



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
OCTOBER 24, 2023**

**WASHINGTON COUNTY REGIONAL RAILROAD AUTHORITY CONVENES**

The Washington County Regional Railroad Authority (WCRRA) met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room. Present were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. WCRRA Chair Bigham presided. Also present were Kevin Corbid, County Administrator; Susan Tice, County Attorney Civil Division Chief; Stephanie Kammerud, Administrative Assistant; and county staff. Official Proceedings of the Regional Railroad Authority are available in the Office of Administration.

The Board recited the Pledge of Allegiance.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES**

The Washington County Board of Commissioners met in regular session at 9:10 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, County Attorney Civil Division Chief  
                  Stephanie Kammerud, Administrative Assistant

**COMMENTS FROM THE PUBLIC**

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

**CONSENT CALENDAR**

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

1. Approval of the October 3, 2023, County Board meeting minutes.
2. Approve separate contracts for legal representation for children in need of protection or services (CHIPS), termination of parental rights (TPR) and permanency cases for the period of January 1, 2024, through December 31, 2028, with Greg Schmidt, John Chitwood, Theresa Paulson, Amy Senn, and Viet-Hanh Winchell.



3. Approval of voting delegates for the 2023 Association of Minnesota Counties Annual Meeting on December 4-6, 2023.
4. Approve Contract No. 15939 with Insight Public Sector, Inc. for \$300,000 for the period of signature to October 31, 2024.
5. Approve an application for a 1-4 day Temporary On-Sale Liquor License Permit from the Valley Chamber Chorale for the Annual Christmas with the Valley Chamber Chorale event December 8, 2023, through December 10, 2023, being held at St. Croix Prep Performing Arts Center, St. Croix Upper School, 4260 Stagecoach Trail North, in Baytown Township.
6. Approve continuation of two special project Survey Technician I positions in Public Works through the end of 2024 as included in the proposed budget.
7. Approval of **Resolution No. 2023-124** as follows:

**RESOLUTION TO APPROVE A MINNESOTA DEPARTMENT OF  
NATURAL RESOURCES ACQUISITION OF 50 ACRES IN  
COTTAGE GROVE FOR INCLUSION IN THE  
GREY CLOUD DUNES SCIENTIFIC AND NATURAL AREA**

**WHEREAS**, the Minnesota Department of Natural Resources (MN DNR) has established the Scientific and Natural Areas (SNA) Program to preserve Minnesota's ecological and geological diversity for scientific study and public understanding; and

**WHEREAS**, the MN DNR has established Grey Cloud Dunes SNA encompassing over 237 acres south of 103rd Street to preserve the ecological and geological diversity of a sand dunes area along the Mississippi River; and

**WHEREAS**, Dunes, LLC (Gustafsons), a Minnesota limited liability company, owns and is a willing seller of a 38-acre property (PIN: 300272114000) and a 12-acre property (PIN: 3002721440003) adjacent to the Grey Cloud Dunes SNA; and

**WHEREAS**, the MN DNR seeks to acquire those Dunes parcels for inclusion in the Grey Cloud Dunes SNA; and

**WHEREAS**, Minnesota Statutes 97A.145 and 84.033, require County Board approval of proposed Scientific and Natural Areas acquisitions within 90 days of being notified by the State.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board approves the MN DNR's acquisition of the Dunes, LLC property for inclusion into the Grey Cloud Dunes SNA, designated in Exhibit A.



8. Approve Contract No. 15942 between Washington County and Visual Labs, Inc. for the software subscription services for body worn, in-vehicle and interview room cameras.
9. Approval of **Resolution No. 2023-125** as follows:

### **HUGO YELLOW RIBBON NETWORK 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 \$3,300 from the Hugo Yellow Ribbon Network.

10. Approve Contract No. 15940 with Guardian Fleet Safety, LLC for \$1,394,821 for the purchase and build of twenty 2023 Ford Police Interceptor Utilities.

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

### **COMMUNITY SERVICES**

Deputy Director Beth Pierce presented a request for a new 1.0 full-time equivalent (FTE) Office Aide position in the Community Services Department. Ms. Pierce reported that the department has participated in Supported Worker employment for many years, most notably through its contract with Rise and the individuals who have worked in the department.

Ms. Pierce reported that to increase and support Washington County's diversity, equity, and inclusion efforts, address the workforce shortage, and create opportunities for residents, the county has created a new Office Aide position. This position is designed to provide employment opportunities for individuals with a wide array of disabilities. The direct hire of workers with disabilities integrates people into the workforce, and brings the dignity, responsibilities, and expectations that all county employees have.

Ms. Pierce stated that Rise has provided innovative and person-centered employment services to hundreds of Washington County residents for more than 30 years. Organizations such as Rise will continue to provide support to staff in this job class. Rise has done this work in close partnership with social services, always advocating for equity and inclusion for individuals seeking employment. Rise's supportive employment services change lives through employment. The current workers who will benefit from this change are Ryan Quigley and Becky Klinger, and they

currently work alongside the Internal Supports team. The 1.0 FTE Office Aide position will be shared as two part-time employees, and will enable Ms. Klinger and Mr. Quigley to become Washington County employees.

Commissioner Clasen moved to approve the 1.0 FTE Office Aide position in the Community Services Department. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

## **PROPERTY RECORDS AND TAXPAYER SERVICES**

### **Approve Joint Powers Agreements for Election Services**

Director Amy Stenftenagel presented a request to approve election services Joint Powers Agreements (JPAs) between Washington County and the cities of Birchwood Village, Cottage Grove, Forest Lake, Grant, Landfall, Pine Springs, St. Paul Park, and Woodbury. Through these JPAs, the county provides election services to municipalities, including hiring election judges, Election Day planning, coordination, and administration, public accuracy testing, and more.

Ms. Stenftenagel reported that the county has had election services JPAs with municipalities for more than a decade. These agreements were last changed in 2019. After the board's direction, staff met with the municipalities during the summer, working together to develop an agreement that worked for all parties. In addition to the municipalities noted above, Lakeland's City Council will be considering the JPA for election services in November, and county staff are working with the City of Oakdale on its JPA for election services.

Ms. Stenftenagel reported that the major change in the updated JPA is the addition of precinct size limits. This was added to help improve the voter experience. The precinct size limit is based on the number of registered voters. Under this agreement, precinct size must be no more than 4,500 registered voters. Other JPA changes are administrative and include items such as clarification on the ownership of voting machines and booths, and other items to reduce confusion over who is responsible for purchases, replacements, and programming, and the addition of the exact timing on when the county will provide cost estimates each year, allowing all municipalities to receive their estimate in time for budget preparation.

Commissioner Bigham moved to approve election services Joint Powers Agreements between Washington County and the cities of Birchwood Village, Cottage Grove, Forest Lake, Grant, Landfall, Pine Springs, St. Paul Park, and Woodbury. Commissioner Clasen seconded the motion, and it was adopted unanimously.

## **PUBLIC WORKS**

### **Resolution for Purchase of Kelley Land and Cattle Property in May Township**

Property Acquisition Manager Sharon Price presented a resolution to execute the Option Agreement for the purchase of Kelley Land and Cattle property within May Township for inclusion into Big Marine Park Reserve.

Ms. Price reported that Kelley Land and Cattle contacted Washington County and expressed interest in selling its entire portion (approximately 685 acres) within the park reserve to the county. Both landowner and county see the value and benefit in preserving the natural resources and maintaining high habitat quality for generations to come.

Ms. Price reported that this partnership will allow the county to purchase all the property. However, the county is not able to purchase the property in one purchase, due to funding constraints. It was agreed that an option agreement was determined as the best way to accomplish this goal. The county will purchase Kelley Land and Cattle in three phases, due to the regional park systems funding partner (Metropolitan Council) caps on its grant funds within its fiscal year. The option agreement allows the county to meet Metropolitan Council's grant gap amounts per fiscal year, and allows time to find a path for any potential funding gaps with Land and Water Legacy Program funding or availability of Metropolitan Council grant funds.

Commissioner Miron moved to adopt **Resolution No. 2023-126** as follows:

**RESOLUTION TO ACQUIRE KELLEY LAND AND CATTLE CO.  
PROPERTY BY OPTION AGREEMENT IN MAY TOWNSHIP  
FOR INCLUSION INTO BIG MARINE PARK RESERVE**

**WHEREAS**, Washington County (County) is interested in acquiring certain property owned by Kelley Land and Cattle Co. (Kelley) for inclusion into Big Marine Park Reserve; and,

**WHEREAS**, the owners, Kelley, agree to sell the property to the County; and,

**WHEREAS**, the property for purchase is approximately 685 acres and is too large to purchase in one segment; and,

**WHEREAS**, both County and Kelley agree that an Option Agreement is necessary in order to be able to purchase the entire Kelley property; and,

**WHEREAS**, the Option Agreement will be exercised in three phases; and.

**WHEREAS**, funding for each phase is intended to be a combination of Land and Water Legacy Program funds and Metropolitan Council grant funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners hereby authorizes its Chair and Administrator to execute on behalf of the County an Option Agreement which lays out the conditions by which the three-phase purchase of the Kelley Land and Cattle Co. property will be accomplished.

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.

## **SHERIFF'S OFFICE**

### **Resolution for All-Hazard County Mitigation Plan**

Emergency Services Manager Doug Berglund presented a resolution to adopt the updated countywide All-Hazard Mitigation Plan. The plan was first adopted in 2007. This is the fourth reiteration of the plan. Plan participation and subsequent adoption is a requirement to remain eligible for Federal Emergency Management Agency (FEMA) and state mitigation grant funding.

Mr. Berglund reported that for the past year and a half, emergency management staff has met with all cities and townships, and five county departments. This is a critical function in identifying unmet projects, vulnerabilities to infrastructure, or planning strategies aimed at reducing risk of natural hazards.

Mr. Berglund reported that in addition to political subdivision participation, staff engage the public through several channels, as well as other organizations, such as watershed districts and school districts. Participating entities are eligible to apply to any of the three grant programs: the Flood Mitigation Assistance (FMA) grant; the Building Resilient Infrastructure and Communities (BRIC) grant; or the Hazard Mitigation Grant Program (HMGP) through the state. Proposed projects must be identified within the current county plan. Each grant cost share is 75% federal and 25% state. The 25% share can come from more than once source, but it cannot be a part of any federal dollars. Plan participants have a wide variety of strategies they can use to build resiliency and reduce risk. There have been several successful grant applications within Washington County.

Commissioner Bigham moved to adopt **Resolution No. 2023-127** as follows:

#### **ADOPTION OF THE WASHINGTON COUNTY ALL-HAZARD MITIGATION PLAN**

**WHEREAS**, Washington County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

**WHEREAS**, the Washington County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

**WHEREAS**, the Washington County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the Washington County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Washington County will maintain public participation and coordination; and

**WHEREAS**, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

**WHEREAS**, the Washington County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

**WHEREAS**, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

**NOW, THEREFORE, BE IT RESOLVED**, that Washington County supports the hazard mitigation planning effort and wishes to adopt the Washington County All-Hazard Mitigation Plan.

Commissioner Karwoski 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.

## **GENERAL ADMINISTRATION**

### **Contract for State Lobbying Services**

Deputy County Administrator Jan Lucke presented a request to negotiate a contract with Larkin Hoffman Daly & Lindgren Ltd. to provide state lobbying services to Washington County for an amount not to exceed \$70,000 annually, for the period of November 13, 2023, to November 12, 2025.

Ms. Lucke reported that Washington County has utilized a consultant to assist in developing its legislative platform and advocating for county interests at the State Legislature. The current contract is with Larkin Hoffman Daly & Lindgren Ltd. for \$64,000 annually. The firm has been providing services to the county since 2018. The scope of services includes working with county staff and commissioners to: strategize the county's legislative platform; lobby in the interest of Washington County; coordinate meetings with the county's legislative delegation; and communication regarding bill movements, arising funding opportunities, and other legislative priorities.

A Request for Proposals (RFP) was released and one proposal was received, and it is recommended to execute a contract with Larkin Hoffman Daly & Lindgren Ltd., not to exceed \$70,000 annually.

Commissioner Miron moved to approve negotiation of a contract with Larkin Hoffman Daly & Lindgren Ltd. to provide state lobbying services to Washington County. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **Recognition of Belwin Conservancy**

Emergency Services Manager Doug Berglund recognized Belwin Conservancy and its partnership with Washington County after the spring ice storm. Mr. Berglund reported that the county experienced a significant ice storm April 1, which resulted in thousands of trees down throughout the county, creating a significant debris management problem.

With assistance of Lower St. Croix Valley Fire Chief Jim Stanley, county staff began to plan for potential sites for debris. Chief Stanley contacted Belwin Conservancy to determine its interest in providing space. County staff, including Public Works Director Wayne Sandberg and Public Health & Environment Director Dave Brummel, and Chief Stanley met with Belwin representatives and agreed to terms-of-use to store and process tree debris on the parking lot of the Lucy Winton Bell Athletic Fields. Over the course of months, and at no personal out-of-pocket cost, residents dropped off nearly 1,200 tons of wood debris at the Belwin site. Belwin's partnership allowed protection of local air quality and public health with less burning of wood debris and far fewer vehicle trips on local highways.

Mr. Berglund presented a plaque in recognition and appreciation for Belwin Conservancy's partnership. Belwin Conservancy Executive Director Katie Bloome and Operations Director Justin Sykora were present to accept the plaque.

### **Voting Delegates for the 2023 Minnesota Counties Intergovernmental Trust Annual Meeting**

County Administrator Kevin Corbid requested appointment of voting delegate and alternate for the 2023 Minnesota Counties Intergovernmental Trust (MCIT) Annual Meeting on December 4, 2023.

Commissioner Bigham moved to appoint Commissioner Karwoski as voting delegate, and Commissioner Clasen as alternate, for the 2023 MCIT Annual Meeting. Commissioner Miron seconded the motion, and it was adopted unanimously.

### **Cancel November 7, 2023 Public Hearing**

Mr. Corbid requested a motion to cancel the public hearing that was set for November 7, 2023, regarding the Local Housing Trust Fund ordinance. The Community Services Department and the Washington County Community Development Agency would like some additional time to get questions answered that were raised at last week's workshop regarding the ordinance and the housing trust fund. Commissioner Miron moved to cancel the November 7, 2023, public hearing for the Local Housing Trust Fund ordinance. Commissioner Clasen seconded the motion, and it was adopted unanimously.



## **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](http://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 Karwoski moved to adjourn. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 10:35 a.m.

## **BOARD WORKSHOP WITH WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY**

The board met in workshop session to review the findings of the Washington County Labor Demand and Supply Studies. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, county staff, and outside agencies.

## **BOARD WORKSHOP WITH PUBLIC HEALTH & ENVIRONMENT**

The board met in workshop session to review the opioid settlement, structure, and process. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, county staff, and outside agencies.

## **BOARD WORKSHOP WITH PUBLIC WORKS**

The board met in workshop session for an update on the Highway 61 Visioning Study and seeking feedback on impacts to the Regional Rail property. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, county staff, and outside agencies.

## **BOARD WORKSHOP WITH ADMINISTRATION**

The board met in workshop session to review citizen boards and committee reappointments for 2024. 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