardine Logan & O'Brien, and Jeff Hentges from MCIT.

The Executive Session closed at 10:38 a.m.

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 10:41 a.m.

BUDGET WORKSHOP FOR RECOMMENDED 2024 COUNTYWIDE BUDGET

The board met in workshop session to review the recommended 2024 countywide budget. Present for the workshop were Commissioners Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, outside agencies, and county staff.

BUDGET WORKSHOP FOR RECOMMENDED 2024 INTERNAL SERVICES BUDGET

The board met in workshop session to review the recommended 2024 budgets for the Internal Services Departments - Accounting & Finance, Administration, Commissioners, Human Resources, and Information Technology. Present for the workshop were Commissioners Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, outside agencies, and county staff.



**BUDGET WORKSHOP FOR RECOMMENDED 2024 WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY BUDGET**

The board met in workshop session to review the recommended 2024 budget for the Washington County Community Development Agency. Present for the workshop were Commissioners Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, outside agencies, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Gary Kriesel

Gary Kriesel
County Board Chair