

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
DECEMBER 2, 2025**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 4:15 p.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

Absent: 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 December 2, 2025. Commissioner Miron seconded the motion, and it was adopted 3-0.

CONSENT CALENDAR

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

1. Approval to appoint Heather Cosby to a first term on the Library Advisory Board as a District 1 Representative beginning January 1, 2026, and expiring December 31, 2028.
2. Approve the Sub-recipient Agreement No. 17859 between Washington County and the Washington County Community Development Agency for the period of January 1, 2026, through December 31, 2030, to continue the administration of the Community Development Block Grant (CDBG) and the HOME Investment Partnership.
3. Approve Agreement No. 17858 between Washington County Community Services, County Attorney's Office, Sheriff's Office and the Minnesota Department of Children, Youth and

Family Services in the amount of \$1,292,000 for the period of January 1, 2026, through December 31, 2027, for child support enforcement services.

4. Approval to modify Section #15 of the Personnel Rules and Regulations - Holidays, Paid Time Off (PTO), & Compensatory Time.
5. Approval to modify Section #16 of the Personnel Rules and Regulations - Leaves of Absence.
6. Approval to modify Section #22 of the Personnel Rules and Regulations - Work Schedules, Lunches, Breaks, & Lactation Breaks.
7. Approve Agreement No. 17818 with Mercury Technologies of Minnesota, Inc., for recycling and reclamation of lamps.
8. Approve Amended Option Agreement with Kelley Land and Cattle to purchase Phase II and Phase III as it relates to approximately 570 acres of land along the east side of Manning Trail North and north of 155th Street North in May Township, Minnesota for inclusion into Big Marine Park Reserve.
9. Approve Amendment No. 1 to the Financial Services Agreement between the Gold Line Joint Powers Board and Washington County to continue to provide budgeting and accounting services, review and draft Joint Powers Board contracts, and provide other general counsel services.
10. Approval of **Resolution No. 2025-132** 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 Scandia 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. Reconstruction of 240th Street North between Olinda Trail (CSAH 3) and Minnesota Highway 95; and

WHEREAS, the City of Scandia 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 Scandia be awarded LRIP grant funds, and that such sponsorship shall include acting as the fiscal agent on behalf of the City of Scandia and facilitating the flow of funds between MnDOT and the City of Scandia.

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 Scandia and other agencies to deliver the project and ensure its success.

11. Authorize the Sheriff's Office to sell Unit #9101, a 2011 Ford Patrol Operations Vehicle (POV).
12. Approve Grant Agreement No. 17843 with the Minnesota Department of Public Safety, Office of Justice Programs, in the amount of \$216,600 for the 2026 Violent Crime Enforcement Teams Grant Program.
13. Approve the reallocation of \$200,000 in Mission Directed Budget (MDB) pool funds from the Central Square 3rd Environment project to the Inmate Ride Share and Jail Bed Remodel projects.
14. Approval of **Resolution No. 2025-133** as follows:

DONATION FROM MONSTER ENERGY CARES FOUNDATION

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 energy drinks valued at approximately \$17,875.00 from Monster Energy Cares Foundation to show appreciation for the first responders in Washington County.

The motion was adopted 3-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, and Karwoski. Nays, none.

PUBLIC HEALTH AND ENVIRONMENT

Resolution to Adopt Lodging Ordinance #221

Public Health and Environment (PHE) Senior Program Manager Caleb Johnson presented a resolution to adopt Washington County Lodging Ordinance #221, and repeal Washington County Lodging Establishment Ordinance #181. Mr. Johnson reviewed the process of updating the ordinance, including community engagement, a board workshop on October 21, 2025, and a public hearing on November 25, 2025. Comments were received from the Minnesota Department of Health and three licensed establishments.

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. The Lodging Ordinance was last revised in 2010.

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 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.

Commissioner Miron moved to adopt **Resolution No. 2025-134** as follows:

RESOLUTION ADOPTING WASHINGTON COUNTY LODGING ORDINANCE #221

WHEREAS, the Minnesota Local Public Health Act Minn. Stat. Chapter 145A, imposes upon the counties the responsibility of protecting and promoting the health of its citizens through the prevention of disease, injury, disability and preventable death, and

WHEREAS, Minn. Stat. § 145A.03 requires counties to undertake the responsibility of a board of health or establish a board of health; and

WHEREAS, Washington County Department of Public Health and Environment is the county agency given responsibility by the Washington County Board of Health to administer the County's statutory mandate; and

WHEREAS, Minn. Stat. § 145A.04 authorizes counties to enforce laws, regulations and ordinances attendant to the local Board of Health; and

WHEREAS, Minn. Stat. § 145A.05 authorizes county boards to adopt ordinances to regulate actual or potential threats of public health consistent with the Minnesota Local Public Health Act; and

WHEREAS, the Minnesota Department of Health has delegated lodging establishment oversight authority to Washington County through a delegation agreement, including enforcement of Minn. Stat. § 157.177; and

WHEREAS, the current Washington County Lodging Establishment Ordinance #181 does not adopt by reference the standards of Minn. Stat. § 157.177; and

WHEREAS, the Washington County Board of Health finds additional ordinance requirements may help to further prevent public health threats from sex trafficking and human trafficking in lodging settings; and

WHEREAS, on November 25, 2025, the Washington County Board of Commissioners conducted a public hearing pursuant to Minn. Stat. § 375.51, to adopt the Washington County Lodging Ordinance #221.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby adopts the Washington County Lodging Ordinance #221.

BE IT FURTHER RESOLVED, that the Washington County Lodging Ordinance #221 attached hereto shall be effective upon and after the publication of this ordinance according to law.

BE IT FURTHER RESOLVED, that the Washington Board of Commissioners hereby repeals Washington County Lodging Establishment Ordinance #181, with said repeal to take effect on the date that Washington County Lodging Ordinance #221 becomes effective.

Commissioner Cox seconded the motion, and it was adopted 3-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, and Karwoski. Nays, none.

SHERIFF'S OFFICE

Transfer Ownership of K9 Rookie

Sergeant Michelle Folendorf presented a request to transfer ownership of Washington County K9 Rookie to her handler, Sergeant Matt O'Hara. Sgt. Folendorf reported that K9 Rookie was trained through Freedom Service Dogs in Colorado. Freedom Service Dogs primarily trains purpose-bred service dogs for veterans, first responders, and those with Autism Spectrum Disorder. K9 Rookie was unplaced due to the pandemic limiting placement classes. This provided the opportunity for a therapy dog to be partnered with law enforcement to serve both the agency and the community. K9 Rookie was the first therapy dog partnered with law enforcement for this purpose in the State of Minnesota. Several more followed, but K9 Rookie paved the way.

K9 Rookie has served for five and a half years, making a positive impact within the community through presentations, classroom visits, crisis calls, and regular follow-up visits with community members struggling with mental health concerns. K9 Rookie has reached the end of her service and is now moving into the next phase of her life, which is retirement. Sgt. Matt O'Hara and his

family have agreed to take on the responsibility of caring for K9 Rookie during her retirement so she can enjoy the remainder of her life.

Commissioner Cox moved to transfer ownership of K9 Rookie to her handler, Sgt. Matt O'Hara. Commissioner Miron seconded the motion, and it was adopted 3-0.

GENERAL ADMINISTRATION

County Administrator Kevin Corbid noted that there is no board meeting next week.

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 Miron moved to adjourn. Commissioner Cox seconded the motion, and it was adopted 3-0.

The County Board meeting adjourned at 4:46 p.m.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session to review citizen boards, commissions and committee appointments/reappointments for 2026. Present for the workshop were Commissioners Miron, Cox, and Karwoski. 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