

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JULY 22, 2025**

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 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.

COMMENTS FROM THE PUBLIC

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

APPROVAL OF THE AGENDA

Commissioner Bigham moved to approve the County Board meeting agenda for July 22, 2025. Commissioner Miron seconded the motion, and it was approved.

CONSENT CALENDAR

Commissioner Bigham asked that Consent Calendar item C be removed.

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

1. Approval of the July 8, 2025, County Board meeting minutes.
2. Approval of Administration Policy #1300 - Washington County Guidelines and Procedures for Minnesota Government Data Practices Act.
3. Approval to apply for up to \$852,000 in Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 grant funds from the Minnesota Department of Transportation for calendar years 2026-2027.

4. Approval of **Resolution No. 2025-069** as follows:

**RESOLUTION TO AUTHORIZE SUBMISSION OF THE
ANNUAL FEDERAL TRANSIT ADMINISTRATION
CERTIFICATIONS AND ASSURANCES TO THE MINNESOTA
DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Federal Transit Administration consolidates all current federal requirements into its annual Certifications and Assurances, a single document to which each recipient of federal funds is required to certify compliance; and

WHEREAS, the Washington County Board of Commissioners authorized the submittal of a proposal to the State of Minnesota for funding available through the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant in 2019 (and in 2021 and 2023) to improve access to provide transportation services and public transportation alternatives for people with disabilities, seniors, and others with special transportation needs; and

WHEREAS, Washington County was awarded Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funds which will be received and administered through calendar years 2020, 2021, 2022, 2023, 2024, and 2025.

WHEREAS, the State of Minnesota requires the timely annual submission of the Federal Transit Administration Certifications and Assurances as a condition for receiving Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funds.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners hereby authorizes the submission of the annual Federal Transit Administration Certifications and Assurances to the Minnesota Department of Transportation for each year throughout the Section 5310 grant period.

BE IT FURTHER RESOLVED that the Washington Board of Commissioners delegates authority to the Director of the Washington County Community Services Department to execute on behalf of Washington County.

5. Approve Amendment No. 3 for Contract No. 16437 for \$275,420 with RingCentral Inc. to provide additional Contact Center Concurrent Users.
6. Approve Comcast Phone and Internet Agreements for the Valley Library Contract No. 17564 in the amount of \$4,247.55.

7. Approval of **Resolution No. 2025-070** as follows:

LAWFUL GAMBLING EXEMPTION RESOLUTION

WHEREAS, Carpenter St. Croix Valley Nature Center has made an application to the Minnesota Gambling Control Board for an exemption from certain requirements as allowed under Minnesota Statute 349.166 sub.2 in order to conduct a raffle at 12805 St. Croix Trail S, which is located in Denmark Township. The event will take place on September 7, 2025, and

WHEREAS, Denmark Township has been notified that the organization is applying for an exempted gambling activity within the township limits, and

WHEREAS, the Gambling Control Board requires acknowledgement by the County for a gambling permit located in a township.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners does not oppose issuance of exemption consistent with the application and further acknowledges the exempt permit may be granted with no waiting period.

8. Approve Purchase Order No. 28174 in the amount of \$250,000 to MP Nexlevel LLC to provide Gopher State One Call ticket processing and underground locating services for the county's fiber optic network.
9. Approve Change Order No. 6 to Contract No. 16179 in the amount of \$96,702.16 with Laketown Electric Corp. for electrical modifications on the Central Service and License Center.
10. Approve Lease Agreement No. 17488 with the Carnelian-Marine-St. Croix Watershed District to lease office space at the Public Works North Shop location through June 30, 2026.
11. Approval of **Resolution No. 2025-071** as follows:

DONATION TO MINNESOTA DEPARTMENT OF CORRECTIONS

WHEREAS, the Washington County Sheriff's Office Jail Division has four FN303 less lethal launchers that are in need of repair and no longer in use; and

WHEREAS, selling this equipment in the open market would not be prudent; and

WHEREAS, the Minnesota Department of Corrections has agreed that they can use this equipment at the Minnesota Correctional Facility in Oak Park Heights and desires to accept the FN303 launchers as a donation.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby authorizes and approves the donation of four FN303 less lethal launchers, valued at \$450.00, to the Minnesota Department of Corrections.

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

Commissioner Miron moved, seconded by Commissioner Bigham, to table item C for further discussion. The motion was adopted with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, Bigham, Clasen, and Karwoski. Nays, none.

NATIONAL ASSOCIATION OF COUNTIES (NACo) AWARDS

Recognition of the 2025 NACo Awards Received by Washington County

County Administrator Kevin Corbid announced that Washington County has received seven 2025 NACo Achievement Awards. The board recognized the awards received and the county staff that worked on these projects.

- Land and Water Legacy Program – Mississippi Dunes Reserve Conservation Easement Project - County Resiliency: Infrastructure, Energy and Sustainability category
- Community Empowerment in Opioid Settlement Funding – Health category
- Washington County Library Extended Access Pilot – Libraries category
- Emerging Leaders Program – Personnel Management, Employment and Training category
- Improving the Parks Seasonal Hiring Process – Personnel Management, Employment and Training category
- Your Career at Washington County Awaits Recruitment Videos – Personnel Management, Employment and Training category
- Washington County 2024-2029 Strategic Plan – Planning category

PUBLIC HEALTH AND ENVIRONMENT

Adoption of the Washington County Groundwater Plan 2025-2035

Senior Planner Jessica Collin-Pilarski presented a resolution to adopt Washington County's 2025-2035 Groundwater Plan. Ms. Collin-Pilarski provided an overview of the timeline and process leading up to today's adoption of the county's groundwater plan.

Commissioner Miron moved to adopt **Resolution No. 2025-072** as follows:

ADOPTION OF THE WASHINGTON COUNTY GROUNDWATER PLAN 2025-2035

WHEREAS, Washington County has the authority by Minnesota Statutes section 103B.255 to have a groundwater plan; and

WHEREAS, in preparing the county’s Groundwater Plan, a Groundwater Advisory Committee was utilized per Minnesota Statutes section 103B.255; and

WHEREAS, Minnesota Statutes section 103B.255 subdivision 8(a) requires a 60-day review and comment period of the draft plan by entities specifically named in subdivision 8(a); and

WHEREAS, the County distributed the draft plan in conformance with subdivision 8(a); and

WHEREAS, the 60-day review and comment period mandated in subdivision 8(a) ended on January 13, 2025; and

WHEREAS, subdivision 8(c) of section 103B.255 requires the County to hold a public hearing on the draft plan no sooner than 30 days and no later than 45 days after the 60-day review and comment period on the draft plan; and

WHEREAS, on February 18, 2025 the County Board held a public hearing on the draft plan; approved the draft plan and ordered the draft plan to be reviewed as required by section 103B.255 subdivision 9; and

WHEREAS, subdivision 9 of section 103B.255 requires that after completion of the review under subdivision 8, the draft plan, any amendments thereto, all written comments received on the plan, a record of the public hearing, and a summary of changes incorporated as part of the review process must be submitted to the Metropolitan Council, the state review agencies, and the Board of Water and Soil Resources for final review; and

WHEREAS, the draft plan was approved by the Board of Water and Soil Resources on June 25, 2025; and

WHEREAS, subdivision 11 of section 103B.255 requires the county to adopt and implement the plan within 120 days from the Board of Water and Soil Resources approval; and

WHEREAS, it is in the interest of the public’s health, safety, and welfare to keep the surface and groundwater resources as free from contamination as possible.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the authority contained in Minnesota Statutes section 103B.255 subdivision 11, the Washington County Board of Commissioners hereby adopts the Washington County Groundwater Plan 2025 – 2035.

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

PUBLIC WORKS

County State Aid Highway 15 Roadway Improvements Project

Engineer Michael Kline presented four items for the County State Aid Highway (CSAH) 15 (Manning Avenue) Roadway Improvements Project, from CSAH 10 (10th Street North) to 30th Street North in the City of Lake Elmo, West Lakeland Township, and Baytown Township. This project is identified as #RB-2684 in the Capital Improvement Plan, and improvements include adding turn lanes at key intersections, repaving of the roadway, converting 18th Street into a cul-de-sac, replacement of highway signs, and pavement striping.

Mr. Kline reported four bids were received for this project, and Bituminous Roadways Inc. is recommended for the bid award. This project will be funded by Highway State Aid and local contributions. The MVLST (Motor Vehicle Leased Sales Tax) is one component of the Highway State Aid Fund, and it is recommended that a portion of the additional revenue be used to add funding to this project.

Commissioner Cox moved to approve a budget amendment to decrease local contributions by \$225,000 and increase Highway State Aid funds by \$990,200. Commissioner Bigham seconded the motion, and it was approved.

Commissioner Cox moved to approve Contract No. 17557 in the amount of \$4,564,713.95 with Bituminous Roadways Inc. Commissioner Miron seconded the motion, and it was approved.

Commissioner Cox moved to approve Cooperative Cost Share Agreement No. 17455 between West Lakeland Township and Washington County. Commissioner Clasen seconded the motion, and it was approved.

Commissioner Cox moved to approve a Memorandum of Understanding (MOU) between Valley Branch Watershed District and Washington County for project permitting for stormwater treatment. Commissioner Miron seconded the motion, and it was approved.

GENERAL ADMINISTRATION

County Administrator Kevin Corbid presented a resolution to accept the 2025 2nd quarter donations in the amount of \$2,883.61.

Commissioner Karwoski moved to adopt **Resolution No. 2025-073** as follows:

2025 SECOND QUARTER DONATIONS, GIFTS, AND BEQUESTS

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 of Commissioners is authorized to approve donations, gifts, and bequests on a quarterly basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$2,883.61 for the second quarter of 2025.

Commissioner Cox seconded the motion, and it was adopted with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, 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 Miron moved to adjourn. Commissioner Bigham seconded the motion, and it was adopted.

The County Board meeting adjourned at 10:34 a.m.

BOARD WORKSHOPS WITH ADMINISTRATION

The board met in workshop session for a progress update on the 2024-2029 Countywide Strategic Plan. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, residents, and county staff.

The board met in workshop session to discuss Unauthorized Occupancy Response findings and recommendations. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH PUBLIC WORKS

The board met in workshop session for an update and next steps on the Highway 61 Visioning Study. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH PUBLIC HEALTH AND ENVIRONMENT

The board met in workshop session to review and discuss findings from the Community Health Assessment process. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. 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