



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 7, 2025**

OATHS OF OFFICE

Hugo City Councilmember Mike Miron administered the Oath of Office to newly re-elected District 1 Commissioner Fran Miron.

Stillwater School Board Member Andrew Thelander administered the Oath of Office to newly-elected District 3 Commissioner Bethany Cox.

A reception was held for the newly-elected and re-elected commissioners.

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 9:45 a.m. in the Washington County Government Center, County Board Room.

Present: Commissioner Fran Miron, District 1
 Commissioner Stan Karwoski, District 2
 Commissioner Bethany Cox, 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.

ELECTION OF THE 2025 WASHINGTON COUNTY BOARD CHAIR

Commissioner Karwoski asked for nominations for 2025 County Board Chair. Commissioner Miron nominated Commissioner Karwoski for 2025 County Board Chair. Commissioner Karwoski asked for further nominations; there were no further nominations. Nominations were closed.

Commissioner Karwoski asked all those in favor of electing Commissioner Karwoski as 2025 County Board Chair say Aye, and those opposed, say No.

Commissioner Stan Karwoski was elected as 2025 County Board Chair.

ELECTION OF THE 2025 WASHINGTON COUNTY BOARD VICE CHAIR

Board Chair Karwoski asked for nominations for 2025 County Board Vice Chair.

Commissioner Miron nominated Commissioner Bigham for 2025 County Board Vice Chair. Commissioner Clasen nominated Commissioner Clasen for 2025 County Board Vice Chair. Chair Karwoski asked for further nominations; there were no further nominations. Nominations were closed.

Board Chair Karwoski asked all those in favor of electing Commissioner Bigham as 2025 County Board Vice Chair to say Aye, and those opposed, say No.

Commissioner Karla Bigham was elected as 2025 County Board Vice Chair.

SET 2025 WASHINGTON COUNTY BOARD MEETING DATES

The proposed 2025 board meeting calendar indicates that the County Board will meet on Tuesdays, with 35 official board meetings, and three workshop only meetings. The County Board meetings begin at 9:00 a.m., with the exception of two meetings per year that are required to be evening meetings, per statute. The Board Chair can call an evening meeting or later start time, when necessary, to conduct business. County Board meetings may be added or canceled, as necessary, with proper public notice.

Commissioner Bigham moved to approve the 2025 board meeting dates, with an amendment to change May 20, 2025, to an official board meeting, and no board meeting on May 27, 2025. Commissioner Miron seconded the motion, and it was adopted unanimously.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

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

1. Approval of the December 17, 2024, County Board meeting minutes.
2. Approve 2025 Memorial Day appropriations of \$100 each, upon request, for military service organizations.
3. Approve the Cannabis and Substance Use Prevention Grant Agreement No. 17075 with the Minnesota Department of Health in the amount of \$199,076.
4. Approve Opioid Settlement Community Council member updates to remove Luke Wendlandt from the Opioid Settlement Council due to voluntary resignation, and to appoint Deb Chmielewski to a two-year term beginning January 7, 2025, to January 7, 2027.
5. Approval of **Resolution No. 2025-001** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF AN
APPLICATION TO THE REGIONAL PARKS SYSTEM FISHING
PIERS GRANT PROGRAM THROUGH THE METROPOLITAN
COUNCIL FOR COTTAGE GROVE RAVINE REGIONAL PARK**

WHEREAS, the Regional Parks System Fishing Piers Grant Program provides grants to Regional Park Implementing Agencies for new fishing piers to increase fishing opportunities on lakes in the metropolitan parks system; and

WHEREAS, the proposed fishing pier is identified in the Cottage Grove Ravine Regional Park Master Plan (2017); and

WHEREAS, Washington County is proposing to submit a grant funding request of \$125,000 to the Regional Parks System Fishing Piers Grant Program through the Metropolitan Council, for the implementation of a new fishing pier at Cottage Grove Ravine Regional Park.

NOW, THEREFORE, BE IT RESOLVED, that Washington County Board of Commissioners authorizes submittal of the application listed above to the Metropolitan Council for funding from the Regional Parks System Fishing Piers Grant Program.

6. Approve Joint Powers Agreement No. 16902 with Denmark Township for the purpose of providing a Mass Community Notification System, known as CodeRED.
7. Approve Joint Powers Agreement No. 16907 with the City of Lake Elmo for the purpose of providing a Mass Community Notification System, known as CodeRED.
8. Approve Joint Powers Agreement No. 16910 with the City of Lakeland Shores for the purpose of providing a Mass Community Notification System, known as CodeRED.
9. Approve Joint Powers Agreement No. 16926 with the City of Willernie for the purpose of providing a Mass Community Notification System, known as CodeRED.
10. Approve Joint Powers Agreement No. 16927 with the City of Woodbury for the purpose of providing a Mass Community Notification System, known as CodeRED.
11. Approval of **Resolution No. 2025-002** as follows:

DONATION FOR SHERIFF'S OFFICE K9 UNIT

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 \$1,000 from Washington County resident, Jackie Marshall, to support the Sheriff's Office K9 Unit.

12. Approve Contract No. 16991 with Securitas Technology Corporation in the amount not to exceed \$450,000 over a period of five years, beginning on January 1, 2025.

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

GENERAL ADMINISTRATION

Washington County Website Redesign and Tools Implementation

Tina Elam, Office of Administration Communications Manager, presented a request to enter negotiations with a vendor for the county website redesign and tools implementation.

Ms. Elam reported that a Request for Proposals (RFP) was submitted to solicit and engage a qualified content and design consultant or consulting firm to execute a complete redesign of the county's website, WashingtonCountyMN.gov. The selected consultant will act as a partner and advocate for Washington County in interactions with the website vendor, CivicPlus. The scope of work included project management and strategy, content clean-up and content model, a website governance plan, new sitemap and navigation, Washington County Library website integration, and user testing. The redesign will be guided by the recommendations from the Comprehensive Website Evaluation, which was completed in April 2024.

Ms. Elam reported that there were nine qualified proposals, and it is recommended to award the bid to Bright Penny Creative, LLC. Bright Penny Creative, LLC submitted a competitive cost and budget, a practical and detailed approach to strategy and tools implementation, active involvement in content clean-up, and experience with the public sector.

Commissioner Bigham moved to approve entering negotiations with Bright Penny Creative, LLC for the Washington County Website Redesign and Tools Implementation in the amount of \$283,875. Commissioner Clasen seconded the motion, and it was adopted unanimously.

Washington County 2025 Legislative Platform

Deputy County Administrator Jan Lucke presented Washington County's priorities for the 2025 Minnesota Legislative Session.

- County Road 19A and 100th Street Realignment Project – requesting \$22.5 million
- Trunk Highway 36 and Trunk Highway 120 (Century Avenue) Grade Separated Interchange Design – requesting \$3 million
- Washington County Southern Public Works and Environmental Center Campus – requesting \$10 million
- County State Aid Highway (CSAH) 5 (Stonebridge Trail) and Brown’s Creek State Trail Connection Project – requesting \$3 million
- Hardwood Creek Regional Trail Extension – requesting \$1 million
- Cottage Grove Ravine Regional Park Trail Lighting – requesting \$2 million
- Washington County Wood Waste and Diseased Tree Utilization Program – requesting \$4 million
- State Bonding for Metropolitan Regional Park System – requesting \$15 million
- ARMER Radio System Upgrade – requesting state support for required investments related to the ARMER radio system upgrade agreement
- MnCHOICES Reassessments – supports legislation that will simplify the MnCHOICES assessment process and reduce the frequency of reassessments to every three years, upon request, or when a significant change in condition occurs
- MnCHOICES County Cost Share – supports legislation that will remove the 10% financial obligation for Minnesota counties associated with MnCHOICES assessments and reassessments

Commissioner Miron moved to adopt Washington County’s 2025 Legislative Platform. Commissioner Bigham seconded the motion, and it was adopted unanimously.

Ms. Lucke reported that Washington County will be hosting a legislative reception on January 29, 2025, at the Oakdale Discovery Center. The Minnesota Legislature convenes on January 14, 2025.

2025 Commissioner Assignments to Committees, Commissions, and Joint Powers Boards

County Administrator Kevin Corbid reported that each year, the County Board must approve its assignments to county and regional committees, commissions, and boards. The County Board held a workshop on November 26 to review the proposed assignments for 2025, and there are appointments remaining that will need to be decided today. Mr. Corbid also noted that the Veterans Rest Camp Board no longer requires a county commissioner to be a member.

Commissioner Bigham moved, seconded by Commissioner Miron, to appoint Commissioner Clasen for AMC Board of Directors Alternate, Commissioner Cox for Ramsey/Washington Recycling and Energy (R&E) Board Alternate, and Commissioner Karwoski for Community Development Agency Board Alternate.

Commissioner Clasen asked to be removed from the AMC Board of Directors motion, and would prefer to be considered for appointment on the R&E Board, and continue on the Community Development Agency Board.

Commissioner Karwoski moved to amend the motion to appoint Commissioner Cox, rather than Commissioner Clasen, as AMC Board of Directors Alternate. Commissioner Miron seconded the motion, and it was adopted.

The original motion by Commissioner Bigham, seconded by Commissioner Miron, amended to appoint Commissioner Cox for AMC Board of Directors Alternate, Commissioner Cox for Ramsey/Washington Recycling and Energy (R&E) Board Alternate, and Commissioner Karwoski for Community Development Agency Board Alternate, was adopted.

Commissioner Miron moved to adopt 2025 commissioner assignments to committees, commissions, and joint powers boards. Commissioner Clasen seconded the motion, and it was adopted.

Commissioner Fran Miron - District 1

2025 Committee Appointments:

Washington County

- Community Development Agency
- Groundwater Advisory Committee
- Personnel Committee
- Regional Railroad Authority

Association of Minnesota Counties

- Environment and Natural Resources Advisory Committee
- Agriculture and Rural Development Advisory Committee
- East Central Regional Juvenile Center (Alternate)
- Lower St. Croix Watershed Policy Committee
- Metropolitan Emergency Services Board
 - MESB Executive Committee
- Metropolitan Mosquito Control District
 - MMCD Executive Committee
- Minnesota Inter-County Association (MICA)
- Ramsey/Washington Recycling & Energy Board

Commissioner Stan Karwoski - District 2

2025 Committee Appointments:

Washington County

- Community Development Agency (Alternate)
- Regional Railroad Authority
- Workforce Development Board

Association of Minnesota Counties

- Transportation Policy Committee
- East Metro Strong Board
- Gold Line Executive Change Control Board
- Gold Line Joint Powers Board
- Greater MSP
- Metropolitan Mosquito Control District (Alternate)
- Metropolitan Transportation Advisory Board (TAB)

- Minnesota Inter-County Association (MICA)
National Association of Counties (NACo)
 - Rural Action Caucus Steering Committee
 - Environmental, Energy and Land Use Committee
 - Environment, Energy and Land Use Steering Committee – Air Quality (Vice Chair)
 - Membership Standing Committee
- Rush Line Corridor Task Force

Commissioner Bethany Cox - District 3

2025 Committee Appointments:

Washington County

- Community Corrections Advisory Board
- Historic Courthouse Advisory Committee
- Groundwater Advisory Committee (Alternate)
- Personnel Committee
- Planning Advisory Commission
- Plat Commission
- Regional Railroad Authority

Association of Minnesota Counties

- AMC Board of Directors as District X Representative (Alternate)
- AMC – General Government Policy Committee
- East Central Regional Juvenile Center
- Lake Elmo Airport Advisory Commission
- Lower St. Croix Watershed Policy Committee (Alternate)
- Metropolitan Mosquito Control District
- Metropolitan Emergency Services Board (Alternate)
- Ramsey/Washington Recycling & Energy Board (Alternate)

Commissioner Karla Bigham - District 4

2025 Committee Appointments:

Washington County

- Audit Advisory Committee
- Finance Committee
- Law Library Board
- Library Board
- Planning Advisory Commission (Alternate)
- Plat Commission (Alternate)
- Regional Railroad Authority
- University of Minnesota Extension Committee

Association of Minnesota Counties

- AMC Board of Directors as District X Representative
- Public Safety Policy Committee
- Gold Line Executive Change Control Board (Alternate)
- Gold Line Joint Powers Board (Alternate)
- Great River Rail Commission
- Metropolitan Library Service Agency

- MELSA Finance Committee
- Metropolitan Transportation Advisory Board (TAB) (Alternate)
- Minnesota Inter-County Association (Alternate)
- National Association of Counties (NACo)*
 - Justice and Public Safety Steering Committee
 - Justice and Public Safety Steering Committee – Law Enforcement Subcommittee (Vice Chair)
 - Arts and Culture Commission
 - The Resilient Counties Advisory Board
 - The Rural Action Caucus - RAC
 - Women of NACo Leadership Network
- Ramsey/Washington Recycling & Energy Board
 - Regional Hauler Licensing Board
- Red Rock Corridor

Commissioner Michelle Clasen - District 5

2025 Committee Appointments:

Washington County

- Parks and Open Spaces
- Finance Committee
- Workforce Development Board (Alternate)
- Library Park Association
- Mental Health Advisory Council
- Regional Railroad Authority
- U of M Extension Committee

Association of Minnesota Counties

- Health and Human Services Committee
- Economic Development, Workforce, and Housing Policy Subcommittee
- Local Government Water Roundtable Advisory Committee
- Gold Line Executive Change Control Board
- Gold Line Joint Powers Board
- Great River Rail Commission (Alternate)
- East Metro Strong (Alternate)
- Metropolitan Emergency Services Board

National Association of Counties (NACo)

- Community, Economic and Workforce Development Steering Committee
- LGBT Leaders and Allies (NACLGBTLA)
- Women of NACo Leadership Network Committee
- State Community Health Services Advisory Committee (SCHSAC)
- Red Rock Corridor Commission (Alternate)

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 Cox moved to adjourn. Commissioner Miron seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 11:06 a.m.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session to review the 2025 Community Survey. Present for the workshop were Commissioners Miron, Cox, Karwoski, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, outside agencies, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Stan Karwoski

Stan Karwoski
County Board Chair