



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 5, 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 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
John Ristad, Assistant County Attorney III
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 Karwoski moved, seconded by Commissioner Miron, to adopt the Consent Calendar as follows:

1. Approval of the August 22, 2023, County Board meeting minutes.
2. Approval of **Resolution No. 2023-092** as follows:

**RESOLUTION APPOINTING STEPHEN SCHMALTZ TO THE
COMFORT LAKE FOREST LAKE 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, no letters of recommendation were submitted by the cities and townships within the watershed district; and

WHEREAS, the county has reviewed the residency of the applicant, as well as the residency of the current managers, considered the experience of the applicant to determine if he is able to represent the concerns of the various hydrological areas of watershed district, and reviewed any other material available to determine the ability of the applicant to fairly represent all the hydrological areas of the watershed district; and

WHEREAS, the county has determined that by making the following appointment it finds that the managers of the watershed district, including the newly appointed member, fairly represent the various hydrologic areas within the watershed district to the greatest extent possible.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby appoints Stephen Schmaltz to a fourth term on the Comfort Lake Forest Lake Watershed District, to begin on September 24, 2023, and end on September 23, 2026.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners directs that a record of all appointments made be filed with the county auditor of each county affected by the watershed district, the secretary of the board of managers, and the Board of Water and Soil Resources.

3. Approve the 2023 Revenue Recapture Service Level Agreements between Washington County Cash Revenue ID and Collections Revenue ID and the Minnesota Department of Revenue.
4. Approve Master Grant Agreement No. 15858 with the Minnesota Department of Employment and Economic Development (DEED) for the period of July 1, 2023, through June 30, 2028.

5. Approve Contract No. 15859 with CareerLabsVR for \$9,600 from the date of signature through July 31, 2024.
6. Approve position modification request from .75 to 1.0 FTE Eligibility Specialist in the Community Services Department.
7. Approval of **Resolution No. 2023-093** as follows:

**RESOLUTION APPROVING THE ESTABLISHMENT OF
COUNTY STATE AID HIGHWAY 15 IN THE CITIES OF
LAKE ELMO AND STILLWATER**

WHEREAS, the Minnesota Department of Transportation (MnDOT) and Washington County have recently completed a project to construct a new grade-separated interchange to replace the previous at-grade signalized intersection at the intersection of Trunk Highway 36 and Manning Avenue North, on the boundary of the Cities of Stillwater and Lake Elmo; and

WHEREAS, Washington County has been notified that the current designation of County State Aid Highway (CSAH) 15 extends only to Trunk Highway 36 as per the prior signalized configuration, thus leaving a gap between the former at-grade traffic signal and the new eastbound ramp intersection located approximately 430 feet south of the former at-grade traffic signal; and

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

WHEREAS, the cities of Stillwater and Lake Elmo have passed resolutions in support of the proposed County State Aid Highway designation.

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

Beginning at a point on the established centerline of Manning Avenue North, also known as County State Aid Highway 15 at its intersection with Trunk Highway 36, said point located approximately 150 feet south and approximately 27 feet east of the northwest corner of Section 6, Township 29 North, Range 20 West, thence along said centerline, following a generally southerly direction, to its intersection with the eastbound ramps of Trunk Highway 36, said point being approximately 580 feet south and 25 feet east of the northwest corner of Section 6, Township 29 North, Range 20 West, and there terminating, a distance of approximately 430 feet (0.081 miles);



be, and hereby is established, located, and designated as a portion of County State Aid Highway No. 15 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.

8. Approval of **Resolution No. 2023-094** as follows:

**ACCEPTANCE OF A DONATION OF LAND SURVEY RECORDS
AND COPYRIGHTS FROM TIMOTHY FREEMAN AND FOLZ
FREEMAN SURVEYING LLC**

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, Minn. Stat. §375.26 authorizes the county board to accept gifts, donations, and bequests on behalf of the county; and

WHEREAS, Washington County Public Works Survey Division maintains a system to file and distribute land survey records to the public as required by Minn. Stat. §389.08; and

WHEREAS, Tim Freeman, an individual, and Folz Freeman Surveying LLC, a limited liability company duly organized under the laws of the State of Minnesota, wish to donate land survey records and related copyrights to make said records publicly available by inclusion in the County Surveyor's files; and

WHEREAS, the inclusion of the land survey records and related copyrights are valued at approximately \$15,000; and

WHEREAS, the records so donated would be a valuable reference resource to Washington County and its residents.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept a donation of land survey records and related copyrights, with an estimated value in the amount of \$15,000, from Tim Freeman and Folz Freeman Land Surveying LLC for inclusion in the County Surveyor's files.

9. Approval of **Resolution No. 2023-095** as follows:

**ACCEPTANCE OF DONATION FROM THE FRIENDS AND
FAMILY MEMBERS OF BRENDAN BAKKEN FOR
INSTALLATION OF A BENCH WITH COMMEMORATIVE
PLAQUE TO BE PLACED AT BIG MARINE PARK RESERVE**

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

WHEREAS, Minn. Stat. 375.26 authorizes the county board to accept gifts, donations and bequests on behalf of the county; and

WHEREAS, Washington County Parks has a wide array of donation opportunities for individuals and groups to provide support for the park system; and

WHEREAS, the Washington County Parks - Park Bench Program allows an individual or group to donate funds to install and maintain a bench to be used on a trail or near a park facility; and

WHEREAS, for a donation of \$2,500, a cedar bench with commemorative plaque may be placed along a turf trail and will be guaranteed for a minimum of five (5) years; and

WHEREAS, the friends and family members of Brendan Bakken wish to place a bench at Big Marine Park Reserve in honor of their loved one.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept a donation in the amount of \$2,500 from the many friends and family members of Brendan Bakken for installation of a cedar park bench with commemorative plaque at Big Marine Park Reserve; and

BE IT FURTHER RESOLVED, that Washington County will maintain the bench site, including repair and replacement of the bench and plaque for a period of five years; and

BE IT FURTHER RESOLVED, that after five years, Washington County has the option to dispose, replace, or relocate the bench and plaque as needed.

10. Approval of **Resolution No. 2023-096** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF APPLICATION
TO THE MINNESOTA HISTORICAL AND CULTURAL
HERITAGE LEGACY LARGE GRANTS PROGRAM TO FUND
ADA RAMP ACCESSIBILITY IMPROVEMENTS AT THE
WASHINGTON COUNTY HISTORIC COURTHOUSE**

WHEREAS, the Minnesota Historical and Cultural Heritage Grants program’s stated goals are to preserve and enhance access to Minnesota’s cultural and historical resources and to support statewide public access to history and historic preservation projects; and

WHEREAS, the Minnesota Historical and Cultural Heritage Grants program will be distributed by the Minnesota Historical Society; and

WHEREAS, the Washington County Historic Courthouse is central to the history of Washington County; and

WHEREAS, Washington County has recently worked to make significant repairs to the Historic Courthouse; and

WHEREAS, additional improvements to the Washington County Historic Courthouse ADA ramp are needed to preserve, protect, and enhance access to the building; and

WHEREAS, Washington County’s grant funding request will be considered under the Minnesota Historical and Cultural Heritage Grants programs’ Legacy Large Grants designation; and

WHEREAS, Washington County is proposing to submit a \$100,000 grant funding request to the Minnesota Historical and Cultural Heritage Legacy Large Grants program to fund ADA ramp accessibility improvements at the Washington County Historic Courthouse.

NOW, THEREFORE, BE IT RESOLVED, that Washington County Board of Commissioners authorizes the submittal of the application listed above for funding under the Minnesota Historical and Cultural Heritage Legacy Large Grants program.

11. Approval of **Resolution No. 2023-097** as follows:

BYRNE DISCRETIONARY GRANT

WHEREAS, that the County of Washington, Minnesota, is authorized to accept the award terms and conditions with the Department of Justice (DOJ), Office of Justice Programs (OJP) for the Bureau of Justice Assistance FY 2023 Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program in the amount of \$1,600,000.00 for the period of March 1, 2023, through February 28, 2027.

BE IT RESOLVED, that the Washington County Sheriff, Dan Starry, is hereby authorized to accept the award in the Justice Grants System (JustGrants), as it is necessary to implement this grant on behalf of Washington County.

12. Approve Agreement No. 15843 between Washington County and the City of Grant, Minnesota, to provide law enforcement services to the city.
13. Approve Grant Agreement No. 15845 between the Minnesota Department of Public Safety and Washington County, for \$236,000 for the 2024-2025 (REP) Radiological Emergency Preparedness Program.

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

PUBLIC WORKS

Resolution to Submit Funding Projects for 2024 Minnesota Capital Budget

Senior Planner Sara Allen presented a resolution authorizing submittal of five proposed projects to the Minnesota Management and Budget Office for consideration in the 2024 Capital Budget. Ms. Allen reported that Minnesota's capital budget is primarily funded by issuing state general obligation bonds. The Minnesota Management and Budget Office issues instructions for eligible capital project requests in May of the year preceding submissions to the Legislature. Preliminary submissions of state agency capital budget requests are due in June, with final submissions due in October. The Governor will submit proposed capital budgets to the Legislature in January of 2024.

Commissioner Bigham moved to adopt **Resolution No. 2023-098** as follows:

**RESOLUTION AUTHORIZING SUBMITTAL OF
PROPOSED PROJECTS TO THE MINNESOTA MANAGEMENT
AND BUDGET FOR CONSIDERATION IN THE
2024 CAPITAL BUDGET**



WHEREAS, Minnesota’s capital budget is primarily funded by issuing state general obligation bonds; and

WHEREAS, items funded by general obligation bonds must serve a public purpose, be publicly owned, achieve a public goal and be implemented by a public agency; and

WHEREAS, pursuant to the Minnesota Management and Budget Office process, eligible agencies wishing to receive funding for a project shall submit an application for consideration; and

WHEREAS, the Minnesota Management and Budget Office has released the capital budget request process for 2024; and

WHEREAS, Washington County is eligible to submit requests for projects to be included in the 2024 capital budget; and

WHEREAS, Washington County is proposing to submit applications for the following projects as ranked in priority from highest to lowest:

1. Request of \$3 million for study and concept design of the Trunk Highway 36 and Century Avenue (Highway 120) intersection in the cities of Oakdale and North St. Paul; and
2. Request of \$3 million for County State Aid Highway 5 (Stonebridge Trail) and Brown’s Creek State Trail connection in the City of Stillwater; and
3. Request of \$1 million for the Hardwood Creek Trail extension in the City of Hugo; and
4. Request of \$2 million for Cottage Grove Ravine Regional Park Trail lighting and improvements in the City of Cottage Grove; and
5. Request of \$10 million for Washington County Public Works and Environmental Center Campus improvements in the City of Woodbury; and

WHEREAS, the projects will be of mutual benefit to the State of Minnesota, the Twin Cities metropolitan area, Washington County, and the cities of Oakdale, Stillwater, Hugo, Cottage Grove, and Woodbury; and

WHEREAS, Washington County is committed to completing each project, if selected, and funding is provided as part of the 2024 Capital Budget.

NOW, THEREFORE, BE IT RESOLVED, that Washington County is submitting the aforementioned projects to Minnesota Management and Budget for consideration in the 2024 Capital Budget and the county is committed to completing the projects identified above and providing the county share of funding.

Commissioner Karwoski seconded the motion, and it was adopted 4-1 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Bigham, and Kriesel. Nay, Commissioner Clasen.

Approve Contract for Preliminary Design Services for the Century North Reconstruction Project

Engineer Erin Clarkowski presented a contract for preliminary design services for the Century North Reconstruction Project. This project is located along Trunk Highway (TH) 120 (Century Avenue North) from County State Aid Highway 12/Wildwood Road/County Road East. TH 120 is a border road between Washington County and Ramsey County within this segment.

Ms. Clarkowski reported that Washington County is not the current jurisdictional owner of this portion of TH 120. This segment is on the turnback list from the Minnesota Department of Transportation (MnDOT), which means that it is planned for a jurisdictional transfer in the short-term future. With turnback discussions on the horizon, Washington County applied for federal funding for the reconstruction of this corridor through the Metropolitan Council's 2022 Regional Solicitation program, and was successful in soliciting \$7 million in funding for construction. This project is identified as #RB-2668 in the Capital Improvement Plan.

Ms. Clarkowski reported that seven proposals were received for this project, and Bolton & Menk was selected. The preliminary design process will involve significant stakeholder and public engagement, taking approximately 12-18 months. Because Washington County does not yet own this portion of roadway, MnDOT will pay for half of the preliminary design cost, and the county's cost share will be funded by Wheelage Tax.

Commissioner Karwoski moved to approve Contract No. 15764 with Bolton & Menk for \$324,789.16 for preliminary design services for the Century North Reconstruction Project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Approve Contract for Design Engineering Services on the Central Greenway Regional Trailhead in Lake Elmo Park Reserve

Engineer Ryan Hoefs presented a contract for design engineering services for the Central Greenway Regional Trailhead in Lake Elmo Park Reserve. Washington County was awarded Congressionally Directed Funds for improvements to the Central Greenway Regional Trailhead. The project proposes to address pavement conditions, expand the existing Eagle Point Landing parking lot, improve surface water management and site drainage, provide restroom facilities, and provide general trailhead amenities. This project is identified as #PARK-1003 in the Capital Improvement Plan.

Mr. Hoefs reported that two proposals were received for this project, and Rani Engineering was selected. The scope of this contract includes preliminary and final design, geotechnical evaluation, wetland delineation, stormwater management design, permitting, coordination for federal requirements, and plans and specifications. This project will be funded through the Congressionally Directed Funds grant and County Transmission Line Tax.

Commissioner Bigham moved to approve Contract No. 15836 with Rani Engineering for \$249,496.83 for design engineering services on the Central Greenway Regional Trailhead in Lake Elmo Park Reserve. Commissioner Miron seconded the motion, and it was adopted unanimously.

SHERIFF'S OFFICE

Resolution for National Preparedness Month

Emergency Services Manager Doug Berglund presented a resolution recognizing September 2023 as National Preparedness Month in Washington County, and provided an update on the two 2023 disaster declarations, one for the April 1 winter storm event, which caused major tree damage and extended power outages, and one for the spring flood event. Emergency Management staff hosted two applicant briefings with the Federal Emergency Management Agency (FEMA) and Minnesota Homeland Security for disaster cost reimbursements. The two events combined cost more than \$2 million in uninsured damages. More than 25 cities and townships participated in those briefings.

Mr. Berglund reported that as a result of the April 1 winter storm event, the Red Cross opened a shelter to meet any potential community member needs. Emergency Management staff partnered with Public Works and Public Health & Environment departments to contract with Belwin Conservancy to establish a storm debris drop-off site for residents. In May, staff welcomed Senior Planner Allison Strohl. Last month, staff submitted the five-year county Mitigation Plan to the State of Minnesota. It has been approved and forwarded to FEMA for its approval.

Commissioner Karwoski moved to adopt **Resolution No. 2023-099** as follows:

NATIONAL PREPAREDNESS MONTH SEPTEMBER 2023

WHEREAS, the Federal Emergency Management Agency (FEMA) has declared September as National Preparedness Month; and

WHEREAS, National Preparedness Month creates an important opportunity for every resident of Washington County to prepare their homes, businesses, and communities for any type of emergency; and

WHEREAS, investing in the disaster preparedness for ourselves, our families, businesses and communities can help save lives and reduce economic devastation in our communities; and

WHEREAS, FEMA’s Ready Campaign and other federal, state, local, private, and volunteer agencies are working to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen of Washington County and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, by participating in National Preparedness Month in September 2023, Washington County has the opportunity to join and support our state and nation in strengthening community and regional resiliency; and

WHEREAS, all citizens of Washington County are encouraged to participate in preparedness activities and visit the websites of the Ready campaign at www.ready.gov and the Sheriff’s Office social media pages, which includes information aligned with preparedness principles.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners hereby proclaims September 2023 as National Preparedness Month and encourages all citizens and businesses to develop their own emergency preparedness plan, build a preparedness kit, check their insurance coverage and work together toward creating a resilient community.

Commissioner Bigham seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, 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.

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 10:14 a.m.

BUDGET WORKSHOP FOR RECOMMENDED 2024 ATTORNEY'S OFFICE BUDGET

The board met in workshop session to review the 2024 recommended budget for the County Attorney's Office. 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 FOR RECOMMENDED 2024 SHERIFF'S OFFICE BUDGET

The board met in workshop session to review the 2024 recommended budget for the County Sheriff's Office. 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 ADMINISTRATION

The board met in workshop session to review the 2024 recommended Washington County budget. 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 COMMUNITY SERVICES

The board met in workshop session for an update on the Department of Human Services (DHS) shelter grant application. 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

Gary Kriesel

Gary Kriesel
County Board Chair