

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
OCTOBER 7, 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 Cox moved to approve the County Board meeting agenda for October 7, 2025. Commissioner Miron seconded the motion, and it was adopted 5-0.

CONSENT CALENDAR

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

1. Approval of **Resolution No. 2025-106** as follows:

**RESOLUTION REAPPOINTING JOHN BRACH TO THE
VALLEY BRANCH WATERSHED DISTRICT**

WHEREAS, Minnesota Statutes 103D.311 requires the county board to appoint a member to fill a vacancy in the office of watershed district manager; and

WHEREAS, a person appointed a watershed district manager must be a voting resident of the watershed district who is not a public officer of the county, state or federal government, expect that a soil and water



conservation supervisor may be appointed a watershed district manager; and

WHEREAS, Minnesota Statutes 103D.311 also provides the process that must be followed in making appointments of watershed district managers, including the requirement to ensure the appointees to the watershed district are able to fairly represent the various hydrological areas within the watershed district; and

WHEREAS, a term is expiring for the position of watershed district manager and the county has undertaken all the necessary steps to make an appointment; and

WHEREAS, the county has provided the notice required to the townships and municipalities that are within the watershed; and

WHEREAS, the county has provided the required published notice; and

WHEREAS, the county has reviewed the applications submitted for the manager position; and

WHEREAS, the county has reviewed residency of the manager being reappointed as well as the residency of the current managers, considered the experience of the individual being reappointed to determine if he is able to represent the concerns of the entire watershed district, and reviewed any other material available to determine the ability of the managers to fairly represent all hydrological areas of the watershed district; and

WHEREAS, the county has determined that by making the following reappointment it finds that the managers of the watershed district, including the reappointed member, fairly represent the various hydrologic areas within the watershed district to the greatest extent possible.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners hereby reappoints John Brach to a second term on the Valley Branch Watershed District, to begin on November 14, 2025, and end on November 13, 2028.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Washington County Board of Commissioners directs that a record of all appointments made be filed with the county auditor of each county affected by the watershed district, the secretary of the board of managers, and the Board of Water and Soil Resources.

2. Approve Contract No. 17736 with Solid Ground in the amount of \$216,000 for a period starting on the date of final signature through September 30, 2027, for Family Homeless Prevention Assistance Program (FHPAP) funds.
3. Approve Contract No. 17737 with Valley Outreach in the amount of \$216,000 for the period starting on the date of final signature through September 30, 2027, for Family Homeless Prevention Assistance Program (FHPAP) funds.
4. Approve Contract No. 17738 with Community Action Partnership of Ramsey and Washington Counties in the amount of \$252,000 for a period starting on the date of final signature through September 30, 2027, for Family Homeless Prevention Assistance Program (FHPAP) funds.
5. Approve Amendment No. 6 for Contract No. 14379 to extend the current NEOGOV contract for HRIS/Payroll for one additional year.
6. Approval of **Resolution No. 2025-107** as follows:

CERTIFICATION OF PROPERTY ASSESSED CLEAN ENERGY (PACE) CHARGES FOR ENERGY IMPROVEMENTS

WHEREAS, the Washington County Board of Commissioners approved the Joint Powers Agreement (JPA) with the Saint Paul Port Authority (the “Port Authority”) on August 11, 2015 designating the Port Authority to implement and administer the Property Assessed Clean Energy (“PACE of MN”) improvement financing on behalf of the County, and providing for the imposition of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 (the “Act”); and as needed in connection with that program; and

WHEREAS, the County understands that the Port Authority will issue its PACE OF MN special assessment revenue bond to finance the Improvements, and that the sole security for that bond will be special assessments imposed by the other cities and/or counties participating in PACE OF MN; and

WHEREAS, to facilitate and encourage the financing of improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority; and

WHEREAS, after imposition of the special assessments, the County shall collect such assessments twice a year and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without

limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.

WHEREAS, the special assessment shall be certified to the County Auditor and entered onto the tax lists for the year. The annual installment and interest shall be collected at the same time and in the same manner as real property taxes. For disbursements made by November 15th, the first annual installment is due with property taxes payable in the next tax year. For disbursements made from November 16th - December 31st, the first annual installment is due with property taxes in the year after next. The special assessment, with accruing interest, is a lien upon the benefited property until paid.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners authorizes the County Auditor and the Department of Property Records & Taxpayer Services to extend the proposed special assessment plus interest on the properties set forth and listed below in this resolution.

Company Name:	Eastridge Industrial LLC (MSP/Tamarack II LLC)
Parcel and Location:	01.028.21.32.0008 - 587 Settlers Ridge Pkwy Woodbury, MN 55129
Pending Assessment:	Assessment & loan will only be complete pending sale from MSP/Tamarack II LLC to Eastridge Industrial LLC
Project Type:	Energy improvements include energy efficient walls, windows, lighting and controls.
Amount:	\$1,175,000.00
Term and Rate:	28 years – Up to 9.63% Interest Rate
Interest Accrual Date:	1/1/2027
Estimated Annual Energy Savings:	Annually 244,171 kWh = \$173,649 saved. This is in the 03- settlers ridge energy audit.

7. Approve Amendment No. 1 to the Cannabis and Substance Use Prevention Grant Agreement No. 17075 with the Minnesota Department of Health.
8. Approval to add 1.0 FTE (full-time equivalent) Engineering Technician II position in the Public Works Transportation Division.
9. Approve Purchase Order No. 28251 to Cintas Corporation in a not-to-exceed amount of \$500,000 for uniform and mat rental services for the Public Works Department for a five-year term.

10. Approval of **Resolution No. 2025-108** as follows:

**MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM
STAR TRAIL ASSOCIATION**

WHEREAS, Washington County entered into a county/club agreement with the Star Trail Association on July 31, 1991, whereby the county agreed to sponsor the snowmobile club by acting as a pass-through agency for any grant-in-aid funding received from the State on behalf of the Star Trail Association's trails; and

WHEREAS, the Star Trail Association has developed a snowmobile trail system in Washington County and provides for the maintenance and grooming of those trails; and

WHEREAS, the Minnesota Snowmobile Trails Assistance Program provides funding for maintenance and grooming through capital improvement grants for snowmobile trails; and

WHEREAS, the Minnesota Department of Natural Resources requires a board resolution to be passed each year in order to participate in the program; and

WHEREAS, Washington County staff assistance is needed to help administer the grant, working between the Minnesota Department of Natural Resources and the Star Trail Associations.

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Snowmobile Trails Assistance Program application and the grant agreement be executed through the signatures of the County Board Chair and the County Administrator without further action of the County Board, conditioned upon the compliance with all specified requirements and approval as to form by the Washington County Attorney's office.

BE IT FURTHER RESOLVED that any grant-in-aid funding for the described trails be directed to Washington County for disbursement to the Star Trail Association.

11. Approval of **Resolution No. 2025-109** as follows:

**RESOLUTION TO APPOINT DEPUTY DIRECTORS OF
EMERGENCY MANAGEMENT**

WHEREAS, Minnesota Statute 12.25 Subd. 2 requires that each county emergency management organization have a director and one or more deputy directors. They must be appointed by the county board; and

WHEREAS, Lee Dhein and Allison Strohl are Senior Planners in the Sheriff's Office Emergency Management Division with many years of experience in emergency management; and

WHEREAS, the Sheriff's Office recommends the appointment of Lee Dhein and Allison Strohl, each as Deputy Director of Emergency Management for Washington County.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners hereby appoints Lee Dhein and Allison Strohl each as Deputy Director of Emergency Management for Washington County.

12. Approve Grant Agreement No. 17718 with the Minnesota Department of Public Safety, Office of Traffic Safety, for the 2026 Enforcement Grant Program in the amount of \$229,750, for the period of October 1, 2025, through September 30, 2026.
13. Approve Purchase Order No. 28297 with Axon Enterprise Inc. for the Taser 10 Certification Bundle in the amount of \$883,462.29 over a five-year term.

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

INFORMATION TECHNOLOGY

Resolution for Cybersecurity Awareness Month

Information Technology Director Adam Larson presented a resolution recognizing October 2025 as Cybersecurity Awareness Month.

Commissioner Cox moved to adopt **Resolution No. 2025-110** as follows:

RECOGNIZING OCTOBER 2025 AS CYBERSECURITY AWARENESS MONTH IN WASHINGTON COUNTY

WHEREAS, Washington County, recognizes the vital role that technology plays in the daily lives of our residents, businesses, and institutions; and

WHEREAS, the increasing reliance on technology and the internet, especially during these times of rapid digital transformation, brings about new challenges and threats to our digital infrastructure and personal information; and

WHEREAS, cybersecurity threats can have significant implications for our individual and collective privacy, financial health, and community well-being; and

WHEREAS, Cybersecurity Awareness Month, observed every October, is a collaborative effort between government and industry to raise awareness about the importance of cybersecurity and to ensure that everyone has the resources they need to be safer and more secure online; and

WHEREAS, Washington County is committed to educating our community about the importance of cybersecurity and promoting safe online practices to protect our county's infrastructure, businesses, and residents from cyber threats; and

WHEREAS, it is essential for individuals, businesses, and institutions in Washington County to be proactive in understanding the importance of cybersecurity, to recognize potential threats, and to take appropriate steps to ensure their digital safety; and

WHEREAS, Washington County encourages all residents, businesses, and institutions to observe Cybersecurity Awareness Month by becoming aware of their digital footprint, by implementing stronger security practices, and by actively ensuring their digital devices are protected from threats.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby proclaim the month of October 2025 as Cybersecurity Awareness Month, recognizing that maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role.

Commissioner Bigham 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.

PUBLIC HEALTH AND ENVIRONMENT

Resolution for Statewide Health Improvement Partnership Funding

Public Health Program Supervisor Rebecca Leighton presented a resolution to enter into an agreement with the Minnesota Department of Health to accept Statewide Health Improvement Partnership (SHIP) funding, which creates opportunities in the community leading to equitable, healthy, and positive conditions that promote the health and mental wellbeing of all Minnesotans.

Commissioner Miron moved to adopt **Resolution No. 2025-111** as follows:

STATEWIDE HEALTH IMPROVEMENT PARTNERSHIP 6

WHEREAS, the Minnesota Legislature established the Statewide Health Improvement Partnership (SHIP) under Minnesota Statute 145.986, to address leading preventable causes of illness by promoting evidence-based and community level strategies; and

WHEREAS, under Minnesota Statute 145.986, the Minnesota Department of Health, acting through its commissioner, shall award competitive grants to community health boards and tribal governments to implement strategies related to SHIP; and

WHEREAS, grantee activities shall be based on scientific evidence and on community input; address behavior change at the individual, community, and systems levels; occur in community, school, work site, and health care settings; be focused on policy, systems, and environmental changes that support healthy behaviors; and address the health disparities and inequities that exist in the grantee's community; and

WHEREAS, the Minnesota Department of Health has instructed community health boards to complete the application and funding process for the sixth cycle of SHIP funding; and

WHEREAS, the Washington County Board of Commissioners is recognized as the community health board for the jurisdiction of Washington County; and

WHEREAS, Washington County, acting through the Department of Public Health Environment, has applied for and received SHIP funding since 2009; and

WHEREAS, Washington County has a vested interest in supporting the health and wellbeing of communities and residents; and

WHEREAS, the Washington County Board authorized the Department of Public Health and Environment to submit a SHIP 6 grant application on August 15, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that Washington County Board of Commissioners authorizes the County to enter into Agreement 17714 with the Minnesota Department of Health to accept SHIP 6 funding for the time period of November 1, 2025 through October 31, 2030; and

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners authorizes amendments for subsequent funding years under the grant period to be reviewed and approved by the Washington County Department of Public Health and Environment Director.

Commissioner Clasen 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.

PUBLIC WORKS

Change Orders for the Central Service and License Center

Senior Project Manager Mandy Leonard presented five change orders for the Central Service and License Center. Ms. Leonard reported that the new Central Service and License Center opened to the public on August 25, 2025. The project remains on budget.

Ms. Leonard reported that the five change orders being brought to the board today represent final project work scopes. These change orders are part of the close-out documentation for the project with no further change orders to be issued. Although the cumulative total of these change orders exceeds 7% contingency, the remaining project budget is available to cover the amount.

Commissioner Clasen moved to approve Change Order No. 2 to Contract No. 16172 with Twin Cities Acoustics, Inc. in the amount of \$26,340.00 for additional ceiling planks on the Central Service and License Center. Commissioner Cox seconded the motion, and it was adopted 5-0.

Commissioner Miron moved to approve Change Order No. 2 to Contract No. 16175 with Miller Excavating, Inc. in the amount of \$450,169.59 for site work services on the Central Service and License Center. Commissioner Bigham seconded the motion, and it was adopted 5-0.

Commissioner Bigham moved to approve Change Order No. 3 to Contract No. 16177 with Swanson & Youngdale, Inc. in the amount of \$7,250.00 for painting services on the Central Service and License Center. Commissioner Karwoski seconded the motion, and it was adopted 5-0.

Commissioner Clasen moved to approve Change Order No. 5 to Contract No. 16187 with MT Contracting, Inc. in the amount of \$120,957.07 for glass modifications on the Central Service and License Center. Commissioner Cox seconded the motion, and it was adopted 5-0.

Commissioner Cox moved to approve Change Order No. 7 to Contract No. 16179 with Laketown Electric Corporation in the amount of \$146,521.19 for electrical modifications on the Central Service and License Center. Commissioner Bigham seconded the motion, and it was adopted 5-0.

Developer's Agreement for the Park Grove Library Project

Ms. Leonard presented a developer's agreement for the Park Grove Library Project. The Park Grove Library is in the City of Cottage Grove, off 80th Street and Hemingway Avenue. Ms. Leonard summarized the site plan and renderings of the exterior and interior. The developer's agreement outlines the financial and procedural requirements pertaining to the redesign project. It establishes roles and responsibilities for the city and the developer (Washington County). Escrow costs are paid to the city to ensure the project is properly completed, and unused escrow costs will be reimbursed to the county upon satisfactory completion. Escrow payments to the city include sanitary sewer and water main, city engineering, grading and landscaping, and Hemingway Avenue improvements.

Commissioner Bigham moved to approve Contract No. 17723 in the amount of \$1,057,590.50 with City of Cottage Grove for Developer's Agreement on the Park Grove Library Project. Commissioner Miron seconded the motion, and it was adopted 4-1: Ayes, Commissioners Miron, Cox, Bigham, and Karwoski; Nay, Commissioner Clasen.

GENERAL ADMINISTRATION

Summary of the County Administrator's Performance Review

Board Chair Karwoski summarized the performance review for County Administrator Kevin Corbid, which was conducted during an Executive (closed) session on September 23, 2025. Chair Karwoski stated that while the content and discussion of performance evaluations are private data on the employee involved, Mr. Corbid gave his authorization to share a summary.

Chair Karwoski reported that the County Board continues to be pleased with Mr. Corbid's performance, providing solid and steady leadership to the organization. The board reviewed the 2024 workplan and discussed the accomplishments and successes of the organization, and the items that are in progress. The board is also pleased with the financial and budget management of the organization and is happy with the position the county is in, with facing some potentially tough upcoming years with state and federal cost shifts to counties. The implementation of the strategic plan objectives and action items will be the basis of goals for the following year.

Federal Government Shutdown Update

Deputy County Administrator Jan Lucke reported that staff has been in close communication with the Downs Government Affairs team on impacts of the federal government shutdown. Ms. Lucke reported that there have been minimal impacts to the county so far. In the past, federal funding that was withheld during a shutdown was reinstated when the federal government reopened.

Ms. Lucke reported that the Minnesota Department of Human Services and the Minnesota Department of Children, Youth, and Families will not be immediately impacted within their programs. However, these agencies are seeking guidance from their federal partners and evaluating available funding to prepare for the possibility of a longer term shutdown. The Minnesota Department of Public Health stated that Women, Infants & Children (WIC) remains open for business during the government shutdown, and the WIC program has funding that can cover costs for a matter for weeks. The U.S. Department of Justice grant activity and projects that are already funded under existing grants will generally be able to continue. The U.S. Department of the Treasury's automated system for payments will remain in service to accept grant drawdown requests.

County Board Operating Procedures and Guidelines

County Administrator Kevin Corbid provided the commissioners with recommended revisions to the County Board's Operating Procedures and Guidelines. Mr. Corbid reported that the suggested changes will be brought to the board for approval at the next County Board meeting.

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.

EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS

Commissioner Cox moved to move into Executive (closed) session. Commissioner Miron seconded the motion, and it was adopted 5-0.

The Board met in Executive (closed) session, the time being 10:33 a.m., pursuant to Minn. Stat. §13D.05 subd. 3(c) to review options for the purchase of property located at 5900 Lake Elmo Avenue in the City of Lake Elmo. Present for the Executive session were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen, Kevin Corbid, Jennifer Wagenius, Jan Lucke, Kevin Magnuson, Andrew Jackola, Wayne Sandberg, Frank Ticknor, Sharon Price, Aaron Zellmer, Andrew Giesen, Kevin Peterson, and Stephanie Kammerud.

The Executive (closed) session closed at 11:25 a.m.

ADJOURNMENT

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

The County Board meeting adjourned at 11:27 a.m.

BOARD WORKSHOP WITH PUBLIC WORKS

The board met in workshop session to review the draft 2026-2030 Capital Improvement Plan. Present for the workshop were Commissioners Miron, Cox, Karwoski, 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