

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
AUGUST 26, 2025**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 10:30 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 August 26, 2025. Commissioner Cox seconded the motion, and it was adopted 5-0.

CONSENT CALENDAR

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

1. Approval of the August 5, 2025, and August 12, 2025, County Board meeting minutes.
2. Approval of **Resolution No. 2025-081** as follows:

VICTIM WITNESS GRANT FY2025

BE IT RESOLVED, that Washington County is authorized to enter a Grant Agreement with the Office of Justice Programs in the Minnesota Department of Public Safety, for ongoing services to victims of crime in the amount of \$140,000.00 to be distributed in FY 2026.

BE IT FURTHER RESOLVED, that the Washington County Attorney, Kevin Magnuson, is hereby authorized to execute such agreement and any amendments thereto, as are necessary to implement this agreement on behalf of the Washington County Attorney's Office.

3. Approval of **Resolution No. 2025-082** as follows:

**GRANT AGREEMENT WITH THE MINNESOTA DEPARTMENT
OF PUBLIC SAFETY**

BE IT RESOLVED, that the Washington County Attorney's Office is authorized to enter a grant agreement with the Minnesota Department of Public Safety, for a .5 FTE Auto Theft Prosecutor and related training expenses in the amount of \$138,956 to be distributed equally between FY 2026 and FY 2027.

BE IT FURTHER RESOLVED, that the Washington County Attorney, Kevin Magnuson, is hereby authorized to execute such agreement and any amendments thereto, as are necessary to implement this agreement on behalf of the Washington County Attorney's Office.

4. Approval to apply for Women's Economic Security Act (WESA) funding from the Minnesota Department of Employment and Economic Development in the amount of \$250,000 for a term of approximately October 2025, through June 30, 2027.
5. Approve grant agreement with the Washington Conservation District to restore 19 acres of prairie at Pine Point Regional Park.
6. Approval of **Resolution No. 2025-083** as follows:

**RESOLUTION APPROVING THE CANCELLATION OF THE
PARKS MAINTENANCE AND STS STORAGE FACILITY IN
LAKE ELMO PARK RESERVE AND AUTHORIZING THE
TRANSFER OF REMAINING PROJECT FUNDS TO THE
GENERAL FUND**

WHEREAS, the Parks Maintenance and STS Storage Facility in Lake Elmo Park Reserve (PARK-3009) was approved in the 2023-2027 Capital Improvement Plan, funded with \$5,000,000 planned use of fund balance and \$250,000 transmission line tax revenues; and

WHEREAS, due to evolving project requirements, reduced fund balance availability, fiscal constraints, uncertainties in state and federal funding, and a strategic decision to pre-fund the library project bonds to expedite its timeline, it is prudent to withdraw funding and discontinue PARK-3009 at this time; and

WHEREAS, this project may be reconsidered for future implementation based on need and available resources; and

WHEREAS, any unspent funds previously allocated to this project may be redirected to the County's General Fund to support other priorities.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby approve the cancellation of PARK-3009 and authorizes the transfer of up to \$5,000,000 to the County's General Fund.

7. Approval of **Resolution No. 2025-084** as follows:

**RESOLUTION TO ACQUIRE RIGHT-OF-WAY FOR
COUNTY ROAD (CR) 74 (65TH STREET)
IN THE CITY OF NEWPORT, MINNESOTA**

BE IT RESOLVED, that Washington County will proceed to improve County Road (CR) 74 (65th Street) between County State Aid Highway (CSAH) 38 and Geneva Avenue in the City of Newport by improving the drainage, assisting the Watershed District in stabilizing the ravine along the road and constructing a trail within the right-of-way corridor. This portion of said county road is located within Section 01, Township 27 North, Range 22 West; Washington County, Minnesota.

BE IT FURTHER RESOLVED, that the officers of said County, including the County Engineer, the County Administrator and the County Attorney, shall proceed and are hereby authorized to proceed to acquire, by negotiations and purchase and if necessary, the exercise of eminent domain, right-of-way to establish said highway plus sight corners, permanent slope, drainage and utility easements, and temporary construction easements. Such officers are specifically authorized to take such action and execute any and all instruments and plats, if any be necessary, to acquire said right-of-way and associated easements.

8. Approve State of Minnesota Commerce Department Grant Agreement SPB24-049 for Solar on the Emergency Housing Services Building.
9. Approve budget amendment to increase the project budget for the Emergency Housing Services Building to reflect the state solar grant and federal tax increment financing.
10. Approve Lease No. 12625 with the State of Minnesota, acting for the benefit of the Department of Employment and Economic Development (DEED) for space at the Central Service and License Center.

11. Approve budget amendment reflecting an increase to the Building Services operating budget for the extended DEED lease agreement.
12. Approval of **Resolution No. 2025-085** as follows:

**ACCEPTANCE OF DONATION FROM POLLINATOR
FRIENDLY ALLIANCE OF BEAVER COEXISTENCE DEVICES
AND THEIR PLACEMENT AT COTTAGE GROVE RAVINE
REGIONAL PARK**

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, Minn. Stat. 375.26 authorizes the county board to accept gifts, donations and bequests on behalf of the county; and

WHEREAS, pursuant to Minn. Stat. 398.31 - 398.35, the Washington County Board of Commissioners has established numerous parks throughout Washington County that it operates and maintains, including the Cottage Grove Ravine Regional Park; and

WHEREAS, Pollinator Friendly Alliance wishes to install and donate a Beaver Coexistence Device to be placed near the outlet of Ravine Lake within Cottage Grove Ravine Regional Park, and which once placed will be owned and maintained by Washington County; and

WHEREAS, the installation cost and value of the Beaver Coexistence Device is valued at \$4,954.13.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept the donation of Pollinator Friendly Alliance to install and provide a Beaver Coexistence Device at Cottage Grove Ravine Regional Park; and

BE IT FURTHER RESOLVED, that Washington County agrees to allow Pollinator Friendly Alliance and its contractor access to Cottage Grove Ravine Regional Park for the purpose of installing the device. Once installed, the device will become the property of Washington County; and

BE IT FURTHER RESOLVED, that Washington County agrees to maintain the device in a cost-effective manner that protects biodiversity, park infrastructure and nearby neighbors' properties.

13. Approve Memorandum of Understanding (MOU) between Pollinator Friendly Alliance and Washington County for the beaver coexistence device at Cottage Grove Ravine Regional Park.
14. Approve Amendment No. 1 to License to Use Real Property Agreement No. 17204 with Pollinator Friendly Alliance to allow for the installation of the beaver coexistence device.
15. Approval of an application for renewal of an On-Sale and Sunday Liquor License for Cenco Farms Inc., Afton Apple Orchard in Denmark Township, 14421 S. 90th Street, Hastings, MN.

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

PUBLIC WORKS

Contract for the Public Works South Shop Project

Senior Building Services Project Manager Dan Lawrence presented a contract for architectural design and engineering services for the Public Works South Shop Project, which is identified as #BSD-MSS-2001 in the Capital Improvement Plan. This project is in the City of Woodbury, south of the intersection of Cottage Grove Drive and Bailey Road (CSAH 18).

Mr. Lawrence reported that 13 proposals were submitted for this project. The scope of this project includes architectural design and engineering services, and RSP Architects is recommended for the contract award. This contract will be funded by County Transportation Sales Tax revenue.

Commissioner Bigham moved to approve Contract No. 17628 in the amount of \$1,838,755.00 with RSP Architects for architectural design and engineering services for the Public Works South Shop Project. Commissioner Miron seconded the motion, and it was adopted 5-0.

Change Order for the St. Croix Bluffs Hilltop Improvement Project

Construction Engineer Allan Brandt presented a change order for the St. Croix Bluffs Hilltop Improvement Project, which is identified as #PARK-8013 in the Capital Improvement Plan. Mr. Brandt reported that the project was separated into four components, which include the purchase of new playground equipment, installation of new playground equipment, site work bid package, and building bid package.

Mr. Brandt reported that the building bid package consisted of constructing a new restroom facility and making improvements to the existing park shelter. The building contract was awarded in December 2024, to Parkos Construction. Construction began in April 2025, and was completed in June 2025. During construction, there were eight change orders necessary to complete the work.

Mr. Brandt reported that Change Orders 1-7 were approved administratively in accordance with County Policy. Change Order No. 8 is for additional work to the shelter roof due to water damage. The work essentially shortened the length of the roof, as the damage was constrained to the drip edge. The work resulted in considerable cost savings in lieu of full roof replacement, while extending the service life of the existing roof. Funding is from Metropolitan Council Grants.

Commissioner Bigham moved to approve Change Order No. 8 for Contract No. 17115 with Parkos Construction in the amount of \$19,171.80 for the St. Croix Bluffs Hilltop Improvement Project. Commissioner Cox seconded the motion, and it was adopted 5-0.

SHERIFF'S OFFICE

Resolution for National Preparedness Month

Emergency Services Manager Doug Berglund presented a resolution proclaiming the month of September 2025, as National Preparedness Month in Washington County.

Commissioner Miron moved to adopt **Resolution No. 2025-086** as follows:

NATIONAL PREPAREDNESS MONTH SEPTEMBER 2025

WHEREAS, the Federal Emergency Management Agency (FEMA) has declared September as National Preparedness Month; and

WHEREAS, National Preparedness Month creates an important opportunity for every resident of Washington County to prepare their homes, businesses, and communities for any type of emergency; and

WHEREAS, investing in the disaster preparedness for ourselves, our families, businesses, and communities can help save lives and reduce economic devastation in our communities; and

WHEREAS, FEMA's Ready Campaign and other federal, state, local, private, and volunteer agencies are working to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen of Washington County and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, by participating in National Preparedness Month in September 2025, Washington County has the opportunity to join and support our state and nation in strengthening community and regional resiliency; and

WHEREAS, all citizens of Washington County are encouraged to participate in preparedness activities and visit the websites of the Ready campaign at www.ready.gov and the Sheriff's Office social media pages, which includes information aligned with preparedness principles.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners hereby proclaims September 2025, as National Preparedness Month and encourages all citizens and businesses to develop their own emergency preparedness plan, build a preparedness kit, check their insurance coverage, and work together toward creating a resilient community.

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

GENERAL ADMINISTRATION

County Administrator Kevin Corbid reported that the commissioners have been provided with a letter from the Washington County Historical Society requesting county support in their 2026 budget. This item will be discussed at a workshop on September 9, 2025, which will be to review the county's proposed 2026 budget. The County Board will set the preliminary levy on September 23, 2025.

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

Board correspondence was received and placed on file.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Clasen moved to adjourn. Commissioner Cox seconded the motion, and it was adopted 5-0.

The County Board meeting adjourned at 12:06 p.m.

BUDGET WORKSHOP WITH ATTORNEY'S OFFICE

The board met in workshop session to review the proposed 2026 budget for the Attorney's Office. Present for the workshops were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, residents, and county staff.

BUDGET WORKSHOP WITH SHERIFF'S OFFICE

The board met in workshop session to review the proposed 2026 budget for the Sheriff's Office. Present for the workshops were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, residents, and county staff.

Attest:

A handwritten signature in cursive script that reads "Kevin Corbid".

Kevin Corbid
County Administrator

A handwritten signature in cursive script that reads "Stan Karwoski".

Stan Karwoski
County Board Chair