

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
JUNE 4, 2024**

**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.

Washington County Sheriff's Office Sergeant Joel Legut addressed the board to show respect for Minneapolis Police Officer Jamal Mitchell, who was killed in the line of duty last week. He spoke eloquently and thoughtfully about the dangers that law enforcement officials face every day as they serve the public. Board Chair Karwoski asked for a moment of silence to honor Officer Mitchell.

**COMMENTS FROM THE PUBLIC**

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

**CONSENT CALENDAR**

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

1. Approval of the May 14, 2024, and May 21, 2024, County Board meeting minutes.
2. Approval to appoint Commissioner Karla Bigham as the 2024 Voting Delegate for Washington County during the NACo Annual Conference occurring July 12-16, 2024, in Tampa, Florida.
3. Approve a comment letter on the creation of Tax Increment Financing (TIF) District No. 3 (renewal and renovation district) - Red Rock Village in the City of Newport.

4. Approval of **Resolution No. 2024-060** as follows:

**RESOLUTION APPROVING AN APPLICATION TO  
CONDUCT OFF-SITE GAMBLING FOR  
BAYPORT AMERICAN LEGION POST 491**

**WHEREAS**, an application has been received from the Bayport American Legion Post 491 to conduct off-site gambling (Pull-Tabs) activities on June 15, 2024, during the Stillwater Chamber of Commerce Food Truck Extravaganza at the Washington County Fairgrounds located at 12300 N 40<sup>th</sup> Street, Lake Elmo, Minnesota in Baytown Township, and

**WHEREAS**, Minn. Stat. 349.165 requires the permit to be approved by the County Board of Commissioners by resolution and remitted to the Minnesota Gambling Control Board for their consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Washington County Board of Commissioners approves the application to conduct off-site gambling, pull tabs, from the Bayport American Legion Post 491 at the Washington County Fairgrounds located at 12300 N 40<sup>th</sup> Street, Lake Elmo, Minnesota in Baytown Township and for it to be remitted to the Minnesota Gambling Control Board for their consideration.

5. Approve Emergency Preparedness and Response Grant Agreement No. 16475 with the Minnesota Department of Health for \$208,175 for the period of July 1, 2024, through June 30, 2029.
6. Approve Purchase Order No. 27154 with KONE Inc. for preventative maintenance and service on all twenty-six Washington County elevators.
7. Approve Amendment to Contract No. 13273 with Kimley-Horn and Associates, Inc. for \$266,594 to provide additional design services for the County State Aid Highway (CSAH) 5 (Stonebridge Trail) Phase 3 Improvement Project (RB-2639).
8. Approve Mutual Aid Joint Powers Agreement No. 16454 between the State of Minnesota, acting through its Commissioner of Corrections, and Washington County.

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

## **LIBRARY**

### **Resolution for Summary at Your Library**

Library Director Jacquie Kramer reported that the Washington County Library is celebrating its summer learning program, Summer at Your Library. This program includes events and activities to encourage kids, teens, and adults to make reading and learning part of their summer plans. Ms. Kramer presented a resolution proclaiming June 1, 2024, through August 17, 2024, as Summer at Your Library.

Commissioner Bigham moved to adopt **Resolution No. 2024-061** as follows:

#### **SUMMER AT YOUR LIBRARY 2024 PROCLAMATION**

**WHEREAS**, libraries are at the heart of their counties, cities, and communities, serving as accessible and inclusive places that foster a sense of belonging and connection; and

**WHEREAS**, today's libraries continually adapt to the ever-changing needs for their communities, finding new and creative ways to expand resources, services, and partnerships; and

**WHEREAS**, libraries and librarians provide free access to diverse stories about people from all walks of life and credible information to help community members learn and grow; and

**WHEREAS**, from June 1 through August 17, 2024, Washington County Library will celebrate its Summer at Your Library program with an array of events and activities; and

**WHEREAS**, participation in summer library programs can neutralize summer learning loss and improve comprehension and memory skills for children and teens; and

**WHEREAS**, these programs and activities encourage library users of all ages to become lifelong readers and learners; and

**WHEREAS**, Washington County Library staff are working to offer programs that encourage community members to visit the library, connect with their neighbors, and learn something new.

**NOW, THEREFORE BE IT RESOLVED**, that the Washington County Board of Commissioners does hereby proclaim June 1 to August 17, 2024, as Summer at Your Library.

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

## **Resolution for Law Library Fee Increase**

Law Librarian Robert Trousdale presented a resolution to increase law library fees. Mr. Trousdale reported that the Washington County Law Library is primarily funded by fees assessed for civil and criminal cases. Currently, fees are set at \$12 and were last raised from \$10 in 2016. During the past four years, the Law Library has experienced a deficit in revenue due, in part, to the effects of the pandemic, waiving of fees, and the reduced collection of assessed fees. The county board approved the use of American Rescue Plan Act (ARPA) funds to cover the deficit from 2022 through 2024.

Mr. Trousdale reported that on November 21, 2023, the Law Library Board of Trustees met in a special meeting to discuss the budget shortfall and potential solutions. At its annual meeting on May 14, 2024, the Law Library Board of Trustees approved increasing fees from \$12 to \$15 to address the revenue deficit. In accordance with state statute, the fee set by the Law Library Board must be approved by the Washington County Board of Commissioners.

Commissioner Kriesel moved to adopt **Resolution No. 2024-062** as follows:

### **RESOLUTION TO APPROVE THE FEE INCREASE SET BY WASHINGTON COUNTY LAW LIBRARY BOARD OF TRUSTEES**

**WHEREAS**, by authority of Minn. Stat. § 134A.10 subd. 4, the Law Library Board of Trustees shall, with the approval of the Board of Commissioners, set the amount of the Law Library fees; and

**WHEREAS**, the Washington County Board and Law Library Board recognize the fundamental importance of providing accessible legal resources and access to justice for all Washington County residents; and

**WHEREAS**, the Washington County Board and Law Library Board are committed to maintaining a law library location; and

**WHEREAS**, the Law Library revenue has been significantly depleted in recent years; and

**WHEREAS**, the Washington County Board has used American Rescue Plan Act (ARPA) funds, that expire in 2024, to offset the Law Library operational deficit and support Law Library services; and

**WHEREAS**, a review of the current fee structure has revealed the necessity to change fee amounts to sustainably support the Law Library; and

**WHEREAS**, on May 14, 2024, the Law Library Board approved an increase to the Law Library fees from \$12 to \$15, effective July 1, 2024.

**NOW, THEREFORE, BE IT RESOLVED** that the Washington County Board of Commissioners does hereby approve the fee increase set by the Washington County Law Library Board of Trustees from \$12 to \$15, effective July 1, 2024.

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

## **PUBLIC WORKS**

### **Contracts for the County State Aid Highway 13 (50<sup>th</sup> St N) Pavement Preservation Project**

Engineer Erin Clarkowski presented a contract, resolution, and cooperative maintenance agreement for the County State Aid Highway (CSAH) 13 (50<sup>th</sup> Street North) Pavement Preservation project. Ms. Clarkowski reported that this project is identified in the Capital Improvement Plan as #RB-2204. This project will resurface the county highway and trail on CSAH 13 within the cities of Oakdale and Lake Elmo.

Ms. Clarkowski reported that three bids were received and Valley Paving, Inc. was the lowest bidder. This project will be funded by Wheelage Tax. A Limited Use Permit (LUP) with the Minnesota Department of Transportation (MnDOT) is included in this request, due to a portion of the CSAH 13 trail being resurfaced and operated on MnDOT right-of-way. Limited Use Permit # 8286-0088 with MnDOT will supersede LUP #8286-0026 between MnDOT and the City of Oakdale, which covers the trail along CSAH 13 under Interstate 694 and was constructed and executed in 2009. A cooperative maintenance agreement with the City of Oakdale is also included.

Commissioner Karwoski moved to approve Contract No. 16483 for \$2,138,495.10 with Valley Paving, Inc. for the CSAH 13 (50<sup>th</sup> St N) Pavement Preservation project. Commissioner Miron seconded the motion, and it was adopted unanimously.

Commissioner Karwoski moved to adopt **Resolution No. 2024-063** as follows:

**RESOLUTION TO ENTER INTO LIMITED USE PERMIT  
8286-0088 WITH THE MINNESOTA DEPARTMENT OF  
TRANSPORTATION FOR PORTION OF MULTI-PURPOSE  
TRAIL ALONG COUNTY STATE AID HIGHWAY (CSAH) 13  
(50<sup>th</sup> STREET NORTH) WITHIN MINNESOTA DEPARTMENT OF  
TRANSPORTATION RIGHT-OF-WAY**

**WHEREAS**, Washington County is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

**WHEREAS**, the City of Oakdale had constructed a non-motorized multi-purpose trail adjacent to CSAH 13 (50<sup>th</sup> Street North) within Minnesota Department of Transportation right-of-way; and,

**WHEREAS**, Washington County has plans to resurface the portion of non-motorized multi-purpose trail adjacent to CSAH 13 (50<sup>th</sup> Street North) within Minnesota Department of Transportation right-of-way; and,

**WHEREAS**, the Minnesota Department of Transportation requires a Limited Use Permit for the construction and utilization of said portion of multi-purpose trail within Minnesota Department of Transportation right-of-way; and,

**WHEREAS**, the City of Oakdale had entered into a Limited Use Permit (No. 8286-0026) with the Minnesota Department of Transportation for the non-motorized multi-purpose trail adjacent to CSAH 13 within Minnesota Department of Transportation right-of-way at the time of the non-motorized multi-purpose trail construction; and,

**WHEREAS**, the Minnesota Department of Transportation has terminated the Limited Use Permit No. 8286-0026 for the portion of said multi-purpose trail within Minnesota Department of Transportation right-of-way; and,

**WHEREAS**, the Minnesota Department of Transportation requires a Limited Use Permit for the construction and utilization of portion of said multi-purpose trail within Minnesota Department of Transportation right-of-way; and,

**WHEREAS**, Washington County will enter into a Limited Use Permit (No. 8286-0088) for utilization of the portion of said non-motorized multi-purpose trail adjacent to CSAH 13 (50<sup>th</sup> Street North) within Minnesota Department of Transportation right-of-way.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners hereby enters into a Limited Use Permit with Minnesota Department of Transportation for the following purposes:

*To operate and maintain multi-purpose trail along CSAH 13 within the right-of-way of Interstate 694.*

*Washington County shall operate and maintain said trail in accordance with the Limited Use Permit granted by the Minnesota Department of Transportation.*

**BE IT FURTHER RESOLVED**, that the Washington County Board of Commissioners Chair is authorized to execute without further action of the board the Limited Use Permit and any subsequent amendments thereto.

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

Commissioner Karwoski moved to approve Cooperative Maintenance Agreement No. 16484 between the City of Oakdale and Washington County for maintenance responsibilities of the trail along CSAH 13. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **Contract for Design Services for CSAH 13 (Inwood Avenue) Pavement Preservation Project**

Engineer Erin Clarkowski presented a contract for pavement improvements to the segment of CSAH 13 (Inwood Avenue North) from CSAH 10 (10th Street North) to CSAH 6 (Stillwater Boulevard North) in the City of Lake Elmo. Ms. Clarkowski reported that this project is identified in the Capital Improvement Plan as #RB-2204.

Ms. Clarkowski reported that six bids were received for design services for this pavement preservation project. TKDA was determined to be the most qualified consultant. The scope of work includes project coordination, stakeholder engagement, drainage analysis and design, traffic analysis and design, permit applications, cost estimating, and construction plan procurement. This project will be funded by County State Aid.

Commissioner Kriesel moved to approve Consultant Contract No. 16459 with TKDA for \$297,700 to provide preliminary and final design services for the CSAH 13 (Inwood Avenue North) Pavement Preservation project. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

### **Reject Bids for the CSAH 2 Rehabilitation Project**

Engineer Erin Clarkowski reported that the CSAH 2 Rehabilitation project is identified in the Capital Improvement Plan as #RB-2669. The project is a major east/west thoroughfare in the City of Forest Lake, on CSAH 2 (Broadway Avenue West) from Interstate 35 to Highway 61 (Lake Street), approximately 1.1 miles.

Ms. Clarkowski reported that one complete bid was received with the lowest responsible bid at \$2,275,513. After taking the 7% construction contingency into account, the low bid is 40% more than the engineer's estimate for this project. After review, staff recommends that the board reject the bid, and staff will plan to post the bid again.

Commissioner Miron moved to reject all bids opened May 21, 2024, for the CSAH 2 Rehabilitation project. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **Contracts for the Highway 96 Corridor Study**

Senior Planner Madeline Dahlheimer reported that the CSAH 96 Turnback Corridor project is identified in the Capital Improvement Plan as #RB-2693, which includes a corridor study to identify and prioritize improvements to be constructed in 2028. This study will look at future needs regarding highway capacity, intersections, access, right-of-way, drainage, pedestrian/bicycle facilities, shoulders, and utilities. The study objective is to identify responsible short- mid- and long-term improvements for Highway 96. The existing corridor is a 10 mile, two-lane highway.

Ms. Dahlheimer reported that as part of the ongoing partnership with Ramsey County, it was determined to extend study limits to include the entirety of Highway 96, from Trunk Highway (TH) 95 in Stillwater to Highway 61 in White Bear Lake, in order to holistically review corridor needs, conduct comprehensive stakeholder engagement across county lines, and explore potential improvements. The expense of this study has been updated, as such, with Ramsey County participating financially through a cooperative agreement.

Ms. Dahlheimer reported that there were four proposals received for the consultant contract, and Alliant Engineering, Inc. was selected based on their qualifications to perform the tasks necessary for this study. The contracts will be funded by Turnback Fund Balance, and Ramsey County.

Commissioner Miron moved to approve Contract No. 16447 with Alliant Engineering, Inc. for an amount not to exceed \$396,140 for consulting services to complete the Highway 96 Corridor Study. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

Commissioner Miron moved to approve Cooperative Agreement No. 16429 with Ramsey County for a \$50,000 lump sum contribution for the Highway 96 Corridor Study. Commissioner Kriesel seconded the motion, and it was adopted unanimously.

## **GENERAL ADMINISTRATION**

County Administrator Kevin Corbid reported that staff is preparing for the bond sale next week. The proceeds will finance the Central Service License Center and the county's portion of the Central Park improvements.

Mr. Corbid reported that the Metropolitan Council has completed estimates of population and households as of April 2023, and copies will be provided in board correspondence next week. Mr. Corbid reported that the report shows more than 280,000 in the population estimate for Washington County.

Mr. Corbid noted that next week's board meeting is a Workshop only 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](http://www.co.washington.mn.us), under "County Board."

## **BOARD CORRESPONDENCE**

Board correspondence was received and placed on file.

### **EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS**

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

The Board met in Executive (closed) session, pursuant to Minn. Stat. § 13D.05 subd. 3(c) to review the appraisal for phase II of the Kelley Land and Cattle property PIDs 17.031.20.22.0002, 17.031.20.21.0001, 17.031.20.12.0001, 17.031.20.11.0001, 17.031.20.23.0002, 17.031.20.24.0001 and 17.031.20.13.0001, as it pertains to the purchase for inclusion into Big Marine Park Reserve, the time being 10:39 a.m. Present for the Executive session were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen, and Kevin Corbid, Jan Lucke, Jennifer Wagenius, Andrew Jackola, Frank Ticknor, Sharon Price, Alex McKinney, and Stephanie Kammerud.

The Executive session closed at 10:56 a.m.

### **ADJOURNMENT**

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

The County Board meeting adjourned at 10:58 a.m.

### **BOARD WORKSHOP WITH PROPERTY RECORDS AND TAXPAYER SERVICES**

The board met in workshop session to review assessment year 2024 local appeals and adjustments, in preparation for the County Board of Appeal and Equalization meeting. Present for the workshop were Commissioners Miron, Kriesel, Bigham, Clasen, and Karwoski. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

*Kevin Corbid*

Kevin Corbid  
County Administrator

*Stan Karwoski*

Stan Karwoski  
County Board Chair