



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 18, 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

Absent: Commissioner Michelle Clasen, District 5

Also Present: Kevin Corbid, County Administrator
Brent Wartner, First Attorney
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 November 18, 2025. Commissioner Cox seconded the motion, and it was adopted 4-0.

CONSENT CALENDAR

Commissioner Miron moved, seconded by Commissioner Bigham, to adopt the Consent Calendar, with the removal of the first item, approval of the October 30, 2025, and November 4, 2025, County Board meeting minutes, as follows:

1. Approve public disclosure to develop a research tool to support the Community Services Department.
2. Approve Amendment No. 1 to Contract No. 16110 with RADIAS Health to extend the term to December 31, 2028.
3. Approve comment letter regarding Comfort Lake Forest Lake Watershed District rule revision.

4. Approval of **Resolution No. 2025-124** as follows:

FY 2025 PORT SECURITY GRANT

WHEREAS, the Washington County Sheriff's Office has been awarded a grant through the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA), for the Fiscal Year 2025 Port Security Grant Program in the amount of \$187,500 for the period of September 1, 2025 through August 31, 2028; and

WHEREAS, the Washington County Board of Commissioners is authorized to accept the grant award; and

WHEREAS, the Washington County Board of Commissioners is authorized to delegate signing authority to the Washington County Sheriff.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept the grant award and authorizes Washington County Sheriff Dan Starry to electronically sign the grant award in the FEMA Grants Outcomes (FEMA GO) grants management system, as it is necessary to implement this grant on behalf of Washington County.

5. Approval of **Resolution No. 2025-125** as follows:

DONATION FROM CREATIVE HOMES

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 a donation of \$4,000.00 from Creative Homes for the Holiday Shop with a Cop community engagement event.

The motion was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, Bigham, and Karwoski. Nays, none.

Commissioner Miron requested revisions to the minutes from the special meeting held on October 30, 2025, to include the language from the draft resolution, which was presented prior to the updated and approved resolution, regarding county assistance to local food shelves.

Commissioner Miron moved to approve the October 30, 2025, and November 4, 2025, County Board meeting minutes, seconded by Commissioner Bigham. The motion was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, Bigham, and Karwoski. Nays, none.

PUBLIC HEARING – ADMINISTRATION

Proposed Revisions of Washington County's 2026 Fee Schedule, Policy 1032

The public hearing opened at 9:07 a.m.

Board Chair Karwoski presented a brief overview of today's public hearing to consider revisions to the Washington County Fee Schedule, contained in Policy No. 1032. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.41. On October 21, 2025, the County Board issued its order setting this public hearing for today. Board Clerk Stephanie Kammerud indicated that proper notices were published and made part of the record.

Deputy County Administrator Jan Lucke presented the recommended revisions to Washington County's 2026 Fee Schedule.

Ms. Lucke reported there were seven departments that had no changes. The departments without changes were Accounting and Finance, Attorney's Office, Community Corrections, Human Resources, Library, Information Technology, and the Office of Administration.

Ms. Lucke reported there is one proposed countywide change, which is to add a 256 GB flash drive to the Electronic Media section. This was requested by the Attorney's Office, and pricing for the flash drive was provided by Information Technology, based on what the county pays for that size drive.

Ms. Lucke reported that the Community Services Department indicated a series of updates based on income eligibility, per guidance from the Minnesota Department of Human Services. These are important updates to incorporate state guidance and create consistency across county programs statewide.

Ms. Lucke reported that the Department of Property Records and Taxpayer Services categorized its fee changes by legislative updates, new fees, cost recovery changes, and clarity and consistency.

Ms. Lucke reported that legislative updates include Judicial Security in Real Property Records. As part of the 2025 Judiciary and Public Safety Bill, this new statute allows judicial officials to make real property records private. There is a cost to the county associated with privatizing these records, and per statute, the county recorder can charge up to \$75 per request or notice. The \$75 fee has been added to the 2026 fee schedule. Legislation increased the fee for Well Certificates, which is a document issued by the Minnesota Department of Health (MDH) that identifies the number and

status of wells on a property. Legislation increased the Marriage License Application fee by \$10, and the Reduced Fee Marriage License application increased by \$10 as well. To qualify for the Reduced Fee Marriage License, both parties had to have completed at least 12 hours of premarital education.

Ms. Lucke reported that new fees include Passport Photos. Currently, the county only offers printed photos for passports, which will remain at \$18. For 2026, the county will also begin offering digital photos for \$20, and digital and printed passport photos for \$25. A Taxing District fee of \$300 has been added for inclusion of a supplemental insert with the proposed tax notice.

Ms. Lucke reported that cost recovery changes include increases of Assessment Contract fees, and Municipality Annual Election Equipment Maintenance fees. Ms. Lucke reported that there were several clarity and consistency edits, including the section previously titled Municipal or School District Standalone Elections. This was corrected to Standalone Election – Special or Odd Numbered Year, to broaden these fees to special elections.

Ms. Lucke reported on the fee changes for the Department of Public Health and Environment (PHE). Within the Food, Pools and Lodging Program fees, PHE plans to shift Temporary Licenses to an automatic allowance for up to 10 days of operation. If a follow-up inspection is required, a separate follow-up inspection fee will be assessed to the license holder. Temporary food-beverage only will be removed, due to low use, and inspection time is not significantly different from a regular temporary food license. PHE proposes a 5% increase to all fees related to all regulatory programs to cover increases related to inspections, technology, and program expenses.

Ms. Lucke reported that for the Public Works Department, the Parks Division proposes minimal fee increases to camping and pavilion prices, special use permits, facility rental fees, and events and commercial use permits. The Building Services Division will add electric vehicle charging rates to cover electricity costs.

Ms. Lucke reported that the Sheriff's Office is proposing increases to the Gun Permit section. The fee for a new permit will increase from \$75 to \$100. The fee for a late renewal will increase from \$65 to \$90, if it is less than 30 days late. The fee for a late renewal will increase from \$65 to \$100, if it is more than 30 days late.

Board Chair Karwoski asked for comments from the public regarding the 2026 Fee Schedule. There were no comments from the public.

There being no further members of the public who wished to speak, Chair Karwoski asked for a motion to close the public hearing. Commissioner Miron moved to close the public hearing. Commissioner Cox seconded the motion, and it was adopted 4-0.

The public hearing closed at 9:25 a.m.

Board Chair Karwoski noted that the board will take action on the 2026 Washington County Fee Schedule at the November 25, 2025, County Board meeting.

COMMUNITY CORRECTIONS

Electronic Monitoring Services

Division Manager Matt Moore presented a request to enter into a purchase order under an existing contract executed with Dakota County for the provision of electronic monitoring services through Midwest Monitoring. Mr. Moore reported that under this agreement, Midwest Monitoring will supply staff, equipment, and administrative monitoring of electronic monitoring alerts. The purchase order will cover expenses related to GPS tracking and alcohol monitoring technologies.

Commissioner Cox moved to approve a purchase order with Midwest Monitoring in the amount of \$485,000 for the period of January 1, 2026, through December 31, 2026, with the option to renew. Commissioner Bigham seconded the motion, and it was adopted 4-0.

PUBLIC WORKS

South Shop Construction Management Agency Contract

Senior Project Manager Dan Lawrence presented a contract for Construction Management agent (CMA) services for the Public Works South Shop project in the City of Woodbury, identified in the Capital Improvement Plan as # BSD-MSS-2001.

Mr. Lawrence reported that three bids were received and Knutson Construction was selected as the CMA for the South Shop facility project. The CMA contract includes preconstruction and construction services, such as cost estimating, bidding, and permitting services. This contract is funded through Bonds and County Transportation Sales Tax.

Commissioner Bigham moved to approve Contract No. 17813 in the amount of \$987,935 with Knutson Construction for Construction Management Agent (CMA) Services for the Public Works South Shop project. Commissioner Karwoski seconded the motion, and it was adopted 4-0.

INFORMATION TECHNOLOGY

Resolution for Geographic Information Systems Day

Jan Lucke, Deputy County Administrator, on behalf of the Information Technology Department, presented a resolution honoring Geographic Information Systems (GIS) staff throughout the county, and declaring November 19, 2025, as GIS Day in Washington County.

Commissioner Miron moved to adopt **Resolution No. 2025-126** as follows:

GEOGRAPHIC INFORMATION SYSTEMS DAY

WHEREAS, the week of November 17–21, 2025, is designated as Geography Awareness Week, providing a dedicated time for schools, educators, and organizations to focus on geography-related activities and initiatives; and

WHEREAS, the 26th Anniversary of National Geographic Information Systems (GIS) Day is November 19, 2025, and it is a day dedicated to showing, teaching, and inspiring others; and

WHEREAS, geography has played a defining role in the settlement, history, and cultural heritage of Washington County; and

WHEREAS, an understanding of geographic concepts is crucial to maintaining efficient use of resources within Washington County, continued economic prosperity, and the general health and well-being of its residents; and

WHEREAS, the management, use, and exchange of geographic information is essential for effective decision making by city, county, state, and federal government; and

WHEREAS, computerized GIS technologies provide more efficient means of managing geographic information, and enable governments to do more with limited resources; and

WHEREAS, Washington County is committed to expanding the use of GIS and related technologies to county departments to improve operations in order to better serve its residents and make useful geographic information open and easily available to the public.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby recognizes November 19, 2025, as GIS Day.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners acknowledges and celebrates the impactful work that all GIS professionals have accomplished in our communities.

Commissioner Cox seconded the motion, and it was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, Bigam, 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 County Board, Commissioner Cox moved to adjourn. Commissioner Bigham seconded the motion, and it was adopted 4-0.

The County Board meeting adjourned at 10:40 a.m.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session to review the 2026 proposed Washington County budget. Present for the workshop were Commissioners Miron, Cox, Karwoski, and Bigham. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH PROPERTY RECORDS AND TAXPAYER SERVICES

The board met in workshop session to review the proposed 2026 property taxes. Present for the workshop were Commissioners Miron, Cox, Karwoski, and Bigham. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

BOARD WORKSHOP WITH COMMUNITY SERVICES AND WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

The board met in workshop session for a discussion with the Washington County Chamber Coalition regarding Local Affordable Housing Aid (LAHA), Statewide Affordable Housing Aid, and Housing and Homelessness services. 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.

BOARD WORKSHOP WITH PUBLIC WORKS

The board met in workshop session for an overview and update of the county's Long Range Transportation Plan and solicit feedback on draft materials. 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