



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 19, 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
John Ristad, Assistant County Attorney Division Chief
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

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 October 29, 2024, County Board meeting minutes.
2. Approve Amendment No. 1 for Contract No. 15406 with Haugen Consulting.
3. Approve Contract No. 17004 for a Grant Agreement with the Minnesota Department of Human Services for 2025-2026 Mobile Crisis Response Services funding in an amount of \$1,964,148 for the period of January 1, 2025, through December 31, 2026.
4. Approve Contract No. 17002 with Mental Health Systems for a term of January 1, 2025, through December 31, 2029.
5. Approve Library Collection Development Policy.

6. Approval of **Resolution No. 2024-126** as follows:

**RESOLUTION APPROVING THE PRIVATE SALE OF
TAX FORFEITED LAND TO ADJOINING LANDOWNERS
THROUGH SEALED BID**

WHEREAS, Minnesota Statutes [Chapter 282](#) gives the County Board the authority to manage tax forfeited property that is located within Washington County; and

WHEREAS, the Property Records and Taxpayer Services Department, on behalf of the County Board, works with the local municipalities and others to develop a plan to move the property into public ownership if there is a public use or purpose for the property, or to sell the property and return it to the tax rolls; and

WHEREAS, Minnesota Statute [282.01 Subd. 7\(a\)](#) states that the County Auditor may restrict the sale to owners of lands adjoining the land to be sold. The county auditor shall conduct the sale by sealed bid or may select another means of sale. The land shall be sold to the highest bidder and may be sold for less than its appraised value. All owners of land adjoining the land to be sold shall be given a written notice at least 30 days prior to the sale; and

WHEREAS, the parcels identified on the Tax Forfeited Land #2024-4 Private Sale List cannot be improved, and the best use can be achieved by selling the parcels to the adjacent owner; and

WHEREAS, a written notice of the date, time, and location of the private sale will be mailed to all adjacent owners at least 30 days before the date of the sale.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners directs the Department of Property Records & Taxpayer Services to sell parcels listed on Tax Forfeited Land #2024-4 Private Sale List by private sale to adjoining landowners on February 21, 2025, at 11:00 a.m., for not less than the basic sale price.

7. Approval of **Resolution No. 2024-127** as follows:

**RESOLUTION TO RECOMMEND TO THE COMMISSIONER OF
REVENUE TO APPROVE THE CONVEYANCE OF
TAX FORFEITED LAND BY TO THE CITY OF NEWPORT
FOR CONSERVATION PURPOSES**

WHEREAS, Minnesota Statute [Chapter 282](#) gives the County Board the authority to manage tax forfeited property that is located within Washington County; and

WHEREAS, Minnesota Statute [282.01 Subd. 1a \(h\)](#) provides that Conservation tax-forfeited land may be sold to a governmental subdivision, and

WHEREAS, The City of Newport has requested tax forfeited land parcel 35.028.22.44.0003 be conveyed to the city for conservation option (2) drainage or storage of stormwater under a stormwater management plan; and

WHEREAS, the Department of Natural Resources has reviewed the parcels and permitted the conveyance to the City of Newport.

NOW, THEREFORE BE IT RESOLVED, that parcel 35.028.22.44.0003 be conveyed to the City of Newport for the sale price of \$13,300 plus extra costs of \$94.89 for deed tax, conservation, and recording fees of said parcel.

City of Newport
Parcel 35.028.22.44.0003
Conservation purpose #2 - drainage or storage of stormwater under a stormwater management plan.

8. Approval of **Resolution No. 2024-128** as follows:

RESOLUTION APPROVING THE SALE OF TAX FORFEITED LAND AT PUBLIC AUCTION

WHEREAS, each year, property forfeits for the non-payment of property taxes, and the Property Records and Taxpayer Services Department, on behalf of the County Board, works with the local municipalities and others to develop a plan to move the property into public ownership if there is a public use or purpose for the property, or to sell the property and return it to the tax rolls; and

WHEREAS, the parcel listed on the #2024-2 Public in person Sale List as parcel 08.031.21.41.0013 in the City of Hugo has been identified to be offered for sale to the general public through a public auction, and the attached terms for the sale have been developed; and

WHEREAS, the department will publish a notice and advertise the public auction for at least 30 days as required by law and will notify all adjoining owners of the lands to be auctioned.

NOW, THEREFORE, BE IT RESOLVED, that the basic sale price of parcel 08.031.21.41.0013 appearing on the #2024-2 Public in person Sale List

filed with Property Records and Taxpayer Services department be approved and the authorization for public sale be granted, pursuant to Minnesota Statute [282.01](#); that the sale be held January 24, 2025 at 1:30 p.m., in Conference Room LL14, Washington County Government Center, Stillwater Minnesota, and the sale be for not less than the minimum sale price.

BE IT RESOLVED, that the sale date of January 24, 2025, is hereby confirmed; and

BE IT FURTHER RESOLVED, that the terms of the sale be set forth in the attached document titled as Terms for the Sale.

9. Approval of revised county policy #4003 Tax-Forfeited Property.
10. Approval of **Resolution No. 2024-129** as follows:

**RESOLUTION TO SET ASIDE A PORTION OF THE
ANNUAL DISTRIBUTION OF NET REVENUE
FROM FORFEITED LAND SALES**

WHEREAS, Minnesota Statute [Chapter 282](#) gives the county board the authority to manage tax forfeited property that is located within Washington County; and

WHEREAS, the county auditor is to distribute the net revenue in the county's tax forfeited sale fund to the local taxing districts after payment of county administrative expenses, according to one of two prescribed apportionment plans; and

WHEREAS, Minnesota Statutes section 282.08 subd. 4 (ii) allows the County Board to set aside up to 20 percent of net proceeds for the acquisition and maintenance of county parks or recreational areas.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Commissioners directs the Washington County Department of Property Records and Taxpayer Services to set aside, as authorized pursuant to section [282.08 subd. 4\(ii\)](#), 20 percent of the net proceeds remaining in the tax forfeited sale fund to be used for acquisition and maintenance of county parks and recreational areas.

BE IT FURTHER RESOLVED that this 20 percent set aside shall be expended under the supervision of the County Board.

11. Approve the Department of Public Health and Environment to submit an application for the Minnesota Pollution Control Agency's Wood Waste Utilization Grant.

12. Approval of **Resolution No. 2024-130** as follows:

**RESOLUTION TO DECLINE BEQUEST FOR
DONATION OF LANDS FOR PUBLIC PARK
IN THE CITY OF SCANDIA, MINNESOTA**

WHEREAS, in March of 2024, Washington County received notice of a bequest from the Estate of Joyce Heinisch's Revocable Trust to distribute approximately 300 acres to Washington County for the establishment of a public park; and,

WHEREAS, the property is currently subject to a conservation easement; and,

WHEREAS, terms of the bequest would include placing two life estates over the property; and,

WHEREAS, on May 14th, 2024, Washington County held a County Board workshop to review the property, the bequest and any benefits or liabilities to Washington County based on the terms of the bequest; and,

WHEREAS, on November 12th, 2024, Washington County held a follow-up workshop with the Washington County Commissioners to address additional items raised on May 14th, 2024; and,

WHEREAS, upon presenting the additional information on November 12th, it is recommended to decline the bequest based on information received and reviewed by the Washington County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that Washington County Board of Commissioners hereby declines the bequest made by the Estate of Joyce Heinisch to bequeath approximately 300 acres to Washington County for a public park in the City of Scandia, Minnesota.

13. Approve Change Order No. 1 for Contract No. 16460 in the amount of \$100,017.10 with Sir Lines-A-Lot LLC for additional roadway striping needs within Washington County.
14. Approve Contract No. 16885 with Guardian RFID in the amount not to exceed \$233,219 for the period of one year with the option to renew for up to four additional years.
15. Approve Joint Powers Agreement No. 16904 with the City of Grant for the purpose of providing a Mass Community Notification System, known as CodeRED.
16. Approve Joint Powers Agreement No. 16913 with the City of Marine on St. Croix for the purpose of providing a Mass Community Notification System, known as CodeRED.

17. Approve Joint Powers Agreement No. 16921 with the City of St. Paul Park for the purpose of providing a Mass Community Notification System, known as CodeRED.
18. Approve Contract No. 16750 with Kardex Handling Solutions LLC, in the amount not to exceed \$26,000, for the period of January 2, 2025, to January 1, 2026, with the option to renew for up to four additional years.

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

PUBLIC HEARING – PUBLIC WORKS

2025-2029 Capital Improvement Plan

The public hearing opened at 9:03 a.m.

Board Chair Karwoski presented a brief overview of today's public hearing on Washington County's 2025-2029 Capital Improvement Plan. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.40, Subd. 3. On October 15, 2024, 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.

Public Works Deputy Director Frank Ticknor presented the 2025-2029 Capital Improvement Plan (CIP). The CIP covers a five-year period, and contains capital projects for the years 2025 through 2029. The projects in the CIP for 2025 are part of the 2025 proposed budget and will eventually become part of the adopted budget. 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 Capital Improvement Plan. Also included are projects primarily budgeted in the county's Capital Funds, Regional Rail fund, and Gold Line fund. The CIP includes major projects for buildings, roads, bridges, land, and transit projects. The CIP process includes a community comment period, public hearing, and formal adoption.

Mr. Ticknor noted that only projects with identified funding are included in the CIP. The CIP is external facing and other agencies, such as cities, use it for capital planning work. Therefore, this avoids a false expectation that a project may move forward without funding.

Mr. Ticknor presented a chart of the five-year cost of the CIP, which is slightly less than \$400 million. In 2027, the CIP outlines a bond issue of general obligation bonds of \$30 million.

Mr. Ticknor reported on CIP expenditures by categories. Parks & Land is 4% of total CIP expenditures, or \$17 million. This category includes capital investment or major maintenance activity in county parks and trails. Public Facilities is 15% of total CIP expenditures, or \$61 million. This category includes the construction, expansion, or major remodels of county buildings. It is noteworthy that the potential 2027 general obligation bond sale is included in the Public Facilities category. Road & Bridge is the largest share of projects at 81% of total costs, or \$321 million. This category includes road and bridge construction projects, which includes

standalone trail projects, the pavement preservation program, traffic signal program, as well as transit projects, such as the Gold Line Bus Rapid Transit project.

Mr. Ticknor reported on funding sources for CIP projects. The largest portion of funding comes from Intergovernmental Revenues at 51%, which includes various state funding sources, such as highway state aid, federal grants, and local contributions. The county Transportation Sales Tax also represents a major funding source over the next five years. Also included are a variety of smaller funding sources such as the county Wheelage Tax, Transmission Line Tax, Capital Repair Fund, Transportation Advancement Account, and Bond postings.

Mr. Ticknor reported that the CIP is developed with financial considerations, policy documents, city and township engagement, and technical review. On October 1, 2024, a detailed overview of the draft 2025-2029 CIP was released to cities, townships, watershed districts, and school districts. The CIP contains more than 90 projects or programs, representing more than \$399 million in planned investment in county infrastructure, and using a wide range of funding sources, both county and non-county funds. The CIP proposes to make investments in the county's parks and lands, public facilities, trails, highways, bridges, and transit. Mr. Ticknor noted that sustainability is also built into the CIP.

Mr. Ticknor reported that the process to develop the five-year capital plan is open and transparent. The county began soliciting input and comments from local agencies in April and May, and released the draft 2025-2029 CIP for public comment in October. The county provided multiple ways for people to comment. Staff directly solicited comments from cities, townships, watershed districts and school districts, and provided a web portal where the plan could be downloaded and reviewed, with an option to submit comments online.

Mr. Ticknor reported that comments were received from the cities of Afton, Cottage Grove, Hugo, Lake Elmo, Marine on St. Croix, Oakdale, St. Mary's Point, Scandia, Woodbury, and Brown's Creek Watershed District. These letters were published in today's board agenda packet. An additional letter arrived yesterday from the City of Stillwater.

Mr. Ticknor concluded that today's focus is to hold the required public hearing to receive additional comments. Following today's public hearing, comment response letters will be drafted. December 17 is the scheduled date to review community response letters and recommend the final 2025-2029 CIP for adoption.

Board Chair Karwoski asked for comments from the public regarding the 2025-2029 Capital Improvement Plan. There were no comments from the public.

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

The public hearing closed at 9:19 a.m.

Board Chair Karwoski noted that the board will take action on the 2025-2029 Capital Improvement Plan at the December 17, 2024, County Board meeting.

PUBLIC HEARING – ADMINISTRATION

Proposed Revisions of Washington County's 2025 Fee Schedule, Policy 1032

The public hearing opened at 9:36 a.m.

Board Chair Karwoski presented a brief overview of today's public hearing to consider revisions to the Washington County Fee Schedule, contained in Policy No. 1032. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.41. On October 15, 2024, 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 Washington County's 2025 Fee Schedule.

Ms. Lucke reported there were six departments that had no changes; the departments without changes were Accounting and Finance, Attorney's Office, Community Corrections, Human Resources, Information Technology, and the Office of Administration.

Ms. Lucke reported that the Community Services Department indicated a series of updates based on income eligibility, per guidance from the Minnesota Department of Human Services. These are important updates to incorporate state guidance and create consistency across county programs statewide.

Ms. Lucke reported that the Library Department has removed fees and language surrounding Chromebooks and Chromebook kits, as these are no longer being circulated.

Ms. Lucke reported that the Department of Property Records and Taxpayer Services increased fees for elections equipment, which reflect annual vendor increases. Assessment contract fees increased 2% per parcel annually to cover county costs. The registration fee to perform marriages increased to \$20 to align the fee with other metropolitan counties and to recover county costs. License Centers have updated fees for several changes at the Legislature, and increased the portion of the fees retained by the county. Passport photos increased to \$18 to align with other counties.

Ms. Lucke reported regulatory program fees in the Department of Public Health & Environment (PHE) are increased annually by 3% for program expenses related to inspections and technology. PHE is proposing a simplification of the fee structure for hazardous waste generators, reflecting the direction that Carver and Hennepin counties have taken. In general, businesses are generating less and fewer types of hazardous waste. This allows the county to move away from a complex formula that takes considerable staff time to calculate and is difficult for businesses to predict. The new fee structure is based on the total volume of hazardous waste generated. Cannabis and hemp retail registration fees will be added, and will be implemented after the new Cannabis Ordinance goes into effect. Vaccine fees for employees has been removed.

Ms. Lucke reported on the fee schedule changes in the Public Works Department.

The Parks Division added an \$8.00 Modification Fee for facility reservations, increased fees for camping, special use permits, pavilion rental, and indoor space rental, to offset rising costs for operating the parks system. This aligns with other regional park systems.

The Planning Division added an annual operating permit of \$600 to operate a mine, increased the conditional use permit mining renewal fee to \$1,500 and the new operating mining fee to \$4,200 to better reflect the significant amount of staff time that goes into processing these permits.

The Survey Division added a \$160 fee for reactivation of a plat review, for a plat that has been dormant for over 180 days.

Ms. Lucke reported that the Sheriff's Office added a County Camera Security Video fee of \$20 per case number.

Board Chair Karwoski asked for comments from the public regarding the 2025 Fee Schedule. There were no comments from the public.

There being no further members of the public who wished to speak, Chair Karwoski asked for a motion to close the public hearing. Commissioner Bigham 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.

Board Chair Karwoski noted that the board will take action on the 2025 Washington County Fee Schedule at the November 26, 2024, County Board meeting.

INFORMATION TECHNOLOGY

Resolution for Geographic Information Systems Day

David Brandt, IT Spatial Data Analyst Developer-Architect, presented a resolution honoring Geographic Information Systems (GIS) staff throughout the county, and declaring November 20, 2024, as GIS Day in Washington County.

Commissioner Kriesel moved to adopt **Resolution No. 2024-131** as follows:

GEOGRAPHIC INFORMATION SYSTEMS DAY

WHEREAS, the week of November 18–22, 2024, is designated as Geography Awareness Week, providing a dedicated time for schools, educators, and organizations to focus on geography-related activities and initiatives; and

WHEREAS, the 25th Anniversary of National Geographic Information Systems (GIS) Day is November 20, 2024, and it is a day dedicated to showing, teaching, and inspiring others; and

WHEREAS, geography has played a defining role in the settlement, history, and cultural heritage of Washington County; and

WHEREAS, an understanding of geographic concepts is crucial to maintaining efficient use of resources within Washington County, continued economic prosperity, and the general health and well-being of its residents; and

WHEREAS, the management, use, and exchange of geographic information is essential for effective decision-making by city, county, state, and federal government; and

WHEREAS, computerized GIS technologies provide more efficient means of managing geographic information, and enable governments to do more with limited resources; and

WHEREAS, Washington County is committed to expanding the use of GIS and related technologies to county departments to improve operations in order to better serve its residents and make useful geographic information open and easily available to the public.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby recognizes November 20, 2024, as GIS Day.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners acknowledges and celebrates the impactful work that all GIS professionals have accomplished in our communities.

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.

GENERAL ADMINISTRATION

Resolution to Set the 2025 Salary for the County Sheriff

Commissioner Bigham moved to adopt **Resolution No. 2024-132** as follows:

2025 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 2025 salary for Washington County Sheriff Daniel Starry shall be as follows, effective January 1, 2025:

Sheriff: \$217,552

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 to Set the 2025 Salary for the County Attorney

Commissioner Clasen moved to adopt **Resolution No. 2024-133** as follows:

2025 SALARY FOR KEVIN MAGNUSON, COUNTY ATTORNEY

WHEREAS, Minnesota Statute 388.18 requires the Washington 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 2025 salary for Washington County Attorney Kevin Magnuson shall be as follows, effective January 1, 2025:

Attorney: \$226,855

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.

Resolution to Set the 2025 Salary for the County Commissioners

Commissioner Miron moved to adopt **Resolution No. 2024-134** as follows:

2025 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 2025 annual salary rate for Washington County Commissioners be \$85,486 effective January 1, 2025.

BE IT FURTHER RESOLVED, that expense reimbursement for Washington County Commissioners will be as provided for in County Policy #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 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Bigham, Clasen, and Karwoski. Nays, none.

Resolution to Set the 2025 Salary for the County Administrator

Commissioner Kriesel moved to adopt **Resolution No. 2024-135** as follows:

2025 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 2025 annual salary for Kevin J. Corbid, Washington County Administrator, shall be as follows, effective January 1, 2025:

Administrator: \$244,608

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 REPORTS

Commissioners reported on meetings and other events they attended. Please see archived livestreaming of the board meeting for full commissioner reports on the county's website washingtoncountymn.gov under "County Board of Commissioners."

BOARD CORRESPONDENCE

No board correspondence was received.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Clasen 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 ACCOUNTING AND FINANCE

The board met in workshop session to discuss American Rescue Plan Act. Present for the workshop were Commissioners Miron, Karwoski, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH PROPERTY RECORDS AND TAXPAYER SERVICES

The board met in workshop session to discuss 2025 property taxes. Present for the workshop were Commissioners Miron, Karwoski, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session to review the proposed 2025 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:

A handwritten signature in black ink that reads "Kevin Corbid".

Kevin Corbid
County Administrator

A handwritten signature in black ink that reads "Stan Karwoski".

Stan Karwoski
County Board Chair