

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 28, 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
Susan Tice, Assistant County Attorney Division Chief
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

Board Chair Kriesel asked for comments from the public.

James Vejr, Woodbury, expressed concerns regarding the 2024 proposed tax increase in Woodbury.

Minnesota House Representative Mark Wiens requested that the county consider participating in the Metropolitan Governance Task Force's public engagement session on December 14, 2023, at the Lake Elmo City Center from noon to 2:00 p.m.

CONSENT CALENDAR

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

1. Approval of the November 7, 2023, County Board meeting minutes.
2. Approval of citizen reappointments to Washington County Boards and Commissions for 2024 as follows:
 - Anna Zanko, At Large Representative, Board of Adjustment & Appeals and Planning Advisory Committee, 2nd term
 - Harry Melander, District 1 Representative, Board of Adjustment & Appeals and Planning Advisory Committee, 10th term

- Kevin Kelly, District 2 Representative, Board of Adjustment & Appeals and Planning Advisory Committee, 2nd term
- Shane Bauer, District 4 Representative, Board of Adjustment & Appeals and Planning Advisory Committee, 6th term
- Jenny DeMaria, District 5 Representative, Planning Advisory Committee, 1st full term
- Mark Doneux, At Large Representative, Board of Adjustment & Appeals and Planning Advisory Committee, 6th term
- Kellie Reynolds, District 4, Community Corrections Advisory Board, 4th term
- Peter Koerner, Law Enforcement Representative, Community Corrections Advisory Board, 3rd term
- Nathan Sosinski, Public Defenders Office, Community Corrections Advisory Board, 5th term
- Christine VonDeLinde, Victims Representative, Community Corrections Advisory Board, 6th term
- John Belisle, District 1, Community Development Agency, 4th term
- Roger Green, District 2, Community Development Agency, 3rd term
- John Belisle, Private Sector, Community Development Block Grant Advisory Committee, 4th term
- Madeline Kastler, District 3, Community Development Block Grant Advisory Committee, 1st term
- Steven Ryan, Public Asst Housing Rep, Community Development Block Grant Advisory Committee, 4th term
- Colleen Swedberg, District 2, Community Development Block Grant Advisory Committee, 1st term
- Beth Leindecker, District 5, Community Development Block Grant Advisory Committee, 1st term
- Brian Krafthefer, Citizen Member, Groundwater Advisory Committee, 4th term
- Daniel Belka, Citizen Member, Groundwater Advisory Committee, 6th term
- Erik Nimlos, Hydrogeology Representative, Groundwater Advisory Committee, 1st term
- Amanda Meyer, Municipal Government, Groundwater Advisory Committee, 1st term
- Elizabeth Finnegan, Municipal Government, Groundwater Advisory Committee, 1st term
- Wendy Ward, Municipal Government, Groundwater Advisory Committee, 2nd term
- Mark Schroeder, District 1, Historic Courthouse Advisory Committee, 4th term
- Shauna Holt, District 2, Historic Courthouse Advisory Committee, 5th term
- Mathias Baden, District 2, Historic Courthouse Advisory Committee, 1st full term
- Carly Johnson, District 3, Historic Courthouse Advisory Committee, 4th term
- Shana Haraldson Morse, District 5, Historic Courthouse Advisory Committee, 3rd term
- Karlene McComb, WACO Historical Rep, Historic Courthouse Advisory Committee, 4th term
- Sarah Jansen, District 3, Library Advisory Board, 1st term
- Daniel Parnell, District 1, Mental Health Local Advisory Committee, 4th term
- Jeneal Olson, NAMI Representative, Mental Health Local Advisory Committee, 2nd term
- Dave Olson, District 4, Parks and Open Space Commission, 1st full term
- Holly Johnson, District 2, U of M Extension Committee, 2nd term
- Dan Dolan, District 4, U of M Extension Committee, 5th term
- Vicki Hoffman, District 5, U of M Extension Committee, 3rd term

- Tammy Lewis, Lay Person, U of M Extension Committee, 3rd term
 - Tom Bishop, Washington County Board Appointee (District 2 resident), Veterans Campground on Big Marine Lake, 4th term
 - Lydia Moua, Business Representative, Workforce Development Board, 1st full term
 - Douglas Loberg, Labor Representative, Workforce Development Board, 1st full term
3. Approve Contract No. 16045 with Heidi Kiesling, for Multisystemic Therapy services, from final signature through December 31, 2023.
 4. Approve Amendment No. 2 to Contract No. 15461 with Sarju Stillwater dba Asteria Inn and Suites to extend the term of the contract through December 31, 2024, and add \$600,000 for CY 2024 to secure rooms to provide emergency housing for individuals experiencing homelessness in Washington County.
 5. Approval of Memoranda of Agreement regarding Public Safety Aid retention payments.
 6. Approve Election Services Joint Power Agreements between Washington County and the cities of Oakdale and Lakeland.
 7. Approval of Contract No. 15988 with OTI, Inc. for county yard and tree waste site services for the period of January 1, 2024, through December 31, 2028.
 8. Approval of Contract No. 15989 with Dakota Wood Grinding, Inc. for county yard and tree waste site services for the period of January 1, 2024, through December 31, 2028.
 9. Approve the Lower St. Croix Partnership's 2024 Annual Work Plan.
 10. Approval of **Resolution No. 2023-137** as follows:

**RESOLUTION TO ACCEPT AND CONTINUE
IMPLEMENTATION OF THE STATE'S AQUATIC INVASIVE
SPECIES PREVENTION AID PROGRAM**

WHEREAS, aquatic invasive species (AIS) are non-native aquatic organisms that invade water beyond their natural and historical range and have long-term implications for our environment, economy and human health; and

WHEREAS, the majority of AIS infestations in Minnesota are caused by the unintentional transfer of AIS through boats, trailers, live wells, bilge water, bait buckets, ballast water from barges, boat lifts, docks and other recreational equipment; and

WHEREAS, 25 lakes and 2 rivers in Washington County are now on the Minnesota Department of Natural Resources' Infested Waters List including those affected by Eurasian watermilfoil (Alice, Big Marine, Bone,

Camp Galilee, Clear, Colby, DeMontreville, Elmo, Forest, Goose, Horseshoe, Jane, Long (four distinct lakes), Mud, Olson, Pine, Powers, Sunfish, Sunnybrook, Sunset, White Bear, and Wilmes lakes; Mississippi and St. Croix rivers), flowering rush (Forest Lake, Mississippi River), zebra mussels (Bone, Forest and White Bear lakes; Mississippi and St. Croix rivers); and bighead, grass and silver carp (Mississippi River); and

WHEREAS, Washington County's Battle Creek, Big Carnelian, Oneka, Square, Tanners, and other lakes are not yet affected by AIS; and

WHEREAS, a Minnesota State Management Plan for Invasive Species was completed in 2009 outlining effective and known strategies for addressing AIS in Minnesota; and

WHEREAS, the Minnesota State Legislature passed MN Statute 477A.19 Aquatic Invasive Species Prevention Aid in 2014 providing counties with \$10 million annually with the amount designated for each county based on the number of watercraft trailer launches and watercraft trailer parking spaces; and

WHEREAS, the AIS Prevention Aid results in a 2024 allocation of \$134,174 (based on 24 watercraft trailer launches x \$2,217 per launch) plus (354 watercraft trailer parking spaces x \$229 per space); and

WHEREAS, acceptance of this funding requires Washington County to establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county; and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county; and

WHEREAS, Washington County plans to run a competitive grant program to award funds to entities focusing on prevention projects within the scope of activities described in the State's AIS framework; and

WHEREAS, Washington County plans to utilize a portion of the funds available to partner with the Washington Conservation District for the provision of countywide activities to prevent the spread of AIS including watercraft inspections, public awareness, and monitoring of projects that may be funded through the grant; and

WHEREAS, the County must submit a copy of its resolution or plan to the Department of Natural Resources by December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Washington County, Minnesota accepts and will continue to implement the state's Aquatic Invasive Species Prevention Aid; and

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners will submit this resolution to the DNR for acceptance pursuant to applicable Minnesota laws and rules.

11. Approval of **Resolution No. 2023-138** as follows:

**RESOLUTION TO TRANSFER UNDERLYING FEE OWNERSHIP
FROM WASHINGTON COUNTY TO THE CITY OF WOODBURY**

WHEREAS, Washington County has underlying fee ownership of a parcel located on Afton Road within the City of Woodbury; and

WHEREAS, Afton Road is designated as a City Road and maintained by the City of Woodbury; and

WHEREAS, Washington County has no jurisdiction over Afton Road and does not maintain any portion of the land within this specific parcel; and

WHEREAS, the City of Woodbury has requested that this underlying fee ownership be transferred to City ownership; and

WHEREAS, said parcel should be owned, operated, and maintained by the City of Woodbury.

NOW, THEREFORE, BE IT RESOLVED, Washington County will execute a Quitclaim Deed to transfer said parcel to the City of Woodbury described on the attached Exhibit A and depicted on the attached Exhibit B.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners hereby authorizes its Board Chair and Administrator to execute on behalf of the County the Quit Claim Deed necessary to transfer the permanent right-of-way to the City of Woodbury and any other documents necessary for the completion of this transaction.

12. Approve Amendment No. 1 to Contract No. 15362 with LHB for \$37,836 for the County State Aid Highway (CSAH) 2 Rehabilitation Project.
13. Approve the submission of an application for the No Child Left Inside grant to the Minnesota Department of Natural Resources (DNR) for an amount up to \$25,000.

14. Approval of **Resolution No. 2023-139** as follows:

**RESOLUTION AUTHORIZING SUBMITTAL OF AN
APPLICATION TO THE MINNESOTA DEPARTMENT OF
TRANSPORTATION FOR FUNDING UNDER THE LOCAL ROAD
IMPROVEMENT PROGRAM FOR ROAD IMPROVEMENT
PROJECTS**

WHEREAS, the Minnesota Legislature approved \$102.967 million in funding for the Local Road Improvement Program (LRIP); and

WHEREAS, projects that are eligible for funding shall be “Rural Road Safety or Routes of Regional Significance”; and

WHEREAS, the project must correct a transportation deficiency and incorporate a safety strategy as part of the proposed improvement project; and

WHEREAS, Washington County is an eligible project sponsor for funds and has evaluated potential project locations for which these funds would likely result in the greatest safety and operational improvement; and

WHEREAS, The following project meets the LRIP grant criteria:

1. Construction of a roundabout at the intersection of County State Aid Highway 19 (Keats Avenue) and 80th Street in the City of Cottage Grove.

NOW, THEREFORE, BE IT RESOLVED, that Washington County authorizes the submission of the application to request funding through the Minnesota Department of Transportation’s Local Road Improvement Program for the project identified above and commits to completing the project and providing the county share of funding.

15. Approval of **Resolution No. 2023-140** as follows:

**RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION
TO THE MINNESOTA DEPARTMENT OF TRANSPORTATION
FOR FUNDING UNDER THE SAFE ROUTES TO SCHOOLS
INFRASTRUCTURE GRANT PROGRAM**

WHEREAS, in the 2023 session the Minnesota legislature apportioned \$10.9 million to the Safe Routes to School Program established in Minnesota Statute 174.40; and

WHEREAS, the funds are intended to supplement or replace aid for infrastructure projects under the federal Safe Routes to Schools Program; and

WHEREAS, the Minnesota Department of Transportation is responsible for the administration of the state Safe Routes to Schools Program and makes the funds available to communities through a competitive process; and

WHEREAS, this solicitation provides \$10.9 million in state funding for the development and implementation of infrastructure projects which will enable students to walk and bicycle to and from schools; and

WHEREAS, Washington County is proposing to submit an application to the Minnesota Department of Transportation as part of the Safe Routes to Schools Infrastructure 2023 appropriations for the following project:

1. County State Aid Highway (CSAH) 12 Trail Project – Construction of a trail on the south side of
2. CSAH 12 (75th St N) between Ideal Avenue N and Inwood Way N in the City of Grant; and

WHEREAS, the aforementioned trail project will increase bicycle and pedestrian connectivity and access to a safe crossing location to the Mahtomedi Elementary, Middle, and High Schools, and supports the Mahtomedi School District's 2023 Safe Routes to School Plan.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners authorizes submittal of the application listed above for \$667,000 of 2023 Safe Routes to Schools Infrastructure Program funds.

16. Approval of **Resolution No. 2023-141** as follows:

**RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATIONS
TO THE METROPOLITAN COUNCIL FOR FUNDING UNDER
THE 2024 REGIONAL SOLICITATION PROGRAM**

WHEREAS, the Regional Solicitation process started with the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991; and

WHEREAS, as authorized by the most recent federal surface transportation funding act, FAST ACT, projects will be selected for funding as part of three federal programs: Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement (CMAQ) Program, and Transportation Alternatives Program (TAP); and

WHEREAS, pursuant to the Regional Solicitation and the regulations promulgated thereunder, eligible project sponsors wishing to receive federal grants for a project shall submit an application first with the appropriate metropolitan planning organization (MPO) for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, the Metropolitan Council and the Transportation Advisory Board (TAB) act as the MPO for the seven county Twin Cities region and have released the Regional Solicitation for federal transportation funds for 2028 and 2029; and

WHEREAS, Washington County is an eligible project sponsor for Regional Solicitation funds; and

WHEREAS, Washington County is proposing to submit grant applications to Metropolitan Council as part of the 2024 Regional Solicitation for the following projects:

1. CSAH 15/Manning Avenue Corridor Improvements: CSAH 14 to Stillwater High School (Strategic Capacity)
2. CSAH 16/Valley Creek Road and Settlers Ridge Parkway Intersection in Woodbury (Spot Mobility)
3. CSAH 17 Corridor Improvements in Lake Elmo: CSAH 14 to 43rd St. (Roadway Reconstruction and Modernization)
4. Highway 61 and County Road 50 Intersection in Forest Lake (Spot Mobility)
5. Hardwood Creek Trail Extension in Hugo (Multiuse Trail and Bike Facilities)
6. Traffic Signal Battery Backup Systems in the Cities of Lake Elmo, Oakdale, and Woodbury (Traffic Management Technology)
7. Electric Vehicle (EV) Carshare at Suburban METRO Gold Line BRT Stations (Unique Projects Category); and

WHEREAS, the projects will be of mutual benefit to the Metropolitan Council, Washington County, and the Cities and Townships of Baytown, Forest Lake, Hugo, Lake Elmo, Oakdale, Oak Park Heights, St Paul, and Woodbury; and

WHEREAS, Washington County is committed to providing the county share of the costs if the projects are selected as part of the 2024 Regional Solicitation; and

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

NOW, THEREFORE, BE IT RESOLVED, that Washington County is requesting funding from the federal government through the Metropolitan Council's 2024 Regional Solicitation and the county is committed to completing the projects identified above and providing the county share of funding.

17. Approval of **Resolution No. 2023-142** as follows:

**RESOLUTION DESIGNATING DR. KELLY MILLS AS THE
WASHINGTON COUNTY MEDICAL EXAMINER**

WHEREAS, pursuant to Minn. Stat. Chapter 390 each County must have a medical examiner and further the County Board must designate a county medical examiner with a term no longer than four years; and

WHEREAS, the designation of Washington County's current medical examiner will soon conclude; and

WHEREAS, the Washington County Sheriff's Office recommends the designation of the current medical examiner, Dr. Kelly Mills.

NOW, THEREFORE BE IT RESOLVED, that Dr. Kelly Mills is hereby designated to serve as the Washington County Medical Examiner for a term of three years, commencing on January 1, 2024, and concluding on December 31, 2026, under the terms and provisions of Minnesota Statutes Chapter 390 now in effect or as may be amended.

18. Reject bid received on October 31, 2023, for the purchase of two public safety patrol boats.

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

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

Resolution to Amend Washington County's 2021 Annual Action Plan

Washington County Community Development Agency (CDA) Deputy Executive Director Karly Schoeman presented a resolution to amend the county's 2021 Annual Action Plan and authorizing submission to the U.S. Department of Housing and Urban Development.

Ms. Schoeman reported that the CDA administers the Community Development Block Grant (CDBG) program on behalf of Washington County. Washington County's use of Community Development Block Grant (CDBG) and HOME program funds is described in the Annual Action Plan, based on July to June program years. An amendment is required in three circumstances: program changes of more than \$100,000; new projects are added; or cancellation of projects.

Ms. Schoeman reported that the 2021 Annual Action Plan will be amended to decrease the Home Improvement Loan program by approximately \$300,000 and create the Red Rock Square II project in Newport, with a budget of approximately \$300,000. The proposed amendment was released for public comment and no comments were received to date.

Commissioner Miron moved to adopt **Resolution No. 2023-143** as follows:

**RESOLUTION AMENDING WASHINGTON COUNTY’S 2021
ANNUAL ACTION PLAN FOR THE COMMUNITY
DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT
PARTNERSHIPS PROGRAM AND AUTHORIZING SUBMISSION
OF SUCH AMENDMENT REQUEST TO THE UNITED STATES
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, Washington County is an Entitlement Community for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program; and

WHEREAS, Washington County is entitled to HOME Investment Partnerships Program (HOME) funding through its participation in the Dakota County HOME Consortium with the city of Woodbury and the counties of Anoka, Dakota and suburban Ramsey; and

WHEREAS, the Washington County 2021 Annual Action Plan establishes priorities for the use of CDBG and HOME funds; and

WHEREAS, three types of substantial amendments to the CDBG and HOME Program are permissible by the U.S. Department of Housing and Urban Development (HUD): the creation of a new activity or cancellation of an existing activity with no funds expended; the increase or decrease of an activity budget by \$100,000 at one time; and a change to the location and/or national objective or beneficiaries of an activity; and

WHEREAS, the Agency and Washington County are required to have a Substantial Amendment to the 2021 Annual Action Plan (the “Amended Plan”) to allocate the funding to projects; and

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

WHEREAS, the Amended Plan will unallocate approximately \$300,000 CDBG funding from the Home Improvement Loan Program; and

WHEREAS, the Amended Plan will create and allocate approximately \$300,000 CDBG funding to the MWF Red Rock II Acquisition and disposition project; and

WHEREAS, the public comment period was open from October 20, 2023 through November 21, 2023; and

WHEREAS, the CDA held a public hearing on November 21, 2023; and

WHEREAS, no additional public input has come from the public hearing or public comment period; and

WHEREAS, the Citizen Advisory Committee has reviewed and recommended activities and funding for the Proposed Substantial Amendment to the 2021 Annual Action Plan; and

WHEREAS, the Amended Plan must be submitted to the U.S. Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Washington County, that the Amendment to the Washington County 2021 Annual Action Plan for the CDBG and HOME programs is approved for submission to HUD.

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.

PUBLIC HEALTH & ENVIRONMENT

Approve Contract for Household Hazardous Waste Labor Services

Public Health & Environment (PHE) Environmental Operations Coordinator Adam Frederick reported that Washington County has operated a household hazardous waste (HHW) program since 1989, and began a permanent HHW collection program in 1994. The county operated the HHW program at the Oakdale facility until 2009, then moved to Woodbury when the Environmental Center opened. Construction has begun on the Northern Environmental Center and it is scheduled to open in late 2024.

Mr. Frederick reported that Clean Harbors was the successful bidder on this year's Request for Proposals for staffing and other on-site services. Clean Harbors has been the county's labor provider since 2010 and they provide the county with highly trained staff who provide excellent customer service. In addition to HHW services, Clean Harbors will also provide logistics and operations support to PHE for the countywide internal Hazardous Waste program, the county's Public Health Emergency Preparedness program, and countywide emergency spill response, if needed.

Commissioner Clasen moved to approve Contract No. 15997 with Clean Harbors Environmental Services Inc. for household hazardous waste labor services for the period of January 1, 2024, through December 31, 2025. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

PUBLIC WORKS

Approve Cooperative Agreement for Pedestrian Improvements on County State Aid Highway 16

Public Works Traffic Engineer Joe Gustafson presented a cooperative agreement between the City of Woodbury and Washington County for the construction of pedestrian improvements and traffic signal modifications on County State Aid Highway (CSAH) 16 at its intersection with Queens Drive within the City of Woodbury.

Mr. Gustafson reported that the City of Woodbury initiated a project to improve a number of city-owned streets south of CSAH 16 (Valley Creek Road), including Queens Drive, where it intersects CSAH 16. As part of these improvements, the city will be reconstructing, at its sole cost and expense, a dedicated right turn lane for northbound traffic turning east onto CSAH 16, along with a trail connection along the east side of Queens Drive between CSAH 16 and Afton Road to provide an improved connection to the Woodbury Lutheran Church Park and Ride. The new turn lane and trail improvements necessitate reconstruction of the southeast corner of the intersection at CSAH 16 and Queens Drive, along with replacement of vehicle detection systems for the northbound approach to the traffic signal.

The existing county-owned traffic signal at the intersection of CSAH 16 and Queens Drive currently lacks pedestrian facilities to cross the east leg of the intersection. County staff worked with city staff to develop a design to add this to the city's project, such that the new trail segment will have an efficient continuation to the north side of CSAH 16, including appropriate county cost share. Participation with the city's project provides improved pedestrian connections and lowers the county's future cost for intersection upgrades to meet Americans with Disabilities Act (ADA) standards.

The county's estimated cost includes county participation for the design and construction engineering of the traffic signal improvements, plus a cost reduction for traffic signal hardware to be furnished by the county, and city participation towards a portion of the signal improvements that would have been needed even in the absence of county participation. Funding would be provided through Wheelage Tax.

Commissioner Clasen moved to approve Cooperative Agreement No. 15981 between the City of Woodbury and Washington County for \$62,274 for the construction of pedestrian improvements and traffic signal modifications at the intersection of CSAH 16 (Valley Creek Road) and Queens Drive in the City of Woodbury. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

GENERAL ADMINISTRATION

Approval of Washington County's 2024 Fee Schedule, Policy 1032

Deputy County Administrator Jan Lucke reported that the County Board reviewed revisions to the county's 2024 Fee Schedule at a public hearing on November 14, 2023. No public comments were received. No further changes were recommended to the fee schedule presented at the public hearing.

Ms. Lucke reported that there were no changes for the fee schedules of the departments of Accounting and Finance, Community Corrections, and the Office of Administration.

Ms. Lucke reported that to streamline the fee schedule and make it more consistent, electronic media was moved from multiple department sections to the All County Departments section and established countywide rates. State law allows the county to charge for labor to make electronic copies and this is reflected in the rates. As a result of this change, the Attorney's Office no longer has a unique section in the fee schedule.

Ms. Lucke reported that the Community Services Department indicated several changes to its fee schedule. There are a series of updates based on income eligibility per guidance from the Minnesota Department of Human Services for programs administered by Washington County, on behalf of the State of Minnesota.

Ms. Lucke reported that the Department of Information Technology (IT) removed GIS fees, as this data is typically available online at no cost. Electronic fees were moved to the All County Departments section. This leaves only the fee for IT Labor Services, which increased from \$100 to \$150 per hour to better match industry standards.

Ms. Lucke reported that the Library Department removed fees for games and Kindles, as these items are no longer offered.

Ms. Lucke reported that the Department of Property Records and Taxpayer Services (PRTS) updated the Municipality Annual Election Equipment Maintenance Fees to reflect price increases made by vendors, and standardized fees for Election Services Joint Power Agreements. PRTS increased fees for Motor Vehicle registration and renewal, and Motor Vehicle Operator License and Renewal, per state law changes during the 2023 legislative session. PRTS clarified that the passport fee includes sales tax.

PRTS increased Assessment Contract Fees to account for the increase in staff costs in the Assessor Division. This is an annual change made to the fee schedule. PRTS also increased the Tax Increment Financing (TIF) District per parcel fee to be consistent with the cost of annual maintenance.

Ms. Lucke reported that the Department of Public Health & Environment (PHE) increased licensing and inspection program fees 3% to account for increases in staff costs. Water Testing fees increased greater than 3% to match the pass-through cost from vendors. PHE added the term

“Vacation home rental” to the Motel/Hotel fee, to clarify that this license category applies to vacation home rentals based on recent Minnesota Department of Health interpretations that apply statewide. An additional Soil Review and Inspection fee was moved from the Sewage Treatment System section to the Other environmental program section.

Ms. Lucke reported that the Public Works Department has made some distinctions in Mailbox replacement. The changes include: maintaining no cost replacement in the event of direct contact damage by county equipment; honoring a statutory fee of \$75 for forced replacement; setting a “materials only” fee for voluntary replacement on county roads with free installation; and setting a “materials only” fee for voluntary replacement for non-county roads with no installation option.

Public Works increased Zoning Permit fees to align with the actual cost of processing applications and conducting thorough reviews. These fees had not changed since 2012. The cost of color copies, digital media, and postage and handling were moved to the All County Departments section.

Public Works increased Campsite rates by \$1 to \$3 per night. The department reinstated the Winter Activity Package of \$200 for 20 practices, to help balance the Nordic team use with general use, and help offset the expense of operating a ski system within Washington County parks.

Ms. Lucke reported that the Sheriff’s Office increased the deputy hourly rate to account for increases in staff costs. The Sheriff’s Office added Jail Fees relating to electronic home monitoring, work release, and urinalysis tests. These fees were in place previously, but had not been listed in the fee schedule.

Commissioner Karwoski moved to approve Washington County’s 2024 Fee Schedule, Policy 1032. Commissioner Clasen seconded the motion, and it was adopted unanimously.

County Board Meeting on December 7

County Administrator Kevin Corbid reported that next week’s County Board meeting will be held on Thursday, December 7, 2023, in the afternoon, and will culminate with a 6:00 p.m. Public Budget Meeting.

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, under “County Board.”

BOARD CORRESPONDENCE

No board correspondence was received.

EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS

Commissioner Karwoski moved to move into Executive (closed) session. Commissioner Miron seconded the motion, and it was adopted unanimously.

The Board met in Executive (closed) session, pursuant to Minn. Stat. § 13D.05 Subd. 3(b), to discuss proposed settlement options of compensation and damages for P4 Properties LLC, et al, as it pertains to the construction of Trunk Highway 36 and Hadley Interchange in the City of Oakdale, the time being 10:37 a.m. The closed session is not recorded due to the fact that this is a privileged attorney-client communication. Present for the Executive session were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen, and Kevin Corbid, Jan Lucke, Jennifer Wagenius, Andrew Jackola, Wayne Sandberg, Sharon Price, and Kevin Peterson.

The Executive session closed at 10:50 a.m.

ADJOURNMENT

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

The County Board meeting adjourned at 10:51 a.m.

BOARD WORKSHOP WITH PUBLIC HEALTH & ENVIRONMENT

The board met in workshop session for an update of yard waste planning. 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 WORKSHOPS WITH ADMINISTRATION

The board met in workshop session to discuss the Land and Water Legacy Program Feasibility Report. 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.

The board met in workshop session to review the 2024 proposed 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.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Gary Kriesel

Gary Kriesel
County Board Chair