



BOARD AGENDA
August 12, 2025 - 9:00 AM

Board of Commissioners

Fran Miron, District 1
Chair, Stan Karwoski, District 2
Bethany Cox, District 3
Karla Bigham, District 4
Michelle Clasen, District 5

All listed times are approximate. Board Workshops will start immediately following the conclusion of the Board meeting.

1. 8:45 **Personnel Committee**
2. 9:00 **Roll Call**
Pledge of Allegiance
3. 9:00 **Comments from the Public**

Visitors may share their comments or concerns on any issue that is a responsibility or function of Washington County Government, whether or not the issue is listed on this agenda. Persons who wish to address the Board must fill out a comment card before the meeting begins and give it to the County Board Clerk or the County Administrator. The County Board Chair will ask you to come to the podium, state your name and city of residence, and present your comments. Your comments must be addressed exclusively to the Board Chair and the full Board of Commissioners. Comments addressed to individual Board members will not be allowed. You are encouraged to limit your presentation to no more than five minutes. The Board Chair reserves the right to limit an individual's presentation if it exceeds the allowable time limit, becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Washington County's responsibilities.

4. 9:10 **Approval of the Agenda**
5. 9:10 **Consent Calendar - Roll Call Vote**

Consent Calendar items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

- A. Appoint Commissioners Clasen and Karwoski to the canvass board for the special primary election for State Senate District 47 and appoint Commissioners Bigham and Clasen to the county canvass board for the special election for State Senate District 47.
- B. Adopt a resolution to appoint James "Jim" Schottmuller, City of Forest Lake, to a term beginning September 24, 2025, and expiring September 23, 2028, as Manager on the Comfort Lake Forest Lake Watershed District.
- C. Approve revisions to Administration Policy #6008, Meal, Mileage, and Other Authorized Expense Reimbursement for County Commissioners.
- D. Approval of Cooperation Agreement No. 17609 between Washington County Community Services and the Washington County Sheriff's Office to provide Fraud Prevention Initiative services for a period beginning on the date of final signature, through June 30, 2027.
- E. Adopt a resolution to accept a grant agreement with the Minnesota Housing Finance Agency in the amount of \$814,000 to provide Family Homeless Prevention and Assistance Program (FHPAP) services for the period of October 1, 2025, through September 30, 2027.
- F. Approve revisions to Administration Policy #1024 Guidelines Governing Public Purpose Policy Expenditures.
- G. Approve revisions to Human Resources Policy #5030 Telework.



Consent Calendar continued

- H. Approve revisions to Human Resources Policy #5033 Non-DOT Drug and Alcohol Testing Policy.
- I. Approve revisions to Human Resources Policy #5035 DOT Drug and Alcohol Testing Policy.
- J. Approve revisions to Human Resources Policy #5017 Equal Employment Opportunity Policy.
- K. Approve a Statement of Agreement for the Executive Assistant to the County Sheriff and to authorize the Director of Human Resources to sign the agreement on behalf of the County.
- L. Approval of a 1.0 FTE Service Representative in the Property Records and Taxpayer Services Department.
- M. Approval to extend an Inventory Specialist Special Project position in the Public Works Department.
- N. Approve Joint Powers Agreement No. 17615 between the State of Minnesota, acting through its Commissioner of Corrections, and the County of Washington, acting through the Sheriff's Office, to provide meals, lodging, and supervision for State Incarcerated Persons (SIP).

6. 9:10 **Accounting and Finance** - A) Cat Piepho, Director
B) Melanie Greufe, Internal Auditor

- A. Presentation of 2024 Annual Financial Audit Results.
- B. Presentation of the 2024 Audit Advisory Committee Report.

7. 9:30 **Public Health and Environment** - Lia Burg, Senior Community Health Specialist

- A. Adopt a resolution recognizing August 2025, as Minnesota Breastfeeding Month.

8. 9:45 **Public Works** - Michael Kline, Engineer I

- A. Approve three items for the Square Lake Park Improvement Project:
 - 1. Approve Budget Amendment to decrease \$124,600 in TAA III from RB-2204 and increase \$124,600 in TAA III to PARK-6006.
 - 2. Approve Contract No. 17574 in the amount of \$1,064,028.17 with Winberg Companies, LLC.
 - 3. Approve Amendment No. 1 to Contract No. 16699 with HR Green in the amount of \$79,214.



9. 10:00 **General Administration** - Kevin Corbid, County Administrator

10. 10:30 **Commissioner Reports - Comments - Questions**

This period of time shall be used by the Commissioners to report to the full Board on committee activities, make comments on matters of interest and information, or raise questions to the staff. This action is not intended to result in substantive board action during this time. Any action necessary because of discussion will be scheduled for a future board meeting.

11. 10:45 **Board Correspondence**

12. 10:45 **Adjourn**

13. 10:50 **2026 Recommended Budget Workshops**

10:50 A. Review the recommended 2026 budget for the Community Corrections Department.

14. 11:20-11:35 **Break**

15. 11:35 **2026 Recommended Budget Workshops continued**

11:35 A. Review the recommended 2026 budget for the Community Services Department.

12:35 B. Review the recommended 2026 budgets for the Department of Public Health & Environment and University of Minnesota Extension.