

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 15, 2022**

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 Wayne Johnson, District 4
Commissioner Lisa Weik, District 5

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 Johnson asked for comments from the public; none were heard.

CONSENT CALENDAR

Commissioner Johnson reported that Consent Calendar items B, regarding voting delegates for the 2022 Association of Minnesota Counties annual meeting, and N, regarding a donation to the Sheriff's Office, will be pulled from today's Consent Calendar to be addressed as separate items.

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

1. Approval of the October 25, 2022, and November 1, 2022, County Board meeting minutes.
2. Approve voting delegates Commissioner Stan Karwoski (delegate) and County Administrator Kevin Corbid (alternate), for the 2022 Minnesota Counties Intergovernmental Trust Annual Meeting on December 5, 2022.
3. Approval to appoint Amanda Meyer to a partial term as a Municipal Government Representative on the Groundwater Advisory Committee, with the term expiring December 31, 2023.
4. Approval to appoint Elizabeth Finnegan to a partial term as a Municipal Government Representative on the Groundwater Advisory Committee, with the term expiring December 31, 2023.

5. Approve a new policy entitled Compensation and Benefits Policy for Elected Department Heads and Appointed Leadership.
6. Approval to modify Personnel Rules and Regulations Section #2 - Definitions.
7. Approval to modify Personnel Rules and Regulations Section #5 - Compensation.
8. Approval to modify Personnel Rules and Regulations Section #10 - Employment Separation.
9. Approval to modify Personnel Rules and Regulations Section #16 - Leaves of Absence.
10. Approval to modify Personnel Rules and Regulations Section #23 - Performance Evaluation.
11. Approval of **Resolution No. 2022-130** as follows:

**RESOLUTION TO ACQUIRE RIGHT-OF-WAY FOR ROAD
RECONSTRUCTION ON COUNTY HIGHWAY 33 FROM
COUNTY HIGHWAY 2 TO COUNTY HIGHWAY 32 IN THE CITY
OF FOREST LAKE**

BE IT RESOLVED THAT Washington County proceed to purchase the permanent right-of-way, permanent road easements, permanent drainage and utility easements, and temporary easements necessary to improve County Highway 33 from County Highway 32 to County Highway 2 in the City of Forest Lake as shown on the attached map; located in Washington County, Minnesota.

BE IT FURTHER RESOLVED THAT the officers of said County, including the County Engineer, the County Administrator and the County Attorney, shall proceed and are hereby authorized to proceed to acquire, by negotiations and purchase and if necessary, the exercise of eminent domain; right-of-way to establish said permanent right-of-way, permanent easements, and temporary construction easements. Such officers are specifically authorized to take such action and execute such instruments and plats if any be necessary, to acquire said right-of-way and associated easements.

12. Approval of **Resolution No. 2022-131** as follows:

**RESOLUTION TO ACQUIRE RIGHT-OF-WAY FOR ROAD
RECONSTRUCTION ON COUNTY ROAD 61 AT COUNTY
HIGHWAY 15 STILLWATER TOWNSHIP**

BE IT RESOLVED THAT Washington County proceed to purchase the permanent right-of-way, permanent road easements, permanent drainage and utility easements, and temporary easements necessary to improve County Road 61 at the Intersection of County Highway 15 in Stillwater Township, as shown on the attached map; located in Washington County, Minnesota.

BE IT FURTHER RESOLVED THAT the officers of said County, including the County Engineer, the County Administrator and the County Attorney, shall proceed and are hereby authorized to proceed to acquire, by negotiations and purchase and if necessary, the exercise of eminent domain; right-of-way to establish said permanent right-of-way, permanent easements, and temporary construction easements. Such officers are specifically authorized to take such action and execute such instruments and plats if any be necessary, to acquire said right-of-way and associated easements.

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

Voting Delegates for the 2022 Association of Minnesota Counties Annual Meeting

County Administrator Kevin Corbid reported that the Association of Minnesota Counties (AMC) Annual Meeting will be December 5-7, 2022. Mr. Corbid requested to amend the voting delegates to include Commissioner Lisa Weik and remove Public Works Director Wayne Sandberg. The eight voting delegates for 2022 will be Commissioner Stan Karwoski, Commissioner Wayne Johnson, Commissioner Lisa Weik, County Administrator Kevin Corbid, Deputy County Administrator Jan Lucke, Deputy County Administrator Jennifer Wagenius, Community Corrections Director Terry Thomas, and Public Health & Environment Director David Brummel.

Commissioner Karwoski moved to approve the eight voting delegates for the AMC Annual Meeting. Commissioner Miron seconded the motion, and it was adopted unanimously.

Resolution to Accept a Donation to the Sheriff's Office from the Hugo Lions Club

Commissioner Miron reported that the Sheriff's Office has received a donation for \$5,050 from the Hugo Lions Club for the Water Recovery team. Commissioner Miron acknowledged the generosity of gifts such as these, and commissioners expressed their appreciation.

Commissioner Miron moved to adopt **Resolution No. 2022-132** as follows:

HUGO LIONS CLUB 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 the Hugo Lions Club in the amount of \$5,050.

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

PUBLIC HEARING – ADMINISTRATION

Proposed Revisions of Washington County's 2023 Fee Schedule, Policy 1032

The Public Hearing opened at 9:12 a.m.

County Board Chair Johnson presented a brief overview of today's public hearing to consider revisions to the Washington County 2023 Fee Schedule, contained in Policy No. 1032. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.41. On October 25, 2022, the County Board issued its order setting this public hearing for today. Board Clerk Stephanie Kammerud indicated that proper notices were published and made part of the record.

Deputy County Administrator Jan Lucke presented the recommended revisions to the county's fee schedule. There were no changes in general fees for all county departments. There were no changes for the departments of Accounting & Finance, Administration, Information Technology, and Library.

The Attorney's Office is adding 1 TB (terabyte) hard drive as an option for disclosure requests that may require additional electronic media storage.

The Community Corrections Department plans to eliminate all adult fees, due to the negative financial impact on clients, and lack of evidence that fees increase community safety or contribute to long-term behavior change. Multi-Systemic Therapy (MST) Parental Fees have been a barrier for some families to receive this community-based service. In June 2022, Governor Tim Walz signed into law changes to the Cost of Care Statute allowing Community Corrections to remove fees for therapeutic services.

The Community Services Department indicated several changes to its fee schedule. This document is generated from the Minnesota Department of Human Services (DHS) and includes many of the changes to eligibility requirements for Human Services programs that are administered by Washington County, on behalf of the State of Minnesota.

The recommended changes include:

- Index Title change – Calendar Year 2023
- III. Updated DHS Social Services Fee Schedule 21-68-06 to 22-69-02
- V. Replaced DHS6413I with DHS6413K
- VI. No changes in licensing fee
- VIII. No changes in guardianship/conservator fees
- IX. Updated Alternative Care (AC) Fee Schedule (State Fee Schedule) DHS 2630
- X. Updated CCDTF SFY 2021 Eligibility Determination
(<https://mn.gov/dhs/search/?query=CCDTE>)
- XI. Updated Detox Fee Schedule
- XIII. No changes in Consumer Support Grant Admin Fee
- XIV. Update in DHS Form 2977
- XV. Changed last sentence. If a federal tax offset is received and disburses to nonpublic assistance arrears, the US Department of Treasury charges a \$25 fee to the obligee Minn. Stat. § 518A.51 (e).

There are several changes recommended for the Property Records & Taxpayer Services Department.

The fee for Election Results is removed, as electronic copies of the county's election abstracts are provided free of charge. Printed copies are charged at the rate listed under All County Departments.

The Disability License Plate Fee and the Passport Book Application Fee were updated to reflect an increase in the fees imposed by the state.

An update to the RecordEASE Direct Online Access Credit Card Convenience Fee clarifies that this is a per login, not a per minute fee, and the county retains a portion of the fee.

Assessment Contract fees increase annually to keep pace with rising costs in the Assessor Division, such as inflation, wages, and benefits. Single-Family Residential Assessment Contract Fees were increased to avoid the unanticipated increase in the number of homes above a set estimated value market value, as seen in 2022, due to the historic increases in property values in the county. Increases to Audit Reports, Auditor's Bonding Certificate, Confession of Judgment, and Tax Increment Financing (TIF) District fees will align Washington County with other metropolitan counties, and account for the amount of time and work involved in administering taxation functions.

The Public Health & Environment Department licenses for environmental health programs are being increased by 2% in 2023. These regulated programs are funded primarily by fees, which need to be raised to keep pace with program expenses. Septic fees are proposed to be increased 3% and a new category of Septic System Redesign was added to cover the review and field work costs related to redesign of septic systems.

The Vaccine Administrative Fee increased from \$12 to \$15 to offset the rise in operational costs of the vaccine clinic. Fees are waived for those who are unable to pay.

The Public Works Department has changes in the Parks, Planning, and Survey Divisions. For Parks, firewood and ice prices are set at market rates, based on purchase costs. Fees are added for snowshoe, kayak, and paddlesport rentals, based on vendor fees, and a paddlesport rental late fee, to deter late returns that will impact the next rental. The fee for Group Campsites has been simplified to a flat rate, regardless of the day of the week. All space rental and associated fees were combined into one chart. Kitchen cleaning is covered by the damage deposit; alcohol and set-up fees are no longer a separate charge, and it is clarified that there is no tax charged for room rentals. Historic Jail Access fee was reduced from \$100 to \$50.

Zoning Permits fees were added in the Planning Division, as they were inadvertently omitted from the 2022 Fee Schedule.

The Survey Division removed fees for items that are available digitally, or no longer being requested. Plat review costs were increased due to staff time and platting costs. Custom mapping was updated to be priced similarly to commercial vendors. In general, there was much simplification and consolidation of fees in the Survey Division.

The Sheriff's Office clarified that photos and videos are per case number. There is an increase in fees for regular and after-hours Deputy Hourly Rates, reflective of increases in wages and benefits for law enforcement. Also, a note was added that court-ordered deputy standby for property retrieval, must be paid prior to the service. There is no charge to purchase a handgun by state law, and this reference was removed from the fee schedule.

Commissioner Kriesel asked for clarification on Permit to Carry a Handgun. A new permit for Active Military, Veterans, Active/Retired Law Enforcement, Correctional Officers/U.S. Federal Marshals is \$25; however, there is no discount for renewal. Staff will check into this.

Board Chair Johnson asked for comments from the public regarding the 2023 Fee Schedule. There were no comments from the public.

There being no further members of the public who wished to speak, Chair Johnson asked for a motion to close the public hearing. Commissioner Miron moved to close the public hearing. Commissioner Weik seconded the motion, and it was adopted unanimously.

The public hearing was closed at 9:25 a.m.

Commissioner Miron referenced the plat book and inquired as to when it was last published, and did paid advertising help with the publication costs. Public Works Director Wayne Sandberg reported that it was printed at least five years ago. Mr. Sandberg recalled that the advertising potentially helped offset the printing costs of the book; however, requests for the book have been rare, and the data contained is quickly outdated.

Commissioner Johnson asked for clarification on the phasing out of adult fees. Community Corrections Director Terry Thomas reported that the probation fees are not intended to serve as a consequence. Clients may not be financially stable, and an additional financial burden is not an effective way to rehabilitate clients back into the community.

County Administrator Kevin Corbid referred back to Commissioner Kriesel's question regarding Permit to Carry a Handgun. Sheriff Starry clarified that both a new permit and renewal cost \$25 for Permit to Carry a Handgun for Active Military, Veterans, Active/Retired Law Enforcement, Correctional Officers/U.S. Federal Marshals. This correction will be made in the 2023 Fee Schedule before final approval.

Commissioner Johnson concluded that the board will take action on the 2023 Washington County Fee Schedule at the December 13, 2022, meeting.

PUBLIC HEARING – ADMINISTRATION AND PUBLIC WORKS

2023-2027 Capital Improvement Plan

The public hearing opened at 9:33 a.m.

County Board Chair Johnson presented a brief overview of today's public hearing on Washington County's 2023-2027 Capital Improvement Plan. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.40, Subd. 3. On October 25, 2022, the County Board issued its order setting this public hearing for today. Board Clerk Stephanie Kammerud indicated that proper notices were published and made part of the record.

County Budget/Financial Analyst Janna Oman introduced the 2023-2027 Capital Improvement Plan (CIP). Ms. Oman reported that capital planning is one of the fundamental building blocks in developing an effective budgeting process. It provides a mechanism to match cash flows to meet the desired level of capital improvements. Capital plans also help to establish a guide for making capital investment decisions logically, and in a deliberate and accountable fashion. The capital projects included in the CIP are perhaps the most visible and tangible outputs of the county.

The CIP covers a five-year period. The projects in the CIP for 2023 are part of the 2023 proposed budget and will eventually become part of the adopted budget unless adjustments are needed. It is a multi-year planning and budgeting tool that assists the county in prioritizing current and future needs. By state statute, any project that will be funded by bond proceeds is required to be included in the CIP. Projects primarily budgeted in the county's Capital Funds, Regional Rail fund, and Gold Line fund are also included. The CIP includes the categories of facilities, buildings, roads, bridges, land, and transit projects.

Ms. Oman presented an overview of the five-year cost of the CIP, which is \$398,209,300. A rise in funding is indicated in 2023, which includes a bond issue of general obligation bonds, and the potential sale of bonds for funding of the Gold Line Bus Rapid Transit (BRT) project.

Ms. Oman reported on CIP expenditures itemized by categories. Parks & Land is 4%, or \$17 million. This category includes projects in Washington County Parks. Public Facilities is 26% of total CIP expenditures, or \$105 million. This category includes the construction or expansion of county buildings. It was noted that the potential 2023 and 2027 general obligation bond sale is included in the Public Facilities category. Road & Bridge is the largest share of projects at 70% of

total costs, or \$276 million. This category includes road and bridge construction projects, the pavement preservation program, traffic and signal projects, as well as transit projects, such as the Gold Line BRT project.

Ms. Oman reported on how funding is split over the next five years for the projects listed in the CIP. The largest portion of funding comes from Intergovernmental Sources at 39%, which includes state funding sources, federal grants, and local contributions. As mentioned earlier, general obligation and revenue bond proceeds also fund projects. Smaller funding sources are also included, such as the county wheelage tax, transmission line tax, and the Capital Repair fund.

Public Works Director Wayne Sandberg continued the CIP presentation.

Mr. Sandberg reported that a workshop was held October 4 to provide a detailed overview of the draft 2023-2027 Capital Improvement Plan. The CIP contains projects for Parks & Land, Public Facilities, and Road & Bridge, and includes transit projects. The plan contains more than 75 projects or programs with a planned investment of nearly \$400 million in county infrastructure.

Mr. Sandberg summarized a few examples of projects that this investment will be used for.

There are plans for park improvements, such as improving the hilltop shelter and playground at St. Croix Bluffs Regional Park, upgrading the buildings at Point Douglas Park swim beach, and working cooperatively with the City of Hugo to extend the Hardwood Creek Trail to the south, connecting to the Bruce Vento Trail in Ramsey County.

There are plans for improving public facilities, including significant upgrades in the Law Enforcement Center, a new south highway maintenance facility, upgrades to the Park Grove Library, the R. H. Stafford Library, and the Oakdale Library, and a new Western Service Center, located on the Gold Line BRT route, to improve service.

There are plans to improve roads, highways, bridges, and transit service in the county. These projects include the county's pavement preservation program, that will invest \$23.5 million over the next five years to improve the quality and smoothness of pavements across the county. Other projects include realigning County Road 19 across the southern portion of the county to serve new development in the area, and also serve the Grey Cloud Island Regional Park; converting the intersection at County 17 and Highway 36 to a grade-separated interchange; rebuilding County Road 50, a six-mile long segment of two-lane county highway, using County Transportation Sales Tax; and construction of the Gold Line BRT, led by the Metropolitan Council, which is a partnership between Ramsey and Washington counties.

Mr. Sandberg reported that the process used to develop the CIP is open and transparent. Staff began soliciting input and comments from local agencies in April and May, and considered county performance measures related to roadway pavement conditions and crash histories, as well as building condition and operational costs. Staff work with cities and the Washington County Community Development Agency to understand and identify development trends and proposals across the county, and reference other planning documents to create the draft plan presented today.

The draft 2023-2027 CIP was released for formal public comment October 4 and provided multiple ways for the public to comment. Staff directly solicited comments from cities, townships, watershed districts, and school boards. A web portal was provided where the plan could be downloaded and reviewed, with an option to submit comments online. Comments were due November 4, and, as of today, the county has received 11 comments letters from 9 agencies, including the cities of Cottage Grove, Hugo, Oak Park Heights, Oakdale, Scandia, Stillwater, and Woodbury, the Rice Creek Watershed District, and Summit Management. Many of the comments included in the letters are specific to individual projects. In general, the letters are supportive of the investments the county is planning. In many cases, the comment letters stated that the agencies would like to see even more projects and more investment. In some cases, the letters express concern about a particular project and its potential impacts.

In conclusion, Mr. Sandberg reported that today's focus is to hold the required public hearing to receive additional comments. Following today's public hearing, all comments will receive a formal response from the county. Comments will be evaluated, and staff will determine if any changes to the draft CIP are warranted. A final update will be provided at the December 13 board meeting at which staff will present all comments received with responses, review any recommended changes to the CIP, then recommend the final 2023-2027 CIP for adoption.

Board Chair Johnson asked for comments from the public regarding the draft 2023-2027 Capital Improvement Plan. There were no comments from the public.

There being no further members of the public who wished to speak, Chair Johnson asked for a motion to close the public hearing. Commissioner Weik moved to close the public hearing. Commissioner Miron seconded the motion, and it was adopted unanimously.

The public hearing closed at 9:46 a.m.

Commissioner Johnson concluded that the board will take action on the 2023-2027 Capital Improvement Plan at the December 13, 2022 meeting.

PUBLIC WORKS

Jurisdictional Transfer Agreement of Trunk Highway 96 with the State of Minnesota

Public Works Engineer Andrew Giesen presented a resolution to enter an agreement with the State of Minnesota to transfer the jurisdiction of Trunk Highway (TH) 96 within Washington County, and approval of Agreement No. 1050364.

Mr. Giesen reported that the turnback of TH 96 from the state to the county has been planned for many years. It was included in a 1994 Memorandum of Understanding with the Minnesota Department of Transportation (MnDOT), 2014 Minnesota Jurisdictional Realignment Project, and the turnback is recommended in the county's 2040 Comprehensive Plan. Properly aligning roadway jurisdiction ensures best value and use of funds for maintenance and future improvement, and helps maintain or improve the role of the roadway in the transportation system.

The overall pavement condition of TH 96 is in the yellow zone and will eventually need to be resurfaced. This roadway has limited pedestrian facilities, with most shoulders less than four feet wide. There are drainage issues and intersection improvements needed. The existing traffic volumes range from 3,700 to 7,600 vehicles per day and the posted speed limit ranges from 45 to 55 mph.

Mr. Giesen concluded that if the board approves moving forward with this agreement, the county would accept the nine-mile segment of TH 96 as is, the state would pay the county \$14,460,000 in 2023, and the roadway would be placed on the County State Aid Highway System. The transfer would occur in the spring of 2023.

Commissioner Kriesel moved to adopt **Resolution No. 2022-133** as follows:

**RESOLUTION TO ENTER INTO AGREEMENT NO. 1050364
WITH THE STATE OF MINNESOTA, DEPARTMENT OF
TRANSPORTATION TO TRANSFER THE JURISDICTION OF
TRUNK HIGHWAY 96 WITHIN WASHINGTON COUNTY.**

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that a portion of Trunk Highway No. 96 from the county line west of Trunk Highway No. 244 (Dellwood Avenue) to Trunk Highway 95 ("Roadway Segment") is no longer needed for trunk highway purposes; and

WHEREAS, MnDOT and Washington County agree that the County is the proper road authority to own and maintain this roadway; and

WHEREAS, Minnesota Statutes §161.20 authorizes MnDOT to enter into agreements with other governmental authorities to carry out the purposes of Minnesota Statutes Chapter 161; and

WHEREAS, the County is a Road Authority as defined in Minnesota Statutes §160.02 (subd. 25).

NOW, THEREFORE, BE IT RESOLVED, that Washington County enter into MnDOT Agreement No. 1050364 with the State of Minnesota, Department of Transportation to transfer jurisdiction of Trunk Highway No. 96, the limits of which are defined in said Agreement, to Washington County.

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

Commissioner Miron moved to approve Jurisdictional Transfer Agreement No. 1050364 with the State of Minnesota. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Trunk Highway 61 Corridor Visioning and Jurisdictional Transfer Study Contract and Cooperative Funding Agreement

Public Works Planning Director Lyssa Leitner presented a contract to complete the scope of work and cooperative cost agreement for the Trunk Highway (TH) 61 Corridor Visioning and Jurisdictional Transfer Study.

Ms. Leitner reported that northern TH 61 within Washington County is a key corridor for the cities of Hugo and Forest Lake. The long-term vision is for the Minnesota Department of Transportation (MnDOT) to turn back jurisdictional control of the roadway to Washington County. Prior to that occurring, the county would like to develop a jurisdictional transfer plan that would outline key improvements, timing, costs, and limitations to guide the transfer of TH 61 from MnDOT to the county.

This is also an opportunity to establish a common vision for access, right-of-way (ROW), and future roadway design for TH 61, which is a priority for the City of Hugo, as it will assist the city in long-range planning and economic development. The TH 61 Visioning and Jurisdictional Transfer Study is an opportunity to partner with the city to accomplish both these goals.

The project received five proposals from consulting firms and the evaluations resulted in the selection of Bolton & Menk for the study. The contract is not to exceed \$249,724. The City of Hugo has agreed to cost participation and will pay \$50,000 to the cost. The county's cost of \$199,700 will be funded through the Flexible Highway Account. This project is #RB-2671 in the Capital Improvement Plan.

Commissioner Miron moved to approve Contract No. 15080 with Bolton & Menk for an amount not to exceed \$249,724 to complete the scope of work for the Trunk Highway 61 Corridor Visioning and Jurisdictional Transfer Study. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Cooperative Agreement No. 15081 with the City of Hugo for a \$50,000 lump sum contribution for the Trunk Highway 61 Corridor Visioning and Jurisdictional Transfer Study. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Resolution for Land and Water Legacy Program Acquisition of Scott Property in May Township

Office of Administration Senior Planner June Mathiowetz presented a resolution for a county Land and Water Legacy Program (LWLP) contribution, conservation easement, purchase agreement, and state grant agreement, to acquire an approximately 79-acre conservation easement on the Scott property in May Township.

Ms. Mathiowetz reported that Washington County, the Minnesota Department of Natural Resources (DNR), the Minnesota Land Trust (MLT), and two landowners have created a partnership to permanently protect approximately 118 adjacent acres in May Township.

Washington County's role in the project involves using LWLP and DNR Scenic and Natural Areas funding to place a permanent conservation easement over 79 acres (Parcel IDs: 09.031.20.23.0003, 09.031.20.24.0001) owned by Samuel Scott, 16665 May Avenue North, May Township. The property is adjacent to the new county conservation area and Big Marine Park Reserve. It is approximately one mile northwest of Manitou Fund property and Wilder Forest and is in the LWLP High Priority Area called the Carnelian Creek Corridor. It hosts woods, open water, wetlands, grassland, and a previously hayed area. According to LWLP criteria, the project ranks very high, and previously cultivated areas rank low to medium. The project will protect habitat, surface water, and likely groundwater.

Further, the property is identified as a Regionally Significant Ecological Area by the DNR, ranking at the highest level. The DNR Natural Heritage Information System notes endangered, threatened, and special concern species on or within one mile of the property. It is also in the Minnesota Wildlife Action Network area, ranking medium to low for its wildlife characteristics, and embedded within a much larger wildlife focus area with equivalent and higher rankings. The open and natural character of the property provides scenic views to be enjoyed by the general public from May Avenue North.

The financial partnership involves a county contribution of \$876,500 and a DNR contribution of \$361,500, funding provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative Citizens Commission on Minnesota Resources (LCCMR). The county will also pay for transactional costs related to the acquisition and hold and monitor the conservation easement.

MLT's portion of the project concept involves placement of a conservation easement over an adjacent 39-acre property owned by another landowner. This landowner thereafter will proceed to purchase the underlying fee title of the 79 acres owned by Samuel Scott and provide ongoing stewardship of both properties.

Commissioner Miron moved to adopt **Resolution No. 2022-134** as follows:

**RESOLUTION TO APPROVE A LAND AND WATER LEGACY
PROGRAM PURCHASE OF A CONSERVATION EASEMENT ON
THE SCOTT PROPERTY IN MAY TOWNSHIP**

WHEREAS, pursuant to Minnesota Statute Chapter 84C and Minnesota Statutes Sections 373.40 and 394.25, Washington County is authorized to acquire and improve land and interests in land for the purposes of preserving open space, including natural and scenic areas and agricultural land; and

WHEREAS, Minnesota Statutes Section 103A.201, which specifically promotes the protection of wetlands, and Minnesota Statutes Section

103A.202, which specifically declares that it is in the public interest to preserve the wetlands of this state to conserve surface waters, maintain and improve water quality, preserve wildlife habitat, reduce runoff, provide for floodwater retention, reduce stream sedimentation, contribute to improved subsurface moisture, and enhance the natural beauty of the landscape; and

WHEREAS, Washington County has enacted the Acquisition of Development Rights Ordinance #175 to establish a program for the protection of open space, parks and public water, commonly referred to as the Land and Water Legacy Program and has established the policies, rules and official controls governing such acquisitions; and

WHEREAS, Washington County issues general obligation bonds to provide long-term stable funding to acquire land and interests in land for conservation purposes pursuant to the passage of the November 2006 Ballot Question: Preservation of Water Quality, Woodlands and Other Natural Areas; and

WHEREAS, Washington County has determined the subject property referred to as the Scott Property (or "Property"), legally described in the attached "Exhibit A" and incorporated by reference into this resolution, meets the requirements of the Land and Water Legacy Program and that the Washington County Board of Commissioners considers the proposed land to merit protection; and

WHEREAS, Washington County seeks to purchase a conservation easement over the Property; and

WHEREAS, the natural features of this property will be stewarded according to a Habitat Management Plan approved by the County; and

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board approves a Land and Water Legacy Program contribution of \$1,238,000 plus transactional costs - of which \$361,500 will be later reimbursed by the Minnesota Department of Natural Resources Scenic and Natural Areas Grant Program (as part of Project Grant Agreement NS22-004) - toward the purchase of a conservation easement on the Scott property as part of a financial partnership with the Minnesota Department of Natural Resources Scientific and Natural Areas Grant Program; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners hereby authorizes its Chairperson and Administrator to execute on behalf of the County all documents necessary to complete the purchase of a conservation easement on the Scott property, including the signing of all necessary closing documents.

EXHIBIT A
Legal Description of the Easement Area

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$) of Section Nine (9), Township Thirty-one (31) North, Range Twenty (20) West, Washington County, Minnesota.

AND

That part of the West Half of the Northwest Quarter of Section 9, Township 31 North, Range 20 West, Washington County, Minnesota which lies south of the north 1,333.41 feet thereof and together with an easement for driveway purposes over and across the west 66.00 feet of the south 767.17 feet of the north 1,333.41 feet of the West Half of the Northwest Quarter of Section 9, Township 31 North, Range 20 West, Washington County, Minnesota.

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

Resolution to Approve 2023 Salary for the County Administrator

County Administrator Kevin Corbid reported that by law, the County Board must set the salary for the administrator, County Board members, county sheriff, and county attorney before the end of each year for the following year. Mr. Corbid noted the board will decide on county sheriff and county attorney salaries at the December 20 board meeting.

Human Resources Director Angie Nalezny has provided the board comparative information on salaries for other county administrators in the metropolitan area. Ms. Nalezny has provided information on the current salary range for the position, information on the current state-imposed cap on salary for 2022, with an estimate of the potential increase for 2023. Ms. Nalezny noted that when setting the salary of the administrator, the board should consider job performance, external market, internal equity, and salary compression.

Mr. Corbid was appointed county administrator on January 29, 2020, and has more than 20 years of experience in senior leadership positions for the county. The board has conducted Mr. Corbid's annual performance evaluation and provided a summary of that review to the public.

The County Board supported a 4.5% increase for the 2023 county administrator salary.

Commissioner Weik moved to adopt **Resolution No. 2022-135** as follows:

2023 SALARY FOR THE COUNTY ADMINISTRATOR

WHEREAS, Minnesota Statute 375A.06, Subd. 1, authorizes the County Board of Commissioners to appoint and employ an Administrator upon such terms and conditions as it deems advisable, and directs the County Board to set the Administrator's salary.

NOW, THEREFORE, BE IT RESOLVED, that the 2023 annual salary for Kevin J. Corbid, Washington County Administrator, shall be as follows, effective January 1, 2023:

Administrator \$205,079

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

Resolution to Approve 2023 Salaries, Expenses, and Benefits of County Commissioners

Mr. Corbid reported that information has been provided to the County Board with salary data for the seven metropolitan counties, comparative county groups, and a larger group of counties that includes counties that are closest in population to Washington County. County Policy #6011 provides direction to the board on considerations when setting the salary for the next year, and directs the board to consider the salaries in other counties, the salary increases for county employees, and salary increases awarded for legislators, judges, and others by the state compensation council.

Mr. Corbid recommended that the board increase the salary for county commissioners by at least 2.5%. Comparisons provided showed that Washington County commissioner salary is below that of both Carver and Scott counties, both of which are smaller in population, budget, and number of employees than Washington County. To reduce the difference in salary, a larger increase in salary for 2023 would need to be made.

Commissioner Karwoski moved, seconded by Commissioner Kriesel, to approve a 4.5% increase to set 2023 commissioner salary at \$75,750. There was discussion among commissioners as to support or opposition to this amount.

Commissioner Miron moved to amend the motion to a 3.5% increase for \$75,025 commissioner annual salary. Commissioner Kriesel seconded the motion, and it was adopted 4-1 with a vote as follows: Ayes, Commissioners Miron, Karwoski, Kriesel, and Weik; Nay, Commissioner Johnson.

Commissioner Miron moved to adopt **Resolution No. 2022-136** as follows:

2023 SALARIES AND EXPENSES FOR COUNTY COMMISSIONERS

WHEREAS, Minnesota Statute 375.055, Subd. 1, requires the County Board of Commissioners to set salaries, per diem payments, and expense reimbursement for its members prior to January 1 of the effective year.

NOW, THEREFORE, BE IT RESOLVED, that the 2023 annual salary rate for Washington County Commissioners be \$75,025 effective January 1, 2023.

BE IT FURTHER RESOLVED, that expense reimbursement for Washington County Commissioners will be as provided for in County Policies #6010 and #6008.

BE IT FURTHER RESOLVED, that each of the Washington County Commissioners receive the same county paid medical insurance premium, flexible medical credit amount, life insurance, and long-term disability coverage, as received by the elected department heads.

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

Revisions to Policy #6010 Commissioner Equipment and Technology Stipend

Deputy County Administrator Jan Lucke presented revisions to County Policy #6010 Commissioner Equipment and Technology Stipend.

Ms. Lucke reported that revisions were recommended to this policy and created under the guidance of the Information Technology Security Team. The proposed changes would provide commissioners with seamless access to county files and email, remotely and at the safest security levels. The main change to the policy is the elimination of a \$1,500 stipend received when first elected to office. In lieu of the stipend, a complete technology package would be provided by the county. This includes a county laptop, licensing for the full Microsoft Suite and other needed software, up to two monitors, up to two docking stations, a keyboard, computer mouse, backpack and carrying case, and tablet or iPad. These items cannot be used for personal use. This approach will allow IT to support and maintain the highest degree of protection for the devices that commissioners use, including call support and remote access support. These items would be updated and replaced by the county at regular intervals. The other proposed change is to reduce the ongoing stipend from \$750 to \$500 annually for items not provided by the county.

After some discussion, Commissioner Kriesel moved to approve the revisions to County Policy #6010 Commissioner Equipment and Technology Stipend. Commissioner Weik seconded the motion, and it was adopted 4-1 with a vote as follows: Ayes, Commissioners Miron, Kriesel, Weik, and Johnson; Nay, Commissioner Karwoski.

2022 General Election Update

Mr. Corbid gave an update on the General Election. Overall, the election went very well with some minor challenges. Ballot counters are tested prior to Election Day; however, that morning a couple counters did not start up correctly. County staff had to bring a different counter to the precinct. When this occurs, it does not prevent anyone from voting and there are procedures in place to ensure all the ballots are counted. Cottage Grove Precinct 1 reported long wait times and additional outreach will be done in advance of the Presidential Election in 2024. One Stillwater precinct was delayed in results reporting.

Total voting turnout was approximately 70% and final statistics will be available later this week. Of those who voted, 71% voted on Election Day and 29% early by absentee ballot. There were some short waits for in-person absentee voting and staff did its best to keep the lines moving.

The county's Election Team handled this election very well. Property Records & Taxpayer Services (PRTS) staff put in many long days and nights to ensure the Election Day and absentee voting was a success, and staff accomplished that goal. Mr. Corbid noted that most of the work of the PRTS staff and city staff actually happens before Election Day. Voter registration, ballot creation, and the equipment maintenance is a significant challenge that is always met. Mr. Corbid thanked the many election judges and staff countywide who assisted with making this election a success.

Mr. Corbid reported that the Canvass Board will meet Thursday and Commissioner Miron and Commissioner Weik are serving. County staff will also be leading the post-election random audit that starts next Monday. The precincts that will be part of that hand count audit will be drawn randomly at the Canvass Board meeting on Thursday.

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 – PUBLIC WORKS

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

The board met in Executive (closed) Session, the time being 12:40 p.m., pursuant to Minnesota Statutes 13D.05 subd. 3(c) to review the appraisal, negotiation efforts, and proposed settlement for the property at PID 08.028.21.23.0012 in regards to the potential purchase for the Washington County West Central Service Center. Present for the Executive Session were Commissioners Johnson, Weik, Kriesel, Karwoski, and Miron, Kevin Corbid, Jan Lucke, Jennifer Wagenius, Jessica Oertel, Wayne Sandberg, Frank Ticknor, Erik Jalowitz, Kevin Peterson, Erica Ellefson, Greg Wood, Mandy Leonard, Mindy Leadholm, and Stephanie Kammerud.

The Executive Session closed at 1:07 p.m.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Weik moved to adjourn. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 1:07 p.m.

BOARD WORKSHOP WITH HUMAN RESOURCES

The Board met in workshop session for an update on the Diversity, Equity and Inclusion (DEI) program. Present for the workshop were Commissioners Weik, Kriesel, Miron, Karwoski, and Johnson. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

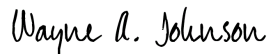
BOARD WORKSHOP WITH PROPERTY RECORDS & TAXPAYER SERVICES

The Board met in workshop session to discuss proposed 2023 property taxes. Present for the workshop were Commissioners Weik, Kriesel, Miron, Karwoski, and Johnson. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

A handwritten signature in cursive script that reads "Kevin Corbid".

Kevin Corbid
County Administrator

A handwritten signature in cursive script that reads "Wayne A. Johnson".

Wayne A. Johnson
County Board Chair