



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
DECEMBER 19, 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; none were heard.

**CONSENT CALENDAR**

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

1. Approval of the December 7, 2023, County Board meeting minutes.
2. Approval to appoint Randy LaFaive to the Workforce Development Board as a Business Representative to a partial term expiring June 30, 2026.
3. Approval of **Resolution No. 2023-153** as follows:

**RESOLUTION APPOINTING WASHINGTON COUNTY  
COMMISSIONERS TO COMMITTEES, COMMISSIONS, AND  
JOINT POWER BOARDS FOR 2024**

**WHEREAS**, in January of 2023, the County Board approved committee assignments for the county board members; and

**WHEREAS**, the county board convened on December 7, 2023, in a workshop, to discuss 2024 committee, commission, and joint powers boards assignments; and,

**WHEREAS**, the County Board identified the following changes to the current assignments for calendar year 2024:

- add Commissioner Michelle Clasen to the Association of Minnesota Counties (AMC) to the Health and Human Services Policy Committee,
- add Commissioner Fran Miron as a member of the Minnesota Inter-County Association (MICA) and remove Commissioner Michelle Clasen,
- add Commissioner Michelle Clasen as a member to the University of Minnesota Extension Committee and remove Commissioner Fran Miron,
- add Commissioner Fran Miron as a member to the East Central Regional Juvenile Center board (currently the alternate) and remove Commissioner Karla Bigham,
- add Commissioner Stan Karwoski as a member of the county Personnel Committee and remove Commissioner Michelle Clasen.

**NOW, THEREFORE, BE IT RESOLVED**, the changes above are approved to the current committee, commission, and joint powers board assignments and shall be in effect as of January 1, 2024.

4. Approve revisions to Policy #6009, Out-of-State Travel for County Commissioners and Airline Travel Credit for All Elected Officials.
5. Approve revisions to Policy #1031, Possession of Firearms on County Premises and by County Staff.
6. Approve revisions to Policy #1036, Cost Participation between Washington County and Other Agencies for the 800 MHz Radio System.
7. Approve the updated 2023 Revenue Recapture Service Level Agreements between Washington County Cash Revenue ID and Collections Revenue ID and the Minnesota Department of Revenue.
8. Approve Contract No. 19543 with Tubman for Domestic Violence/Abuse Support and Intervention Program services for the period of January 01, 2024, through December 31, 2024.
9. Approve Contract No. 15917 with Canvas Health for Psychological, Psychosexual, and Diagnostic Assessments services for the period of January 01, 2024, through December 31, 2024.

10. Approve two service contracts with Lakes Center For Youth and Families, and the Youth Service Bureau, Inc. for Juvenile Diversion Services/Programming, for the period of January 01, 2024, through December 31, 2024.
11. Approve Contract No. 16094 between Washington County and Rise for an amount not to exceed \$649,000, for the period of January 01, 2024, to December 31, 2025.
12. Approve Contract No. 16096 between Washington County and Midwest Special Services, Inc. (DBA MSS) for an amount not to exceed \$302,820 for the period of January 01, 2024, to December 31, 2025.
13. Approval to create an Earned Sick and Safe Time (ESST) policy.
14. Approval to modify Personnel Rules and Regulations, Section #4 Employment Status.
15. Approval to modify Personnel Rules and Regulations, Section #15 Holidays, Paid Time Off and Compensatory Time.
16. Approval to modify Personnel Rules and Regulations, Section #16 Leaves of Absence.
17. Approval to modify Personnel Rules and Regulations, Section #17 Insurance/Benefits.
18. Approval of **Resolution No. 2023-154** as follows:

#### **ESTABLISH PAY RATES FOR ELECTION JUDGES**

**WHEREAS**, Minnesota Statute 204B.31 requires the governing body of cities, towns, and school districts to establish the amount of election judge pay for election judges serving within their jurisdictions, and

**WHEREAS**, the county has entered into Election Services Joint Power Agreements with several municipalities and school districts to perform election duties imposed on them under Minnesota election law and other relevant state and federal laws, and

**WHEREAS**, these agreements delegate the County Board the responsibility of determining the pay rates for election judges for the jurisdictions with a Joint Power Agreement, and

**WHEREAS**, the county hires temporary staff to conduct absentee voting at absentee vote center locations and to perform absentee voting duties imposed by Minnesota election law and other state and federal laws.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners hereby establishes the pay rates for election judges as follows:

- |                                    |                  |
|------------------------------------|------------------|
| 1) Election Judge                  | \$13.00 per hour |
| 2) Co-Head Judge                   | \$15.00 per hour |
| 3) Head Judge                      | \$17.00 per hour |
| 4) Absentee Ballot Judge           | \$17.00 per hour |
| 5) Absentee Vote Center Judge      | \$17.00 per hour |
| 6) Absentee Vote Center Lead Judge | \$17.50 per hour |
19. Approve Contract No. 16081 between Washington County and the City of Lake Elmo, Minnesota to provide law enforcement services to the city.
  20. Approve Purchase Order Agreement No. 26958 between Washington County and Lenco Armored Vehicles.
  21. Approve Contract No. 16083 and Contract No. 16085, between Motorola Solutions, Inc. and Washington County for the repair and maintenance of the 800 MHz Radio System.
  22. Approve permanent use of fund balance and approve Contract No. 16089 between Xybix Systems, Inc. and Washington County for the Emergency Communications Response Center workstations for \$466,100.
  23. Approve Amendment No. 1 to Grant Agreement No. 14614 with the Minnesota Department of Public Safety for the 2022 Sex Trafficking Investigations Grant Program.

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

## **PUBLIC WORKS**

### **Cooperative Agreement with the City of Woodbury**

Erin Clarkowski, Engineer II, presented Cooperative Agreement No. 16088 between Washington County and the City of Woodbury to facilitate the transfer of the Woodbury License and Service Center property.

Ms. Clarkowski reported that Washington County currently owns and operates the Woodbury License and Service Center at 2150 Radio Drive in Woodbury. The Woodbury License and Service Center has outlived its operational use for the county to provide quality services to the public. A previous agreement executed by the county and city determined that the county would transfer the property to the city once the site is no longer deemed viable for county usage. Therefore, the proposed cooperative agreement provides the terms and conditions for the transfer of the property from county ownership to the City of Woodbury.

Ms. Clarkowski reported that the Central Service Center will replace the public services provided by the current Woodbury License and Service Center. The City of Woodbury is the local authority administering the development review process for the new Central Service Center, and the city has identified that a pedestrian connection will be implemented with the intention to connect the Central Service Center to the existing, surrounding pedestrian network.

Commissioner Clasen moved to approve Cooperative Agreement No. 16088 between Washington County and the City of Woodbury to facilitate the transfer of the Woodbury License and Service Center property. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

### **Amend Contract for Design Services on the Northern Household Hazardous Waste Project**

Joe Welter, Senior Building Services Project Manager, presented Amendment No. 1 for Contract No. 14341 with Hagen, Christensen, & McIlwain Architects for \$309,392 for additional design services on the Northern Household Hazardous Waste project.

Mr. Welter reported that following a 2017 study, the Washington County Board provided direction for staff to develop a Northern Household Hazardous Waste (HHW) facility to serve the northern portion of Washington County. A preferred site for the facility was identified in the City of Forest Lake. Washington County and the City of Forest Lake each own portions of the preferred site.

Mr. Welter reported that through several iterations of concept design and close coordination with the city, a connection to this site was identified from Highway 61. This connection point initiated a redesign of an existing Minnesota Department of Transportation (MnDOT) intersection, which was not included in the initial scope of the Request for Proposals. This process includes traffic data collection, level two plan preparation, utility coordination, final plans and specifications, bidding support, and construction administration, which account for the bulk of this amendment.

Commissioner Miron moved to approve Amendment No. 1 for Contract No. 14341 with Hagen, Christensen, & McIlwain Architects for \$309,392 for additional design services on the Northern HHW project. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **Contract for Electrical Construction for Phase I of the Law Enforcement Center Improvement Project**

Erik Jalowitz, Building Services Capital Projects Manager, presented Contract No. 16090 with Wallraff Electric Company for \$178,250 for electrical construction for Phase I of the Law Enforcement Center Improvement Project (CIP# BSD-CW-1601).

Mr. Jalowitz reported that the Washington County Law Enforcement Center (LEC) was built in 1993, and an expansion was completed in 2009. Since then, most of the building has not been remodeled. Based on a Strategic Facility plan from 2019, and a Long-Range plan completed in 2022, specific to the LEC, it was determined there is a need to replace the existing finishes, systems furniture, and life safety systems, and update the design of the building to maximize the space's flexibility, and update critical systems, including the mechanical, electrical, and plumbing.

Mr. Jalowitz reported that Phase I design was completed, and a Request for Bids was solicited for the scope of that design. The divisions being renovated in this phase include Investigations, Jail Administration, Narcotics, and Sheriff Administration. Many of these areas have remained unchanged during the 30-year life span of the building. The areas have not accommodated staff growth, and finishes such as carpet and wall coverings are worn and in need of replacement. The lighting will be replaced with LED, with daylight harvesting, which will improve energy efficiency and reduce maintenance costs. Phase II, which is currently under design, will address critical life safety, mechanical, and electrical equipment in need of replacement.

Commissioner Bigham moved to approve Contract No. 16090 with Wallraff Electric Company for \$178,250 for electrical construction for Phase I of the Law Enforcement Center Improvement Project (CIP# BSD-CW-1601). Commissioner Kriesel seconded the motion, and it was adopted unanimously.

## **GENERAL ADMINISTRATION**

### **Resolution to Set the 2024 Salary for the County Sheriff**

Commissioner Clasen moved to adopt **Resolution No. 2023-155** as follows:

#### **2024 SALARY FOR DANIEL STARRY, COUNTY SHERIFF**

**WHEREAS**, the Washington County Board of Commissioners annually sets the salary of the County Sheriff by resolution; and

**WHEREAS**, the Board of Commissioners has carefully considered the Sheriff's experience, qualifications, and performance in his role as Sheriff, in addition to careful consideration of the responsibilities and duties as County Sheriff.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2024 salary for Washington County Sheriff Daniel Starry shall be as follows, effective January 1, 2024:

**Sheriff:                    \$203,321**

Commissioner Miron 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.

**Resolution to Set the 2024 Salary for the County Attorney**

Commissioner Bigham moved to adopt **Resolution No. 2023-156** as follows:

**2024 SALARY FOR KEVIN MAGNUSON, COUNTY ATTORNEY**

**WHEREAS**, Minnesota Statute 388.18 requires the County Board of Commissioners to set by resolution the salary of the County Attorney; and

**WHEREAS**, the Board of Commissioners has carefully considered the Attorney's experience, qualifications, and performance in his role as County Attorney, in addition to careful consideration of the responsibilities and duties of the County Attorney.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2024 salary for Washington County Attorney Kevin Magnuson shall be as follows, effective January 1, 2024:

**Attorney: \$212,020**

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.

**Resolution to Set the 2024 Salary for the County Administrator**

Commissioner Karwoski moved to adopt **Resolution No. 2023-157** as follows:

**2024 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 2024 annual salary for Kevin J. Corbid, Washington County Administrator, shall be as follows, effective January 1, 2024:

**Administrator: \$218,409**

Commissioner Miron 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.

## **Resolution to Set the 2024 Salary for the County Commissioners**

Commissioner Miron moved to adopt **Resolution No. 2023-158** as follows:

### **2024 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 2024 annual salary rate for Washington County Commissioners be \$79,902 effective January 1, 2024.

**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 staff are directed to develop a policy, or amend existing policies as necessary, to provide a \$500 per month expense allowance to each commissioner excluding the board chair and \$550 per month to the county board chair in lieu of reimbursement for seven-county metropolitan area mileage, technology expenses, and other unreimbursed business-related county expenses, and staff are directed to amend County Policies #6008 and #6010 to remove the existing mileage allowance and technology stipend, with all changes effective January 1, 2024, and upon adoption of the county board of the appropriate policies.

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

## **COMMISSIONER REPORTS**

Commissioners reported on meetings and other events they attended. Please see archived 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 Miron moved to adjourn. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 10:15 a.m.

## **BOARD WORKSHOP WITH THE LIBRARY**

The board met in workshop session to discuss the Library's strategic plan. 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 PUBLIC WORKS**

The board met in workshop session to review the proposal for use of Regional Sales Tax Proceeds to Washington County. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

The board met in workshop session to discuss the Long-Range Transportation Plan project and transportation system goals. 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.

Attest:

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

Kevin Corbid  
County Administrator

A handwritten signature in cursive script that reads "Gary Kriesel".

Gary Kriesel  
County Board Chair