



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JULY 28, 2026**

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 Bigham asked for comments from the public; none were heard.

APPROVAL OF THE AGENDA

Commissioner Clasen moved to pull the Consent Calendar item related to Administration Policy #1300 – Washington County Guidelines and Procedures for Minnesota Government Data Practices Act for further discussion. Motion failed for lack of a second.

Commissioner Cox moved to approve the County Board meeting agenda for July 28, 2026. Commissioner Miron seconded the motion, and it was adopted 4-1 as follows: Ayes, Commissioners Miron, Karwoski, Cox, and Bigham; Nay, Commissioner Clasen.

CONSENT CALENDAR

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

1. Approval of the July 7, 2026, and July 14, 2026, County Board meeting minutes.
2. Approve the 2026-2028 Tentative Agreement with the Assistant Washington County Attorneys' Association.
3. Approve a joint powers agreement to provide election services to Baytown Township.

4. Approve comment letter regarding Minnesota Pollution Control Agency draft NPDES/SDS reissued permit for the Cimarron Park Wastewater Treatment Plant (MN0050636).
5. Approve Purchase Order No. 28762 in the amount of \$434,908.66 with Parallel Technologies, Inc. for the Courthouse Security Upgrades project.
6. Approve use of fund balance in the Public Safety Radio (PSR) fund 240 in the amount of \$20,000 for the purchase of equipment.
7. Approval of Administration Policy #1300 - Washington County Guidelines and Procedures for Minnesota Government Data Practices Act.

The motion was adopted 4-1 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Cox, and Bigham; Nay, Commissioner Clasen.

LIBRARY

Contract for Legal Kiosk at the Law Library

Robert Trousdale, Law Library Librarian II, presented a contract for a legal kiosk to be installed at the Washington County Law Library. Mr. Trousdale reported that the legal kiosk would be installed in one of the Law Library's private study rooms to allow users to access secure, online legal aid services, and allow for privacy during online hearings or other legal business.

Mr. Trousdale reported that Southern Minnesota Regional Legal Services (SMRLS) will provide the legal kiosk hardware and installation, and Washington County will provide the space, internet access, and IT support.

Commissioner Karwoski moved to approve Contract No. 18290 between Southern Minnesota Regional Legal Services and Washington County to install a legal kiosk at the Washington County Law Library. Commissioner Cox seconded the motion, and it was adopted 5-0.

PROPERTY RECORDS AND TAXPAYER SERVICES

Resolution for National Poll Worker Recruitment Day

Matt Moore, Elections Division Manager, presented a resolution recognizing August 11, 2026, as National Poll Worker Recruitment Day in Washington County. Mr. Moore reported that National Poll Worker Recruitment Day was established in 2024, to encourage individuals across the United States to become poll workers and to recognize the essential contributions of those who serve their communities through election administration.

Commissioner Clasen moved to adopt **Resolution No. 2026-085** as follows:

**A RESOLUTION RECOGNIZING NATIONAL POLL WORKER
RECRUITMENT DAY AND HONORING WASHINGTON COUNTY
ELECTION JUDGES AND ELECTION WORKERS**

WHEREAS, the right to vote is a fundamental principle of our democracy, and the administration of fair, secure, accurate, and accessible elections depends upon the dedication and commitment of the individuals who serve Minnesota voters; and

WHEREAS, Minnesota's election judges are appointed and trained to perform essential duties at polling places, including assisting voters, verifying voter eligibility, maintaining the security and integrity of election materials, administering election procedures, and ensuring every eligible voter has the opportunity to cast a ballot; and

WHEREAS, Washington County elections are supported by thousands of dedicated election judges, absentee ballot board members, early voting staff, election office employees, and community volunteers who work before, during, and after Election Day to ensure elections are conducted in accordance with Minnesota law and the highest standards of accuracy, transparency, and professionalism; and

WHEREAS, election judges represent the best of civic participation by setting aside personal time to serve their neighbors and communities while working together in a bipartisan manner to protect the integrity of the electoral process; and

WHEREAS, National Poll Worker Recruitment Day was established to encourage individuals across the United States to become poll workers and to recognize the essential contributions of those who serve their communities through election administration; and

WHEREAS, Washington County recognizes that recruiting, training, and retaining qualified election judges is essential to maintaining public confidence in elections and ensuring that every election is administered effectively and efficiently; and

WHEREAS, the Washington County Board of Commissioners wishes to express its sincere appreciation to the dedicated election judges, election workers, and volunteers whose service strengthens democracy and supports the rights of Washington County voters.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby recognizes August 11, 2026, as National Poll Worker Recruitment Day in Washington County, Minnesota.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners extends its gratitude and appreciation to all election judges, absentee ballot board members, early voting staff, election officials, and election workers for their commitment, professionalism, and service to the voters of Washington County.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners encourages eligible residents to participate in the democratic process by considering service as an election judge and supporting the continued administration of secure, accurate, and accessible elections.

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

PUBLIC WORKS

Resolution for All-Way Stop in the City of Cottage Grove

Zack Raven, Engineer I, presented a resolution authorizing the installation of appropriate signs and markings to establish an all-way stop condition at the intersection of County State Aid Highway (CSAH) 20 (Jamaica Avenue South) at Ravine Parkway in the City of Cottage Grove.

Mr. Raven reported that the area of CSAH 20 at Ravine Parkway is entering a period of significant growth. The Lochridge and McHattie developments are being built on both sides of CSAH 20, Ravine Parkway is being extended west, and a future city park will open in the southwest quadrant of the intersection. Together, these will increase both vehicle and pedestrian activity at this crossing. An all-way stop provides operational benefits for side street traffic, and safer conditions for pedestrians to cross. Establishing a permanent all-way stop now removes the need for the interim turn lanes, avoids repeated construction and traffic disruption, and allows the permanent turn lanes and eventual signal to be built once.

Commissioner Bigham moved to adopt **Resolution No. 2026-086** as follows:

INTERSECTION CONTROL ON COUNTY STATE AID HIGHWAY NO. 20 (JAMAICA AVE. S) AT ITS INTERSECTION WITH RAVINE PKWY

WHEREAS, the intersection of County State Aid Highway 20 (Jamaica Ave S) & Ravine Parkway currently operates as a side street stop-controlled intersection, with the Ravine Pkwy approaches required to stop; and

WHEREAS, new private residential developments in this area along with the planned westward connection of Ravine Parkway will increase pedestrian crossing demand across CSAH 20 (Jamaica Ave) at Ravine Parkway; and

WHEREAS, a traffic analysis based on a turning movement count conducted in 2025 shows that this intersection does not yet meet the volume criteria set forth in the Minnesota Manual on Uniform Traffic Control Devices for an all-way stop; and

WHEREAS, the installation of all-way stop control at this intersection could be considered justified as the most effective and practical option to improve pedestrian safety and manage vehicular conflicts and delays at this location; and

WHEREAS, it is acknowledged that numerous intersections along this corridor experience pedestrian crossing activity, but it is not reasonable nor practical for all such intersections to be converted to all-way stop control.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners hereby authorizes the Director of Public Works to install and maintain the appropriate signs to establish an all-way stop condition at the intersection of County Road 20 (Jamaica Ave S) & Ravine Pkwy, located in the City of Cottage Grove.

Commissioner Cox seconded the motion, and it was adopted 4-1 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Cox, and Bigham; Nay, Commissioner Clasen.

GENERAL ADMINISTRATION

Resolution for Land and Water Legacy Program Conservation Easement

Serena Rath, Planner II in the Office of Administration, and Wayne Ostlie, Director of Land Protection for the Minnesota Land Trust (MLT), presented a resolution to approve a Land and Water Legacy Program (LWLP) Pine Needles conservation easement project on 27 acres in Marine on St. Croix.

Ms. Rath reported that the proposed project is owned by the Science Museum of Minnesota (SMM) and located at 18037 St. Croix Trail North, less than 300 feet away from William O'Brien State Park. The project is within the LWLP's St. Croix River Buffer Zone Top 10 Priority Conservation Area, and ranks "Very High" according to LWLP criteria and "Very High" for habitat quality.

Mr. Ostlie reported that the proposed conservation easement will be co-held by Washington County and MLT. The cabin on the property, utilized by SMM for programming, and its surrounding area will be excluded from the easement, as well as a right-of-way easement held by the Minnesota Department of Transportation along St. Croix Trail North.

Ms. Rath reported that the total cost of the Pine Needles conservation easement is \$1,930,000 and will be shared between Washington County and MLT as co-holders. Washington County's proposed contribution is \$900,000 utilizing 2024-2026 LWLP funding as approved by a budget amendment passed by the County Board on May 21, 2024. MLT will contribute \$1,030,000.

Commissioner Miron moved to adopt **Resolution No. 2026-087** as follows:

**RESOLUTION TO APPROVE A LAND AND WATER LEGACY
PROGRAM CONSERVATION EASEMENT ON THE SCIENCE
MUSEUM OF MINNESOTA – PINE NEEDLES PROPERTY IN THE
CITY OF MARINE ON ST CROIX**

WHEREAS, Minnesota Statute Chapter 84C authorizes Washington County to acquire interest in land for the purposes of preserving open space, including natural and scenic areas and agricultural land; and

WHEREAS, Minnesota Statutes Chapter 103A promotes protection of Minnesota's waters and adjacent lands, and Minnesota Statutes Section 103A.208 in particular, recognizes that certain of Minnesota's rivers and their adjacent lands possess outstanding scenic, recreational, natural, historic, scientific and similar values, and that it is in the interest of present and future generations to retain these values, and a policy of the state, and an authorized public purpose to preserve and protect these rivers.

WHEREAS, Washington County has enacted the Acquisition of Development Rights Ordinance #175 to establish a program for the preservation of open space, parks and public water, commonly referred to as the Land and Water Legacy Program and has established the policies, rules and official controls governing such acquisitions; and

WHEREAS, Washington County issues general obligation bonds to provide long-term stable funding to acquire land and interests in land for conservation purposes pursuant to the passage of the November 2006 Ballot Question: Preservation of Water Quality, Woodlands and Other Natural Areas; and

WHEREAS, The Washington County Board of Commissioners approved on May 5th, 2024, \$4,400,000 in interest earnings and mission directed budget funds as an interim source of Land and Water Legacy Program funding through 2024 – 2026; and

WHEREAS, Washington County has determined that the subject property referred to as the Science Museum of Minnesota – Pine Needles property, legally described in the attached "Exhibit A" and incorporated by reference into this resolution, meets the requirements of the Land and Water Legacy Program and that the Washington County Board of Commissioners considers the proposed land to merit protection; and

WHEREAS, Washington County and the Minnesota Land Trust will serve as co-holders of a conservation easement over the property; and

WHEREAS, the care and use of this property will be in accordance with a Habitat Management Plan for Restoration and Management approved by the Minnesota Land Trust and Washington County; and

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board approves a Land and Water Legacy Program conservation easement and contribution of \$900,000 toward the purchase of a conservation easement on the Science Museum of Minnesota – Pine Needles property; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners hereby authorizes its Chairperson and Administrator to execute on behalf of the County all documents necessary to complete the purchase of a conservation easement on the Science Museum of Minnesota – Pine Needles property, including the signing of the conservation easement and all necessary closing documents.

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

Contract for Enterprise Resource Planning

Joe Ayers-Johnson, Senior Planner in the Office of Administration, presented a contract to provide consulting services for an Enterprise Resource Planning (ERP) organizational assessment and solicitation process.

Mr. Ayers-Johnson reported that Washington County's existing ERP platforms, including both Financial and Human Capital Management (HCM) systems, are outdated and no longer adequately support the scale and complexity of county operations. Additionally, their respective parent companies are phasing out support for these systems, prompting the county to investigate what its future ERP landscape should look like.

Mr. Ayers-Johnson reported that in January 2026, the Office of Administration released a Request for Proposals. There were 24 proposals received for this contract and after evaluations, Plante Moran has been recommended as the preferred consultant.

Commissioner Cox moved to approve Contract No. 18410 with Plante Moran in the amount of \$299,300 to provide consulting services for an Enterprise Resource Planning (ERP) organizational assessment and solicitation process. Commissioner Karwoski seconded the motion, and it was adopted 4-1 as follows: Ayes, Commissioners Miron, Karwoski, Cox, and Bigham; Nay, Commissioner Clasen.

Resolution for 2026 2nd Quarter Donations

County Administrator Kevin Corbid presented a resolution to accept the 2026 2nd quarter donations in the amount of \$7,700.25.

Commissioner Miron moved to adopt **Resolution No. 2026-088** as follows:

2026 SECOND QUARTER DONATIONS, GIFTS, AND BEQUESTS

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 of Commissioners is authorized to approve donations, gifts, and bequests on a quarterly basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$7,700.25 for the 2nd quarter of 2026.

Commissioner Cox seconded the motion, and it was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Cox, and Bigham; 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, Board Chair Bigham adjourned the meeting at 11:14 a.m.

BUDGET WORKSHOP WITH THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

The board met in workshop session to review the recommended 2027 budget for the Washington County Community Development Agency. Present for the workshop were Commissioners Miron, Karwoski, Cox, Clasen, and Bigham. Also present were Kevin Corbid, Jennifer Wagenius, Jan Lucke, outside agencies, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Karla Bigham

Karla Bigham
County Board Chair