



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 25, 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.

Payton Crotty, who serves as a field representative from Congressman Pete Stauber's office, introduced himself to the board.

APPROVAL OF THE AGENDA

Commissioner Bigham moved to approve the County Board meeting agenda for November 25, 2025. Commissioner Cox seconded the motion, and it was adopted 5-0.

CONSENT CALENDAR

County Administrator Kevin Corbid noted that in Consent Calendar item D, related to the Woodbury License and Service Center, there was an error in the narrative of the Request for Board Action (RBA). It says the construction of the new service center was completed in 2024, which is incorrect, and it should be 2025. Mr. Corbid noted that this is only a correction to the narrative; the resolution to be adopted does not reference the date.

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

1. Approve Contract No. 17800 with Graphic Design Inc. in the amount of \$100,000 from August 1, 2025, to March 31, 2026 for election ballot printing.

2. Appoint Commissioners Karla Bigham and Michelle Clasen to the canvass board for the special primary election for State House of Representatives District 47A and appoint Commissioners Michelle Clasen and Stan Karwoski to the county canvass board for the special election for State House of Representatives District 47A.
3. Approve Grant Agreement No. 17842 with the Board of Water and Soil Resources for the period from the date of final signature on the grant, through December 31, 2028 to protect water resources.
4. Approval of **Resolution No. 2025-127** as follows:

**RESOLUTION TO TRANSFER PROPERTY AT
2150 RADIO DRIVE IN THE CITY OF WOODBURY
TO THE CITY OF WOODBURY**

WHEREAS, pursuant to a 1983 Agreement between Washington County and the City of Woodbury property was conveyed to Washington County for public service facilities at 2150 Radio Drive (Property) ; and,

WHEREAS, the County has outgrown said Property and has constructed a new facility; and,

WHEREAS, in 2023 the County and City entered into a Cooperative Agreement to address the transfer terms from the 1983 Agreement; and,

WHEREAS, as part of the construction of the new public service facility known as the Central Service Center at 1261 Woodlane Drive, the City of Woodbury contributed to related infrastructure outside the property of the Central Service Center; and,

WHEREAS, the contribution towards the related infrastructure is determined to be equivalent in value of the facility at 2150 Radio Drive; and,

WHEREAS, both Washington County and the City of Woodbury agree that the City's contribution of the related infrastructure outside of the Central Service Center is deemed to be equivalent in value to the facility at 2150 Radio Drive.

NOW, THEREFORE, BE IT RESOLVED, that Washington County Board of Commissioners hereby authorizes its Chair and Administrator to execute on behalf of the County a Quit Claim Deed and any other documents necessary for the County to transfer the property at 2150 Radio Drive, Woodbury, Minnesota.

5. Approval of **Resolution No. 2025-128** as follows:

**RESOLUTION OF SUPPORT FOR THE CITY OF COTTAGE
GROVE FUNDING PURSUIT OF 2025 LOCAL ROAD
IMPROVEMENT PROGRAM FOR THE 19A – 100TH STREET
REALIGNMENT PROJECT**

WHEREAS, the Minnesota Legislature approved \$47 million in funding for the 2025 Local Road Improvement Program (LRIP) for projects constructed in FY 2026-2028 as administered by the Minnesota Department of Transportation (MnDOT); and

WHEREAS, eligible projects must correct a transportation deficiency and/or improve safety on local roads; and

WHEREAS, the LRIP program requires resolutions of support from all entities that will have property or right-of-way impacted by the proposed project to be eligible for funds; and

WHEREAS, the 2019 Southwest Arterial Study conducted by Washington County (the “Study”) documented a lack of roadways specifically serving an area of growing industrial and residential development near Jamaica Avenue and Trunk Highway 61, a pivotal intersection for the community and region; and

WHEREAS, the Study recommended the solution to congestion and safety concerns is the construction of a new arterial roadway that would also require the realignment of the existing 100th Street and County Road 19A, the intersection reconstruction of County Road 19A and Trunk Highway 61, and the construction of a railroad bridge to provide a grade-separated crossing over Canadian Pacific’s rail line (hereinafter referred to as the “Southwest Arterial Project”); and

WHEREAS, Washington County is leading the innovative 19A – 100th Street Realignment Project, in partnership with the City of Cottage Grove, which aims to increase workforce development opportunities, enhance community connectivity, and remove barriers to opportunity; and

WHEREAS, the 19A – 100th Street Realignment Project will serve as the main transportation route to Trunk Highway 61 from this growing area of the community, will reduce congestion, increase capacity, and relieve stress at the Jamaica Avenue and Highway 61 interchange and provide a much-needed additional access point to the City’s Industrial Park; and

WHEREAS, the 19A – 100th Street Realignment Project is both locally and regionally significant as it is directly improving the access to the main

thoroughfare of Trunk Highway 61 that connects the City of Cottage Grove northerly to the Twin Cities Metro Area as well as to the southern regions of the State; and

WHEREAS, this critical corridor is essential to the mobility of the City's workforce, supply chain industries, and future bus transit investments; and

WHEREAS, by reducing traffic congestion and increasing safety, the 19A – 100th Street Realignment Project will have a substantial and immediate impact by providing efficiencies in mobility, accessibility and connectivity to travelers, residents, workforce, and industries; and

WHEREAS, the City of Cottage Grove intends to submit an application to the LRIP program to supplement anticipated construction costs; and

WHEREAS, the project as described above is included in the County's 2025-2029 CIP under RB-2685.

NOW, THEREFORE, BE IT RESOLVED, that Washington County supports the City of Cottage Grove's pursuit of LRIP funds for the 19A – 100th Street Realignment Project.

BE IT FURTHER RESOLVED, that Washington County commits to working in partnership with the City of Cottage Grove and other agencies to deliver the project and ensure its success.

6. Approval of **Resolution No. 2025-129** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF APPLICATION TO
THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR
FUNDING UNDER THE LOCAL ROAD IMPROVEMENT PROGRAM**

WHEREAS, the Minnesota Legislature approved \$47 million in funding for the 2025 Local Road Improvement Program (LRIP) for projects constructed in FY 2026-2028 as administered by the Minnesota Department of Transportation (MnDOT); and

WHEREAS, eligible projects must correct a transportation deficiency and/or improve safety on local roads; and

WHEREAS, Townships and Non-State Aid Cities are required to have a County Sponsor to be eligible for funds; and

WHEREAS, the LRIP requires resolutions of support from the applicant entity's governing council and from the project sponsor's governing council or board, if applicable; and

WHEREAS, West Lakeland Township is proposing to submit an application to the Minnesota Department of Transportation as part of the LRIP 2025 solicitation and has requested the County's support of Sponsorship for the following project:

1. Rehabilitate a 2.7-mile segment of 30th Street N from Neal Avenue North to Stagecoach Trail North on the border of West Lakeland Township and Baytown Township; and

WHEREAS, the aforementioned project will eliminate ongoing maintenance issues for the Township, improve access to the Lake Elmo Regional Airport and other nearby commercial uses - including a preschool, and the Bayport Wildlife Management Area - and support the needs of residents from both West Lakeland and Baytown Township; and

WHEREAS, West Lakeland Township understands that it will be responsible for all costs not covered by the LRIP grant including, but not limited to, preliminary and final engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as costs above the LRIP grant award.

NOW, THEREFORE, BE IT RESOLVED, that Washington County agrees to act as the Minnesota Department of Transportation sponsor for the project should West Lakeland Township be awarded LRIP grant funds, and that such sponsorship shall include acting as the fiscal agent on behalf of West Lakeland Township and facilitating the flow of funds between MnDOT and West Lakeland Township.

7. Approval of **Resolution No. 2025-130** as follows:

**RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATIONS
TO THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR
FUNDING UNDER THE LOCAL ROAD IMPROVEMENT PROGRAM**

WHEREAS, the Minnesota Legislature approved \$47 million in funding for the 2025 Local Road Improvement Program (LRIP); and

WHEREAS, eligible projects must correct a transportation deficiency and/or improve safety on local roads; and

WHEREAS, projects must be constructed in years 2026-2028; and

WHEREAS, LRIP funding does not require any local match; and

WHEREAS, Washington County is an eligible applicant for funds; and

WHEREAS, projects in the County's 2025-2029 CIP were evaluated based on LRIP eligibility and scoring criteria; and

WHEREAS, the following projects meet the LRIP eligibility criteria and are expected to be competitive in the scoring process:

1. Century North Reconstruction Project (Route of Regional Significance category)
2. County State Aid Highway (CSAH) 5, County Road (CR) 55, CSAH 96 Intersection Improvements Project (Rural Road Safety category)

NOW, THEREFORE, BE IT RESOLVED, that Washington County supports implementation of the projects identified above and authorizes the submission of the applications to request funding through the Minnesota Department of Transportation's Local Road Improvement Program; and

BE IT FURTHER RESOLVED, that Washington County commits to completing the projects and providing Washington County's share of funding.

8. Approval of **Resolution No. 2025-131** as follows:

**RESOLUTION SUPPORTING SUBMITTAL OF APPLICATION TO
THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR
FUNDING UNDER THE LOCAL ROAD IMPROVEMENT PROGRAM**

WHEREAS, the Minnesota Legislature approved \$47 million in funding for the 2025 Local Road Improvement Program (LRIP) for projects constructed in FY 2026-2028 as administered by the Minnesota Department of Transportation (MnDOT); and

WHEREAS, eligible projects must correct a transportation deficiency and/or improve safety on local roads; and

WHEREAS, Townships and Non-State Aid Cities are required to have a County Sponsor to be eligible for funds; and

WHEREAS, the LRIP requires resolutions of support from the applicant entity's governing council and from the project sponsor's governing council or board, if applicable; and

WHEREAS, the City of Grant is proposing to submit an application to the Minnesota Department of Transportation as part of the LRIP 2025 solicitation and has requested the County's support of Sponsorship for the following project:

1. Rehabilitate a 1.1-mile segment of McKusick Road N from CSAH 96 (Dellwood Road) to CSAH 15 (Manning Avenue N) in the City of Grant; and

WHEREAS, the aforementioned project will eliminate ongoing maintenance issues for the City and increase safety at Manning Avenue N and McKusick Road N - and support the needs of residents from both the City of Grant and City of Stillwater; and

WHEREAS, the City of Grant understands that it will be responsible for all costs not covered by the LRIP grant including but not limited to preliminary and final engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as costs above the LRIP grant award.

NOW, THEREFORE, BE IT RESOLVED, that Washington County agrees to act as the Minnesota Department of Transportation sponsor for the project should the City of Grant be awarded LRIP grant funds, and that such sponsorship shall include acting as the fiscal agent on behalf of the City of Grant and facilitating the flow of funds between MnDOT and the City of Grant.

BE IT FURTHER RESOLVED, Washington County acknowledges that a component of this project is within our right-of-way and commits to working in partnership with the City of Grant and other agencies to deliver the project and ensure its success.

9. Approve Grant Agreement No. 17829 with the Minnesota Department of Public Safety, Homeland Security and Emergency Management Division, in the amount of \$96,581 for the 2024 Emergency Management Performance Grant Program.

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

PUBLIC HEARING – PUBLIC HEALTH AND ENVIRONMENT

Lodging Ordinance Revisions

The public hearing opened at 9:05 a.m.

Board Chair Karwoski provided an overview of today's public hearing to consider revisions to Washington County Lodging Ordinance #221. This ordinance is proposed to revise the county's existing Lodging Establishment Ordinance #181 to adopt sex trafficking prevention training statute language by reference and additional requirements aimed at protecting public health and furthering the prevention of sex trafficking in lodging settings. This hearing is being held pursuant to the requirements contained in Minnesota Statute Section 375.51. On November 4, 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.

Public Health and Environment (PHE) Senior Program Manager Caleb Johnson presented the revisions to the Lodging Ordinance. Mr. Johnson reported that the Lodging Ordinance was last revised in 2010. Mr. Johnson reported that there are currently 37 hotels/motels, eight lodging establishments, and three bed and breakfasts licensed by the county. Inspections include verifying compliance with sex trafficking prevention training statute requirements.

Mr. Johnson reported that the county's delegation agreement with the Minnesota Department of Health requires that the county incorporate applicable state statutes in its ordinance in a way that they can be enforced, of which some are missing from the county's current ordinance. Changes to this ordinance are empowered through Minnesota Statutes 145A and 375.51.

Mr. Johnson reported that Minn. Stat. 157.177 requires that hotels/motels specifically train staff on recognizing and preventing trafficking. They keep record of that training, and they have ongoing requirements for awareness campaigns. Mr. Johnson stated that adding this statute to ordinance is the main driver for the revisions, and will provide even more creative, better practices in preventing trafficking within lodging settings.

Mr. Johnson presented the substantive revisions to the Lodging Ordinance.

1. Require establishments be licensed before being advertised/brokered. Short-term rentals are classified by statute as a hotel/motel and this gives the county the ability to order unlicensed listings to be pulled from brokerage sites.
2. Incorporate Minn. Stat. 157 by reference and apply trafficking prevention requirements to all license types, not limited to hotels/motels as in statute.
3. Options to require staff to complete compliance training when offered by the county, and putting in reasonable rules for the county to follow, such as a 60-day notice, maximum two hours of training, and no cost to attendees.
4. Option for trafficking prevention plan, upon recommendations that law enforcement identify as potentially contributing to trafficking at those establishments, such as operational or infrastructure issues.
5. Require spaces with imminent health hazards be closed to the public until fixed.

Mr. Johnson reported on other editorial edits, including consolidated and simplified defined terms used throughout the ordinance, such as changing "lodging" establishment to "licensed" establishment. Standard language is included for outstanding fee payment, prior to issuing license, which matches the county's food ordinance and allows PHE to recoup any outstanding fees before a license is renewed. Changes also include updating inspection report sharing procedures to match modern practices, and clarify possible compliance meeting locations to include any county service center.

Mr. Johnson reviewed the timeline leading up to today's public hearing, including a board workshop held on October 21, 2025, to discuss the updates to the lodging ordinance, and spoke to the community engagement involved in the process.

Mr. Johnson reported that comments received prior to the public hearing include a letter from the Minnesota Department of Health, and online submissions received from three licensed establishments, AmericInn by Wyndham, Country Inn and Suites, and Dunrovin Retreat Center.

Board Chair Karwoski asked for any comments from the public.

Lynn Magee, representing Citizens Against Sex Trafficking (C.A.S.T.), stated that C.A.S.T. is grateful for Washington County's partnership, and looks forward to when C.A.S.T. can offer their services on sex trafficking prevention.

There being no further comments, Board Chair Karwoski asked for a motion to close the public hearing and open the matter for discussion by board members. Commissioner Cox moved to approve closing the public hearing. Commissioner Bigham seconded the motion, and it was adopted 5-0.

The public hearing was closed at 9:21 a.m.

After commissioners provided their comments, Board Chair Karwoski noted that staff will prepare a draft resolution for the County Board meeting on December 2, 2025, to consider repealing Lodging Establishment Ordinance #181 and adopting Lodging Ordinance #221.

PUBLIC HEARING – PUBLIC WORKS

2026-2030 Capital Improvement Plan

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

Board Chair Karwoski provided an overview of today's public hearing on Washington County's 2026-2030 Capital Improvement Plan. This public hearing is being held pursuant to the requirements in Minnesota Statute 373.40, Subd. 3. 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.

Public Works Deputy Director Frank Ticknor presented the 2026-2030 Capital Improvement Plan (CIP). Mr. Ticknor reported that the CIP covers a five-year period, and contains capital projects for the years 2026 through 2030. The projects in the CIP for 2026 are part of the 2026 proposed budget and will eventually become part of the adopted budget. It is a multi-year planning and budgeting tool that assists the county in prioritizing current and future needs. By state statute, any project that will be funded by bond proceeds is required to be included in the Capital Improvement Plan. Also included are projects primarily budgeted in the county's Capital Funds, Regional Rail fund, and Gold Line fund.

Mr. Ticknor presented a chart of the five-year investment of the CIP, which is approximately \$493 million. This includes general obligation bonds in 2027 of \$40 million. The CIP contains 105 projects: 16 projects/plans for Parks and Land with \$17.6 million in planned investment; 21

projects/programs for Public Facilities with \$132.2 million in planned investment; and 68 projects/programs for Road & Bridge with \$343.8 million in planned investment.

Mr. Ticknor reported on the CIP expenditures by categories. Parks & Land is 4% of total CIP investment and includes capital investment or major maintenance activity in county parks and trails. Public Facilities is 27% of total CIP investment and includes the construction, expansion, or major remodels of county buildings. It is noteworthy that the potential 2027 general obligation bond sale of \$40 million is included in the Public Facilities category for the Park Grove Library, R.H. Stafford Library, and the South Shop project. Road & Bridge is the largest share of projects at 69% of total costs and includes road & bridge construction projects, which includes standalone trail projects, the pavement preservation program, traffic signal program, as well as transit projects, such as the Gold Line project.

Mr. Ticknor reported on the CIP funding sources. The largest portion of funding comes from Intergovernmental Revenues at 45%, which includes various state funding sources, such as highway state aid, federal grants, and local contributions. The County Transportation Sales Tax also represents a major funding source over the next five years, including 3% for Transit and 10% for Road & Bridge. Also included are a variety of smaller funding sources such as the county Wheelage Tax, Transmission Line Tax, Capital Repair Fund, Bond Proceeds, and Transportation Advancement Account. The other category includes private funds, operating transfers, and other contributions. Other Bonds include Metropolitan Council and State Bonds requests.

Mr. Ticknor reported that the 2026-2030 CIP was developed with financial considerations, policy documents, city and township engagement, and technical review. On October 7, 2025, the County Board reviewed the draft 2026-2030 CIP at a workshop. Following the workshop, the plan was posted on the county website for review and comment. Public Works provided multiple ways to comment and directly solicited comments from cities, townships, watershed districts, and school districts.

Mr. Ticknor reported that comments have been received from the cities of Afton, Cottage Grove, Forest Lake, Hastings, Hugo, Lake Elmo, Marine on St. Croix, Oakdale, Scandia, St. Paul Park, Woodbury, Stillwater Township and West Lakeland Township.

Board Chair Karwoski asked for any comments from the public. No further comments were heard.

There being no further comments, Board Chair Karwoski asked for a motion to close the public hearing and open the matter for discussion by board members. Commissioner Miron moved to approve closing the public hearing. Commissioner Clasen seconded the motion, and it was adopted 5-0.

The public hearing was closed at 10:10 a.m.

After commissioners provided their comments, Board Chair Karwoski noted that staff will prepare a draft resolution for the County Board meeting on December 16, 2025, for the board to take action on the 2026-2030 Capital Improvement Plan.

PUBLIC HEARING – PUBLIC WORKS

County Transportation Sales Tax – Update Project Eligibility List

The public hearing opened at 10:41 a.m.

Board Chair Karwoski provided an overview of today's public hearing for the purpose of updating Washington County's eligibility list associated with the transportation sales, use and excise tax. This hearing is being held pursuant to the requirements contained in Minnesota Statute Section 297A.993. 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.

Public Works Deputy Director Frank Ticknor reported that the County Transportation Sales Tax authorizes counties to implement a transportation sales and use tax to fund transportation projects. Counties may impose a transportation sales tax of up to 0.5% on taxable retail sales and an excise tax of \$20 per motor vehicle purchased from a retail seller within the county. The revenues must be dedicated exclusively to capital cost for transportation projects and/or transit operating costs. The funds can only be used on projects designated by the County Board through a project eligibility list. To impose this tax or make modifications to the eligibility list requires a public hearing.

Mr. Ticknor reported that as a reminder, the Counties Transit Improvement Board (CTIB) implemented a region-wide 0.5% sales tax from 2008 to 2017 to deliver transit projects throughout the region. When CTIB dissolved, the county implemented a 0.25% County Transportation Sales Tax (CTST) for county-specific transit projects. In 2021, the County Board increased the CTST to 0.5%, the maximum allowed by state statute, with 50% dedicated to transit and the other 50% dedicated to road and bridge improvements. This split, as well as the eligibility list, was adopted through a board resolution at that time.

Mr. Ticknor reported that the current CTST eligibility list includes 21 road and bridge projects and 6 transit improvements. The types of improvements expected on these transit and highway segments include road reconstruction or expansion, pavement rehabilitation, intersection improvements, new road/transit alignment, and supporting transportation facilities. Mr. Ticknor emphasized that this eligibility list is not a directive, but serves as a tool to identify a funding source that may be applied on a project when the timing is right, rather than a fixed schedule of projects to be completed by a certain date. Public Works references this list when updating the Capital Improvement Plan (CIP).

Mr. Ticknor reported that since 2023, Public Works has been evaluating how best to update the eligible project lists for Road & Bridge and Transit. In general, Public Works uses a variety of project development tools to identify potential projects and are now in the final stages of creating a new tool, the Long-Range Transportation Plan, which is expected to be adopted in early 2026. With the Long-Range Transportation Plan completing in 2026, Public Works recommends a full analysis and update of the eligibility list as part of the 2027–2031 CIP development process. This

recommendation has been reviewed internally and discussed with the Capital Planning Leadership Committee in both March and May of this year.

Mr. Ticknor reported that one exception is CIP project RB-2685 (County Road 19A to 100th Street), which is a County Road extension project that has been in the CIP since 2022. This project was the first one identified to be added to the eligibility list, following CTST's adoption in 2021. The County Road project, which does not have access to Highway State Aid funds, continues to advance, with key design and right-of-way milestones scheduled for 2026 and construction planned for 2027.

Mr. Ticknor concluded that a request to add RB-2685 to the proposed 2026 CTST eligibility list would be brought to the County Board for a decision on December 16, 2025.

Board Chair Karwoski asked for any comments from the public. No comments were received or heard.

There being no further comments, Chair Karwoski asked for a motion to close the public hearing and open the matter for discussion by board members. Commissioner Clasen moved to approve closing the public hearing. Commissioner Bigham seconded the motion, and it was adopted 5-0.

The public hearing was closed at 10:52 a.m.

After commissioners provided their comments, Board Chair Karwoski noted that staff is directed to prepare a draft resolution for the December 16, 2025, County Board meeting for the board to take action on updating the county's eligibility list associated with the transportation sales, use and excise tax.

OFFICE OF ADMINISTRATION

Approval of Washington County's 2026 Fee Schedule, Policy No. 1032

Deputy County Administrator Jan Lucke presented the recommended revisions to the 2026 Washington County Fee Schedule, Policy No. 1032. Ms. Lucke reviewed the timeline of the fee schedule process, including a board workshop held on November 4, 2025, to review the recommended changes, and a public hearing on November 18, 2025, to receive public comments. There were no comments received.

Ms. Lucke reported that there were seven departments that had no changes: Accounting and Finance; Attorney's Office; Community Corrections; Human Resources; Library; Information Technology; and the Office of Administration. There is one countywide change, which is to add a 256 GB flash drive to the Electronic Media section.

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.

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. Legislative fees include judicial security and real property records, well certificates, marriage license application fee and reduced fees for marriage license applications. New fees are related to digital passport photos, and a taxing district fee for inclusion of a supplemental insert with the proposed tax notice. Cost recovery changes include annual increases for assessment contract fees and municipal annual election equipment maintenance fees. There are several clarity and consistency edits.

Ms. Lucke reported that the proposed changes in the Department of Public Health and Environment includes temporary licenses within the food, pools and lodging areas, and a 5% increase in fees related to all regulatory programs.

Ms. Lucke reported that within the Public Works Department, there are proposed fee increases to offset the rising expenses for operating the park system. A new fee has been added for electric vehicle charging rates, which will help 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.

Commissioner Bigham moved to approve Washington County's 2026 Fee Schedule, Policy No. 1032. Commissioner Clasen seconded the motion, and it was adopted 5-0.

GENERAL ADMINISTRATION

County Administrator Kevin Corbid noted that that next week's board meeting on December 2, 2025, will be a late afternoon meeting, followed by the public budget meeting at 6:00 p.m.

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.

EXECUTIVE (CLOSED) SESSION – HUMAN RESOURCES

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

The Board met in Executive (closed) session, per Minnesota Statute 13D.03, to discuss labor negotiations, the time being 11:41 a.m. Present for the Executive session were Commissioners

Karwoski, Miron, Cox, Bigham, and Clasen, and Kevin Corbid, Jan Lucke, Jennifer Wagenius, Angie Nalezny, and Jody Brown.

The Executive session closed at 12:26 p.m.

EXECUTIVE (CLOSED) SESSION – PUBLIC WORKS

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

The Board met in Executive (closed) session, the time being 12:35 p.m., pursuant to Minnesota Statute 13D.05 subd. 3(b) attorney-client privilege, as it relates to conditions within an amendment to an Option Agreement for Phase II and Phase III properties located at PIDs 07.31.20.41.0002, 08.031.20.32.0001, 08.031.20.31.0001, 07.031.20.44.0002, 08.031.2.34.0001, 08.031.20.43.0001, 08.031.20.44.0001, 17.031.20.22.00025, 17.031.20.21.0001, 17.031.20.12.0001, 17.031.20.11.0001, 17.031.20.23.0002, 17.0341.20.24.0001 and 17.031.20.13.0001 within Big Marine Park Reserve. Present for the Executive session were Commissioners Karwoski, Miron, Cox, Bigham, and Clasen, and Kevin Corbid, Jan Lucke, Jennifer Wagenius, Andrew Jackola, Wayne Sandberg, Frank Ticknor, Aaron Zellmer, and Sharon Price.

The Executive session closed at 1:27 p.m.

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 5-0.

The County Board meeting adjourned at 1:28 p.m.

BOARD WORKSHOPS WITH ADMINISTRATION

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

The board met in workshop session to discuss commissioner assignments to committees, commissions, and joint powers boards. Present for the workshop were Commissioners Miron, Cox, Karwoski, and Bigham. 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