

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
NOVEMBER 26, 2024**

**WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES**

The Washington County Board of Commissioners met in regular session at 4:30 p.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 Bigham requested to pull Consent Calendar item L, approval to modify Administration Policy #1005 Code of Ethical Conduct, to be addressed as a separate item. Item L was removed from the Consent Calendar.

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

1. Approval of the November 12, 2024, County Board meeting minutes.
2. Approval to modify Administration Policy #4004 Tax Increment Financing County Comment on Proposed Districts.
3. Approve revisions to Policy #6005, Commissioners Serving on Boards of Directors.
4. Approval to extend 2.0 FTE Special Project Case Aide Access Navigators in the Community Services Administrative Division.

5. Approve Grant Agreement No. 17024 for Adult Mental Health Initiative and Community Support Program funds between the Minnesota Department of Human Services and Washington County for \$3,453,216 for the period of January 1, 2025, through December 31, 2026.
6. Approve Amendment No. 1 for Contract No. 15710 with Rainfall Therapy and Consulting.
7. Approve Amendment No. 1 for Contract No. 15405 with FamilyWise Services.
8. Approve Amendment No. 6 to Contract No. 14559 between Washington County and Stepping Stone Emergency Housing.
9. Approve Amendment No. 4 to Contract 13923 with NEOGOV for \$147,578.42, for the period of November 26, 2024, to December 31, 2026.
10. Approval to modify Section 15 Holidays, Paid Time Off (PTO), & Compensatory Time of the Personnel Rules and Regulations.
11. Approval to delete Human Resources Policy #5205 Earned Sick and Safe Time.
12. Approval of Township Plat Hills of Spring Creek Second Addition.
13. Approve Contract No. 17003 with Washington Conservation District for \$305,568 for the period of January 1, 2025, through December 31, 2025.
14. Approve the Lower St. Croix Partnership's 2025 - 2026 Work Plan.
15. Approve Washington County's submittal of the Point Douglas Park Facility Improvements application for the National Scenic Byways Program (NSBP) through the Minnesota Department of Transportation.
16. Approval of **Resolution No. 2024-136** as follows:

#### **DONATIONS FOR SHOP WITH A COP EVENT**

**WHEREAS**, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

**WHEREAS**, any gift, donation, or bequest becomes the property of Washington County; and

**WHEREAS**, the Washington County Board is authorized to approve donations, gifts, and bequests.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners does hereby approve and accept a donation of \$300 from the Yellow Ribbon Network, \$4,000 from Creative Homes, and \$5,000 from Walmart to support the Shop with a Cop community engagement event.

17. Approve Joint Powers Agreement No. 16900 with the City of Cottage Grove for the purpose of providing a Mass Community Notification System, known as CodeRED.
18. Approve Joint Powers Agreement No. 16918 with the City of Pine Springs for the purpose of providing a Mass Community Notification System, known as CodeRED.

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

### **Approval to Modify Administration Policy #1005 - Code of Ethical Conduct**

Commissioner Bigham asked if Policy #1005 could include a Code of Conduct for the commissioners. County Administrator Kevin Corbid recommended that the board approve Policy #1005 today, and stated that staff will create a separate Code of Conduct document for commissioners, and that Policy #6005, which was approved on the Consent Calendar today, could be incorporated into that document.

Commissioner Bigham moved to approve modifying Administration Policy #1005 – Code of Ethical Conduct, and direct staff to present a draft policy for Code of Conduct for commissioners. 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.

## **ACCOUNTING AND FINANCE**

### **Other Post-Employment Benefits (OPEB) Policy Changes**

Renee Vought, Accounting and Finance Deputy Director, presented information regarding the proposed Other Post Employment Benefits (OPEB) policy for approval.

Ms. Vought summarized the history of this policy. Washington County provides a retiree health insurance benefit to eligible employees who were hired prior to January 1, 2002, and who retire from the county with 10 years of service. In February 1991, there was a settlement that established the benefit amounts for eligible employees.

Ms. Vought reported that the board approved a revocable trust agreement on May 26, 2009. This revocable trust can be changed and modified at any time. Public Employees Retirement Association (PERA) is the trust administrator and the State Board of Investments (SBI) holds the investments within the trust. Currently, 598 retirees currently receive this benefit, and there are 163 active employees that are eligible to receive this benefit in the future. Ms. Vought summarized the purpose and objectives of the OPEB policy.

Ms. Vought reported that when this trust was set up, the County Board had a clear goal to aggressively fund the account, in order to take care of employees and not jeopardize future employees and budget. The trust was funded through levy each year, and the county has made great strides with OPEB funding. According to the most recent actuarial report, Washington County is 100% fully funded for OPEB, and the current levy supports current employees.

Ms. Vought reported on future funding and rebalancing the portfolio to increase the ratio in the bond fund with incremental movements. This will provide additional stability, and the county would still maintain being 100% fully funded. Ms. Vought concluded with a summary of the assigned responsibilities in the new policy.

Commissioner Biggam moved to approve a new Financial and Budget Policy for Other Post-Employment Benefits and additionally rebalancing the trust account in 2024 and 2025 outside of the normal rebalancing activities within the policy and semiannual withdrawals to cover eligible retiree associated payments. Commissioner Miron seconded the motion, and it was adopted unanimously.

## **GENERAL ADMINISTRATION**

### **Approval of Washington County's 2025 Fee Schedule, Policy 1032**

Deputy County Administrator Jan Lucke presented the proposed changes to Washington County's 2025 Fee Schedule, Policy 1032. Ms. Lucke noted that the changes were presented during a public hearing at last week's board meeting on November 19, 2024. No comments were received at or following the hearing.

Ms. Lucke reported there were no changes in the departments of 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. 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. Employee vaccine fees have been removed.

Ms. Lucke reported that fee changes in the Public Works Department include 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 more than 180 days.

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

Ms. Lucke concluded that there have been no public comments or additional revisions recommended since the public hearing last week.

Commissioner Clasen moved to approve Washington County's 2025 Fee Schedule, Policy 1032. Commissioner Bigham seconded the motion, and it was adopted unanimously.

### **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](https://www.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 Bigham moved to adjourn. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 5:23 p.m.

**BOARD WORKSHOP WITH ADMINISTRATION**

The board met in workshop session to review a draft of County Board meeting dates for 2025. 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 WORKSHOP WITH ADMINISTRATION**

The board met in workshop session to discuss 2025 commissioner assignments to committees, commissions, and joint powers boards. 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