



## Board of Commissioners

Fran Miron, District 1  
Chair, Stan Karwoski, District 2  
Bethany Cox, District 3  
Karla Bigham, District 4  
Michelle Clasen, District 5

## BOARD AGENDA January 6, 2026 - 9:00 AM

*All listed times are approximate. Board Workshops will start immediately following the conclusion of the Board meeting.*

1. 9:00 **Roll Call**  
**Pledge of Allegiance**
2. 9:00 **Election of 2026 County Board Chair**
3. 9:05 **Election of 2026 County Board Vice Chair**
4. 9:10 **Set County Board Meeting Dates for 2026**  
A. Approval of 2026 County Board Meeting Dates

5. 9:15 **Comments from the Public**

*Visitors may share their comments or concerns on any issue that is a responsibility or function of Washington County Government, whether or not the issue is listed on this agenda. Persons who wish to address the Board must fill out a comment card before the meeting begins and give it to the County Board Clerk or the County Administrator. The County Board Chair will ask you to come to the podium, state your name and city of residence, and present your comments. Your comments must be addressed exclusively to the Board Chair and the full Board of Commissioners. Comments addressed to individual Board members will not be allowed. You are encouraged to limit your presentation to no more than five minutes. The Board Chair reserves the right to limit an individual's presentation if it exceeds the allowable time limit, becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Washington County's responsibilities.*

6. 9:25 **Approval of the Agenda**
7. 9:30 **Consent Calendar - Roll Call Vote**

*Consent Calendar items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.*

- A. Approval of the December 16, 2025, and December 23, 2025, County Board meeting minutes.
- B. Approve 2026 Memorial Day appropriations of \$100 each, upon request, for military service organizations.
- C. Adopt a resolution and approve the contracts awarding the 2026-2028 newspaper publishing bids and designating the county website as the official publication for bids and proposals.
- D. Approve revisions to Administrative Policy #1810 - Records Retention and Disposition.
- E. Approval to appoint Larry Odebrecht to a partial term on the Community Corrections Advisory Board as a District 3 Representative starting January 7, 2026, and expiring December 31, 2026.
- F. Approve revisions to the Washington County Board of Commissioners Operating Procedures and Guidelines.



## Consent Calendar continued

- G. Approve Contract No. 17936 for a Provider Participation Agreement with UCare Minnesota for Washington County to provide and be reimbursed for mental health and substance-use disorder (SUD) services provided to individuals enrolled in UCare as their managed care plan.
- H. Approve the 2026-2028 Tentative Agreement with International Union of Operating Engineers Local 49 Collective Bargaining Agreement.
- I. Approve Contract No. 17849 with Washington Conservation District in the amount of \$314,928 for the period of January 1, 2026, through December 31, 2026.
- J. Approve Contract No. 17715 with Children's Dental Service to use Real Property for the provision of dental services.
- K. Approval to continue to offer a \$300 Hiring Incentive for Lifeguards for the 2026 and 2027 seasons.
- L. Approve Lease Agreement No. 17897 with Valley Tours, Inc. for office space at the Washington County Historic Courthouse.
- M. Approve Purchase Order 28444 with Towmaster, Inc. in the amount of \$212,489.00 using State Contract Number 267372 for the build-out of a new tandem-axle plow truck.
- N. Approve Purchase Order 28445 with Towmaster, Inc. in the amount of \$212,489.00 using State Contract Number 267372 for the build-out of a new tandem-axle plow truck.
- O. Approve Purchase Order 28446 with Titan Machinery in the amount of \$240,123.98 using State Contract Number 229161 for the purchase of a Case CX170E Excavator for the North Shop.
- P. Approve Purchase Order 28447 with Deere & Company in the amount of \$234,284.08 using Sourcewell Contract Number 082923-DAC for a John Deere Tractor and Flail Mower.
- Q. Approve Purchase Order 28453 with ODRA LLC in the amount of \$262,903.08 using State Contract Number 265371 for a new ODRA MT4H Street Sweeper.
- R. Approve Purchase Order 28455 with ABM Equipment & Supply in the amount of \$251,860.64 using State Contract Number 224090 for the build-out of a new Versalift aerial unit mounted on a 2026 Ford F-550 chassis.
- S. Approve Cooperative Agreements 17950 and 17949 between the City of Woodbury and Washington County for the construction cost share and ongoing maintenance, respectively, of a new traffic signal system and related intersection improvements at the intersection of County State Aid Highway (CSAH) 18 and Fairway Drive near the new Math and Science Academy secondary school in the City of Woodbury.



**Consent Calendar continued**

- T. Adopt a resolution to approve a donation of a therapy K9 for the Washington County Sheriff's Office Coordinated Response Team.
- U. Adopt a resolution to approve a donation in the amount of \$1,000.00 for the Washington County Sheriff's Office K9 Unit.
- V. Adopt a resolution to approve a donation of resources that will directly support victims of human trafficking through the East Metro Human Trafficking Task Force.
- W. Approve Contract No. 17906 with Guardian Fleet Safety LLC to provide squad build services estimated at \$250,000 per year.

8. 9:30 **Public Works** A) Erin Blaylock, Engineer II  
B) Andrew Giesen, Engineer III

9:30 A. Approve Contract No. 17893 with Alliant Engineering in the amount of \$350,520 for design services for the Hardwood Creek Regional Trail Extension Project.

9:45 B. Approve Contract No. 17941 with Alliant Engineering in the amount of \$423,400 to provide preliminary and final design services for the County State Aid Highway (CSAH) 16 (Valley Creek Road) and Settlers Ridge Parkway Intersection Improvement Project.

9. 10:00 **General Administration** - Kevin Corbid, County Administrator

- A. 1. Adopt a resolution to set the minimum salary for the County Attorney for the next term.
- 2. Adopt a resolution to set the minimum salary for the County Sheriff for the next term.

B. Federal Legislative Update

10. 10:20 **Commissioner Reports - Comments - Questions**

*This period of time shall be used by the Commissioners to report to the full Board on committee activities, make comments on matters of interest and information, or raise questions to the staff. This action is not intended to result in substantive board action during this time. Any action necessary because of discussion will be scheduled for a future board meeting.*

11. 10:35 **Board Correspondence**

12. 10:35 **Adjourn**

13. 10:40 **Board Workshops with Administration**

10:40 A. Progress Update on 2024-2029 Countywide Strategic Plan

11:10 B. Potential Land and Water Legacy Program (LWLP) Conservation Easement project on approximately 27-acres in Marine on St. Croix

14. 11:40 **Personnel Committee**



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
4.A

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Kevin Corbid	MEDIA CONTACT: Holly Hess, Megan Carlson 651-430-6015, 651-430-6001	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of 2026 County Board Meeting Dates		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 5 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Minnesota Statute 375.07 requires that the County Board meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January, and may meet on other days and at other locations within the county it prescribes as necessary for the interest of the county.	
BACKGROUND/JUSTIFICATION: Minnesota Statute 375.07 requires that the County Board meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January, and may meet on other days and at other locations within the county it prescribes as necessary for the interest of the county. The County Board reviewed a proposed calendar of meetings at a workshop in November. The proposed calendar includes 35 official County Board meetings, and 3 workshop only board meetings. County Board meetings may be added or canceled, as necessary, with proper public notice.  Staff recommends the County Board approve the meeting dates for 2026 as attached, and set the board meeting start time at 9:00 a.m. for most meetings.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? November 25, 2025 - Board Workshop to discuss 2026 meeting dates.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

John Ristad, County Attorney Civil Division Chief	12/22/2025
Kevin Corbid, County Administrator	12/30/2025

# 2026 Washington County Board of Commissioners Meeting Calendar

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 Board of Commissioners meetings  
 Workshop only meetings

 Late start board meetings

 Holiday  
 Observed Holiday

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
DECEMBER 16, 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.

Washington County employees Kaitlyn McCarthy and Alex Calero, representing AFSCME Local 517 Washington County, provided statements regarding current bargaining negotiations.

**APPROVAL OF THE AGENDA**

Commissioner Miron moved to approve the County Board meeting agenda for December 16, 2025. Commissioner Bigham seconded the motion, and it was adopted 5-0.

**CONSENT CALENDAR**

Commissioner Clasen requested to remove the item pertaining to the reappointments to the Washington County citizen advisory boards, committees, and commissions for 2026.

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

1.   Approval of the November 18, 2025, November 25, 2025, and December 2, 2025, County Board meeting minutes.
2.   Approve a letter of support for the Comfort Lake Forest Lake Watershed District's proposal to the Board of Water and Soil Resources Water Quality and Storage grant program for Water Quality & Storage Project Modeling and Concept Design.

3. Approval to appoint Jeanine Kuwik to a first term on the Audit Advisory Committee starting January 1, 2026, and expiring December 31, 2028.
4. Approve purchase of the required additional Oracle JD Edwards EnterpriseOne (E1) licenses and associated support, funded by the Capital Technology Fund.
5. Approve Amendment No. 1 for Contract No. 16009 with Youth Service Bureau (YSB) in the amount of \$194,083 for the period of January 1, 2026, through December 31, 2026 for juvenile diversion services.
6. Approval for a 6-month extension of 1.0 FTE Senior Social Worker, Special Project, in the Children's Division of the Community Services Department.
7. Approve Amendment No. 1 for Contract No. 17207 with Community Action Partnership of Ramsey and Washington Counties for homeless prevention services in the amount of \$100,000, bringing the contract total and amount not to exceed to \$200,000, and extending the contract term to December 31, 2026.
8. Approve Amendment No. 1 to Contract No. 17208 with Solid Ground for homeless prevention services in the amount of \$150,000, bringing the contract total amount not to exceed to \$250,000, and extending the contract term to December 31, 2026.
9. Approve Amendment No. 5 to Contract No. 16077 with Country Services Inc. for case management services to extend the term of the contract through December 31, 2028, and add \$228,000 per year for 2026, 2027, and 2028, for a new contract total of \$1,144,314.
10. Approve Amendment No. 2 to Contract No. 16203 with Accord for case management services to extend the term of the contract through December 31, 2028, and add \$43,000 per year for 2026, 2027, and 2028, for a new contract total of \$192,000.
11. Approve Amendment No. 3 to Contract No. 16214 with Shakir Consulting Services for case management services to extend the term of the contract through December 31, 2028, and add \$51,000 per year for 2026, 2027, and 2028, for a new contract total of \$235,500.
12. Approve Amendment No. 3 to Contract No. 16134 with SkyNorth Software in the amount of \$100,040.00, bringing the total contract value to \$529,837.05, for the period of February 6, 2024, to December 31, 2026, with the option to amend and renew until the cooperative contract expires on August 31, 2027.
13. Approve Contract No. 17873 to renew the library service agreement between the Stillwater Public Library and Washington County.
14. Approve Contract No. 17871 to renew the library service agreement between the Bayport Public Library and Washington County.

15. Approval of agreements related to the Washington County Septic and Well Low Interest Loan Program, and authorization for the County Board Chair and/or County Administrator to enter into the agreements.
16. Approval of **Resolution No. 2025-135** as follows:

**RESOLUTION TO ACCEPT AND CONTINUE  
IMPLEMENTATION OF THE STATE’S AQUATIC INVASIVE  
SPECIES PREVENTION AID PROGRAM**

**WHEREAS**, aquatic invasive species (AIS) are non-native aquatic organisms that invade water beyond their natural and historical range and have long-term implications for our environment, economy and human health; and

**WHEREAS**, the majority of AIS infestations in Minnesota are caused by the unintentional transfer of AIS through boats, trailers, live wells, bilge water, bait buckets, ballast water from barges, boat lifts, docks and other recreational equipment; and

**WHEREAS**, 28 lakes and 2 rivers in Washington County are now on the Minnesota Department of Natural Resources’ Infested Waters List including those affected by Eurasian watermilfoil (Alice, Big Marine, Bone, Camp Galilee, Clear, Colby, DeMontreville, Elmo, Forest, Goose, Horseshoe, Jane, Long (four distinct lakes), Mud, Olson, Pine Tree, Plaisted, Powers, Sunfish, Sunnybrook, Sunset, White Bear, and Wilmes lakes; Mississippi and St. Croix rivers), flowering rush (Forest Lake, Mississippi River), zebra mussels (Big Carnelian, Big Marine, Bone, Clear, Forest, Jane, Little Carnelian, Long, Olson and White Bear lakes; Mississippi and St. Croix rivers); and bighead, grass and silver carp (Mississippi River and St. Croix rivers); and

**WHEREAS**, Washington County’s Battle Creek, Oneka, Square, Tanners, and other lakes are not yet affected by AIS; and

**WHEREAS**, A Minnesota State Management Plan for Invasive Species was completed in 2009 outlining effective and known strategies for addressing AIS in Minnesota and an updated version of this state plan titled A Minnesota Management Plan for Invasive Species was approved in 2022; and

**WHEREAS**, the Minnesota State Legislature passed MN Statute 477A.19 Aquatic Invasive Species Prevention Aid in 2014 providing counties with \$10 million annually with the amount designated for each county based on the number of watercraft trailer launches and watercraft trailer parking spaces; and

**WHEREAS**, the AIS Prevention Aid results in a 2026 allocation of \$143,718 (based on 25 watercraft trailer launches x \$2,217 per launch) plus (388 watercraft trailer parking spaces x \$228 per space); and

**WHEREAS**, acceptance of this funding requires Washington County to establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county; and

**WHEREAS**, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county; and

**WHEREAS**, Washington County plans to utilize funds to work the Washington Conservation District and other partners for the provision of activities to prevent the spread of AIS including watercraft inspections, AIS training and coordination with local law enforcement, public awareness, and/or prevention and management projects within the scope of activities in the State's AIS framework ; and

**WHEREAS**, the County must submit a copy of its resolution or plan to the Department of Natural Resources by December 31, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of Washington County, Minnesota accepts and will continue to implement the state's Aquatic Invasive Species Prevention Aid; and

**BE IT FURTHER RESOLVED**, that the Washington County Board of Commissioners will submit this resolution to the DNR for acceptance pursuant to applicable Minnesota laws and rules.

17. Approval to increase the full-time equivalent (FTE) of two existing positions within the Department of Public Health and Environment: 0.06 FTE Community Nutrition Specialist for WIC services; and 0.2 FTE Planner II/Senior for the Planning and Performance Management Team.

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

Commissioner Miron moved to approve the reappointments to the Washington County citizen advisory boards, committees, and commissions for 2026. Commissioner Bigham seconded the motion, and it adopted 4-1 with a Roll Call vote as follows: Ayes, Commissioners Miron, Cox, Bigham, and Karwoski. Nay, Commissioner Clasen.

## **PUBLIC WORKS**

### **Resolution to Update the Eligibility List for the County Transportation Sales Tax**

Public Works Deputy Director Frank Ticknor presented a resolution to update the eligibility list for the County Transportation Sales Tax (CTST). Mr. Ticknor reported that the CTST 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.

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 & 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). The specific funding needs for each project are determined through the development of each project and reviewed with the board through the CIP process.

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 modifying the eligibility list requires a public hearing, which was held on November 25, 2025. Public Works recommends adding CIP project #RB-2685, County Road 19A to 100th Street, to the CTST eligibility list.

Commissioner Bigham moved to adopt **Resolution No. 2025-136** as follows:

**RESOLUTION APPROVING AN UPDATED PROJECT  
ELIGIBILITY LIST, EXHIBIT A, ASSOCIATED WITH THE  
COUNTY TRANSPORTATION SALES AND USE TAX**

**WHEREAS**, County Infrastructure serves as the foundation for economic development in the county and the region; and

**WHEREAS**, Washington County has shown a strong commitment over the years to funding needed infrastructure improvements, for roads, bridges and transit, to support our growing and vibrant county; and

**WHEREAS**, the county has been diligent in minimizing the impacts to property taxes whenever possible, by seeking and leveraging non property tax revenue sources, including state and federal funding, wheelage tax, local option sales taxes, and more; and

**WHEREAS**, the County Board of Commissioners authorized and implemented a 0.5% sales and use tax and an excise tax of \$20 per motor vehicle as provided for in Minnesota Statutes Section 297A.993, imposed on October 1, 2021, for the purpose of funding transit and road and bridge improvements; and

**WHEREAS**, the proceeds of such a Transportation Tax must be spent on projects designated on the Washington County Transportation Sales, Use and Excise Tax – Project Eligibility List, or as otherwise denominated by the county consistent with Minnesota Statutes Section 297A.993, subdivision 2; and

**WHEREAS**, the County Board of Commissioners desires to add one project, County Road 19A – 100<sup>th</sup> Street Realignment, to the eligibility list; for which the required public hearing has been held on November 25, 2025, and which Project Eligibility List is adopted herein.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Board of Commissioners hereby adopts the Updated Project Eligibility List, which is attached as Exhibit A, updated on December 16, 2025, to this resolution and is on file with the clerk of the board.

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

### **Property Purchase in the City of Lake Elmo**

Public Works Director Wayne Sandberg presented a request to approve a purchase agreement and lease agreement to advance the County State Aid Highway (CSAH) 17/Trunk Highway (TH) 36 Interchange Project. Mr. Sandberg reported that the CSAH 17 (Lake Elmo Avenue)/TH 36 Interchange Project is programmed in Washington County's Capital Improvement Plan as project #RB-2674.

Mr. Sandberg reported that acquisition of right-of-way and associated easements has been authorized for Washington County to acquire the entire property at 5900 Lake Elmo Avenue North in Lake Elmo, owned by River Valley Christian Church (RVCC). Because RVCC is a nonprofit religious institution, the property is subject to statutory protections under Minnesota law, requiring voluntary agreement for acquisition. During negotiations, the county and project partners evaluated alternative designs, costs, impacts and timelines, should a settlement not be reached.

Mr. Sandberg reported that the final purchase amount for the property is \$7,350,000, which reflects compensation for relocation, reestablishment, and administrative settlement in lieu of redesign. In addition, as part of the negotiated settlement, RVCC will lease the property back from the county until May 31, 2026. This arrangement is formalized in a separate lease agreement, which provides RVCC time to transition to a new facility while allowing the county to maintain its project schedule.

Commissioner Cox moved to approve the purchase agreement and lease agreement with River Valley Christian Church for property located at 5900 Lake Elmo Avenue, Lake Elmo, Minnesota, to advance the CSAH 17/TH 36 Interchange Project. Commissioner Miron seconded the motion, and it was adopted 4-1 as follows: Ayes, Commissioners Miron, Cox, Bigham, and Karwoski. Nay, Commissioner Clasen.

### **Resolutions to Adopt the 2026 Washington County Budget**

County Administrator Kevin Corbid presented resolutions to adopt the county's 2026 budget and levy. Mr. Corbid summarized the budget process, which began with a workshop in March, and led to a required public budget meeting on December 2. Between those two meetings, the Office of Administration met with departments to create its recommended 2026 budget. Public workshops were held in July and August with all departments, and the board approved its proposed budget and levy in September. Mr. Corbid noted that all of the information that was shared in those public meetings can be found on the county website.

Mr. Corbid reported that the 2026 budget includes revenue and expenses that total just more than \$435 million, which funds the work of approximately 1,500 county employees. The property tax levy is a 6.95% increase over the 2025 levy. Washington County's levy increase is the smallest of any of the seven metropolitan counties. Key factors influencing the 2026 budget are the increasing costs of goods and services from inflationary pressures and tariffs, the cost of wages and benefits, and State and Federal changes, such as the cost for Minnesota Paid Leave and cost shifts in the areas of SNAP benefits and Medicaid. The 2026 budget addresses the most pressing issues for the county and keeps us moving forward, with consideration for the property tax impact on property tax payers.

**Resolution Certifying the Adopted Property Tax Levy Payable 2026 for Washington County**

Commissioner Miron moved to adopt **Resolution No. 2025-137** as follows:

**RESOLUTION CERTIFYING PROPOSED PROPERTY TAX LEVY  
FOR WASHINGTON COUNTY PAYABLE 2026**

The Washington County Board of Commissioners does hereby certify to the Washington County Auditor-Treasurer the following proposed tax levy for payable 2026:

**Washington County \$150,162,700**

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.

**Resolution Certifying the Adopted Property Tax Levy Payable 2026 for Washington County Regional Rail Authority**

Commissioner Bigham moved to adopt **Resolution No. 2025-138** as follows:

**RESOLUTION CERTIFYING PROPOSED PROPERTY TAX LEVY  
FOR THE WASHINGTON COUNTY REGIONAL RAIL AUTHORITY  
PAYABLE 2026**

The Washington County Board of Commissioners does hereby certify to the Washington County Auditor-Treasurer the following proposed tax levy for payable 2026:

**Regional Rail Authority \$660,000**

Commissioner Cox 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.

## Resolution Adopting the Washington County 2026 Budget

Commissioner Miron moved to adopt **Resolution No. 2025-139** as follows:

RESOLUTION ADOPTING THE WASHINGTON COUNTY Adopted BUDGET FOR PAYABLE 2026						
<u>OPERATING FUNDS</u>	<u>EXPENDITURES</u>	<u>REVENUE OTHER THAN LEVY</u>	<u>PLANNED USE OF FUND BALANCE</u>	<u>GROSS LEVY</u>	<u>STATE AID (CPA)</u>	<u>CERTIFIED LEVY</u>
General	\$183,340,900	\$92,711,500	1,867,800	\$88,761,600	\$14,515,600	\$74,246,000
Community Services	\$68,560,800	\$40,176,000	0	\$28,384,800	\$0	\$28,384,800
Library	\$11,096,900	\$693,200	0	\$10,403,700	\$0	\$10,403,700
Parks	\$5,050,800	\$2,452,200	8,400	\$2,590,200	\$0	\$2,590,200
Public Works	\$31,894,500	\$20,976,000	0	\$10,918,500	\$0	\$10,918,500
<b>Subtotal:</b>	<b>\$299,943,900</b>	<b>\$157,008,900</b>	<b>1,876,200</b>	<b>\$141,058,800</b>	<b>\$14,515,600</b>	<b>\$126,543,200</b>
<b>CAPITAL PROJECT FUNDS</b>						
Capital Bond Projects	\$0	\$0	0	\$0	\$0	\$0
Capital Parks Projects	\$1,845,000	\$1,845,000	0	\$0	\$0	\$0
Capital Projects - Other	\$13,568,000	\$5,742,400	1,000,000	\$6,825,600	\$0	\$6,825,600
Capital Land & Water Legacy	\$0	\$0	0	\$0	\$0	\$0
Capital Repairs	\$2,000,000	\$1,332,800	667,200	\$0	\$0	\$0
Capital Road & Bridge	\$100,044,900	\$95,344,900	4,700,000	\$0	\$0	\$0
<b>Subtotal:</b>	<b>\$117,457,900</b>	<b>\$104,265,100</b>	<b>6,367,200</b>	<b>\$6,825,600</b>	<b>\$0</b>	<b>\$6,825,600</b>
<b>DEBT SERVICE FUNDS</b>						
Debt Service - General	\$15,582,800	\$0	0	\$15,582,800	\$0	\$15,582,800
Debt Service - Referendum	\$1,211,100	\$0	0	\$1,211,100	\$0	\$1,211,100
<b>Subtotal:</b>	<b>\$16,793,900</b>	<b>\$0</b>	<b>0</b>	<b>\$16,793,900</b>	<b>\$0</b>	<b>\$16,793,900</b>
<b>Total Proposed Budget:</b>	<b>\$434,195,700</b>	<b>\$261,274,000</b>	<b>8,243,400</b>	<b>\$164,878,300</b>	<b>\$14,515,600</b>	<b>\$150,162,700</b>
<b>Total Washington County Proposed 2026 Levy:</b>				<b>\$164,878,300</b>	<b>\$14,515,600</b>	<b>\$150,162,700</b>

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.

**Resolution Adopting the Washington County Regional Rail Authority 2026 Budget**

Commissioner Karwoski moved to adopt **Resolution No. 2025-140** as follows:

RESOLUTION ADOPTING THE WASHINGTON COUNTY REGIONAL RAIL AUTHORITY Adopted BUDGET FOR PAYABLE 2026						
<u>SPECIAL REVENUE FUND</u>	<u>EXPENDITURES</u>	<u>OPERATING TRANSFERS AND REVENUE OTHER THAN LEVY</u>	<u>FUND BALANCE (Contrib)/Use</u>	<u>GROSS LEVY</u>	<u>STATE AID (CPA)</u>	<u>CERTIFIED LEVY</u>
Regional Rail Authority	\$849,800	\$189,800	\$0	\$660,000	\$0	\$660,000
<b>Total Proposed Budget:</b>	<b>\$849,800</b>	<b>\$189,800</b>	<b>\$0</b>	<b>\$660,000</b>	<b>\$0</b>	<b>\$660,000</b>
<b>Total Washington County Regional Rail Proposed 2026 Levy:</b>				<b>\$660,000</b>	<b>\$0</b>	<b>\$660,000</b>

Commissioner Miron 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.

**Resolution Consenting to the Adopted Property Tax Levy Payable 2026 for the Washington County Community Development Agency**

Commissioner Miron moved to adopt **Resolution No. 2025-141** as follows:

**RESOLUTION CONSENTING TO THE PROPOSED PROPERTY TAX  
LEVY FOR THE WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY PAYABLE 2026**

Pursuant to Minnesota Statute section 469.033 subdivision 6, the Washington County Board of Commissioners hereby consents to the special tax levy of the Washington County Community Development Agency in an amount not to exceed:

**Washington County Community Development Agency \$7,079,361**

Commissioner Cox 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**

### **Resolution to Adopt the 2026-2030 Capital Improvement Plan**

Public Works Deputy Director Frank Ticknor presented a resolution to adopt 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, and the 2026 projects in the CIP are part of the 2026 proposed budget. The CIP 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 approximately \$17 million in planned investment; 21 projects/programs for Public Facilities with approximately \$132 million in planned investment; and 68 projects/programs for Road & Bridge with approximately \$343 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 CIP was posted on the county website for review and comment. Comments were 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. A public hearing was held on November 25, 2025, and since the public hearing, six additional emails were received.

Commissioner Bigham moved to adopt **Resolution No. 2025-142** as follows:

**ADOPTION OF THE 2026-2030  
WASHINGTON COUNTY CAPITAL IMPROVEMENT PLAN**

**WHEREAS**, the Washington County Board of Commissioners has formulated the 2026-2030 Washington County Capital Improvement Plan, which covers a five-year period from the date of its adoption and sets forth the estimated schedule, timing, and details of the specific capital improvements by year, the estimated cost; the need for the particular improvement; and the sources of revenue to pay for the improvements; and

**WHEREAS**, the Washington County Board of Commissioners released the draft version of the proposed 2026-2030 Washington County Capital Improvement Plan to the communities of Washington County on October 7, 2025, for the purpose of receiving written comments; and

**WHEREAS**, the Washington County Board of Commissioners, after public notice, conducted a public hearing on November 25, 2025, for the purpose of receiving public comments on the proposed 2026-2030 Washington County Capital Improvement Plan; and

**WHEREAS**, in passing the aforesaid Plan, the County Board of Commissioners has considered the following for each project to be funded with Capital Improvement Bonds:

- 1) The condition of the County's existing infrastructure, including the projected need for repair or replacement;
- 2) the likely demand for the improvement;
- 3) the estimated cost of the improvement;
- 4) the available public resources;
- 5) the level of overlapping debt in the County;
- 6) the relative benefits and costs of alternative uses of the funds;
- 7) operating costs of the proposed improvements; and
- 8) alternatives for providing services more efficiently through shared facilities with other counties or local government units.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners adopts the 2026-2030 Washington County Capital Improvement Plan, which is attached hereto.

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

## **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](http://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 Bigham moved to adjourn. Commissioner Clasen seconded the motion, and it was adopted 5-0.

The County Board meeting adjourned at 11:41 a.m.

## **BOARD WORKSHOP WITH THE SHERIFF'S OFFICE**

The board met in workshop session for an overview of a potential project to transition the Sheriff's Records Management System (RMS) from on-premise hosting to a cloud environment. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

## **BOARD WORKSHOP WITH ADMINISTRATION**

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

Attest:

Kevin Corbid  
County Administrator

Stan Karwoski  
County Board Chair

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD  
WASHINGTON COUNTY, MINNESOTA  
DECEMBER 23, 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 December 23, 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. Approve Contract No. 17845 with Quad/Graphics, Inc. in the amount of \$502,308.00, for the period of December 23, 2025, to December 31, 2030.
2. Adopt 2026 Commissioner Assignments to Committees, Commissions, and Joint Powers Boards as follows:

**Commissioner Fran Miron - District 1**

2026 Committee Appointments:

*Washington County*

- Community Development Agency
- Groundwater Advisory Committee
- Personnel Committee

- Regional Railroad Authority
- Washington County Extension Committee (Alternate)

*Association of Minnesota Counties*

- Environment and Natural Resources Advisory Committee
- Agriculture and Rural Development Advisory Committee

East Central Regional Juvenile Center (Alternate)

Lower St. Croix Watershed Policy Committee

Metropolitan Emergency Services Board

- MESB Executive Committee

Metropolitan Mosquito Control District

- MMCD Executive Committee

Minnesota Inter-County Association (MICA)

Ramsey/Washington Recycling & Energy Board

- R&E Partnership for Waste and Energy

**Commissioner Stan Karwoski - District 2**

2026 Committee Appointments:

*Washington County*

- Community Development Agency (Alternate)
- Parks and Open Space Commission
- Regional Railroad Authority
- Workforce Development Board
- Workforce Development Board Oversight Action Committee

*Association of Minnesota Counties*

- Transportation Policy Committee

East Metro Strong Board

Gold Line Executive Change Control Board

Gold Line Joint Powers Board

Greater MSP

Metropolitan Mosquito Control District (Alternate)

Metropolitan Transportation Advisory Board (TAB)

TAB Active Transportation Workgroup

Minnesota Inter-County Association (MICA)

*National Association of Counties (NACo)*

- Rural Action Caucus Steering Committee
- Environmental, Energy and Land Use Committee
- Environment, Energy and Land Use Steering Committee – Air Quality (Vice Chair)
- Membership Standing Committee

Rush Line Corridor Task Force

**Commissioner Bethany Cox - District 3**

2026 Committee Appointments:

*Washington County*

- Board of Adjustment and Appeals/Planning Advisory Committee
- Community Corrections Advisory Board
- Groundwater Advisory Committee (Alternate)
- Historic Courthouse Advisory Committee
- Mental Health Advisory Council LAC
- Personnel Committee

- Plat Commission
- Regional Railroad Authority

*Association of Minnesota Counties*

- AMC Board of Directors as District X Representative (Alternate)
- AMC – General Government Policy Committee

*National Association of Counties (NACo)*

- Health Steering Committee

East Central Regional Juvenile Center

Lake Elmo Airport Advisory Commission

Lower St. Croix Watershed Policy Committee (Alternate)

Metropolitan Mosquito Control District

Metropolitan Emergency Services Board (Alternate)

Ramsey/Washington Recycling & Energy Board (Alternate)

Statewide Community Health Services Advisory Committee (Alternate)

**Commissioner Karla Bigham - District 4**

2026 Committee Appointments:

*Washington County*

- Audit Advisory Committee
- Board of Adjustment and Appeals/Planning Advisory Committee (Alternate)
- Finance Committee
- Law Library Board
- Library Board
- Plat Commission (Alternate)
- Regional Railroad Authority
- Washington County Extension Committee

*Association of Minnesota Counties*

- AMC Board of Directors as District X Representative
- Public Safety Policy Committee

Gold Line Executive Change Control Board (Alternate)

Gold Line Joint Powers Board (Alternate)

Great River Rail Commission

Metropolitan Transportation Advisory Board (TAB) (Alternate)

*National Association of Counties (NACo)*

- Justice and Public Safety Steering Committee
- Justice and Public Safety Steering Committee – Law Enforcement Subcommittee (Vice Chair)
- Arts and Culture Commission
- The Resilient Counties Advisory Board
- The Rural Action Caucus
- Women of NACo Leadership Network

Ramsey/Washington Recycling & Energy Board

- Facility and Finance Committee
- Partnership on Waste and Energy (Alternate)
- Regional Hauler Licensing Board

Red Rock Corridor Commission

**Commissioner Michelle Clasen - District 5**

2026 Committee Appointments:

*Washington County*

- Finance Committee
- Workforce Development Board (Alternate)
- Regional Railroad Authority
- Washington County Extension Committee

*Association of Minnesota Counties*

- Health and Human Services Committee
- Economic Development, Workforce, and Housing Policy Subcommittee

East Metro Strong (Alternate)

Gold Line Executive Change Control Board

Gold Line Joint Powers Board

Great River Rail Commission (Alternate)

Library Park Association

Metropolitan Emergency Services Board

Metropolitan Library Service Agency

*National Association of Counties (NACo)*

- Community, Economic and Workforce Development Steering Committee
- LGBT Leaders and Allies (NACLGBTLA)
- Women of NACo Leadership Network Committee

State Community Health Services Advisory Committee (SCHSAC)

- State Community Health Services Advisory Committee Executive Committee (Alternate)

Red Rock Corridor Commission (Alternate)

3. Approval to revise Financial and Budget Policy #2801 - Fund Balances.
4. Approve closing Fund 416 – Capital Technology Fund, and open Fund 130 – County Technology Fund.
5. Approve Amendment No. 5 to Contract No. 16094 with Rise for Day Support Services (DSS) and Employment Support Services (ESS) to extend the term of the contract through December 31, 2028, and add \$167,000 per year for 2026, 2027 and 2028, for a new contract total of \$1,318,000.
6. Approve Amendment No. 4 to Contract No. 16538 with Lifeworks Services, Inc., for Day Support Services (DSS) and Employment Support Services (ESS) to extend the term of the contract through December 31, 2028, and add \$57,000 per year for 2026, 2027 and 2028, for a new contract total of \$287,000.
7. Approve the 2026-2028 Tentative Agreement with the Association of Supervisors.
8. Approve the 2026-2028 Wage and Benefit package for Non-Represented Confidential and Appointed Employees.
9. Approve the 2026-2028 Tentative Agreement with Minnesota Public Employees Association Correctional Officer Unit Collective Bargaining Agreement.

10. Approval to modify Human Resources Personnel Rules and Regulations, Section #15 - Holidays, Paid Time Off, and Compensatory Time.
11. Approval to modify Human Resources Personnel Rules and Regulations, Section #8 - Probation.
12. Approve Purchase Order No. 28354 with Insight Public Sector, Inc. for a total of \$1,389,026.78 for the period of December 23, 2025, to December 22, 2028.
13. Approval of **Resolution No. 2025-143** as follows:

**RESOLUTION APPROVING THE ESTABLISHMENT OF  
COUNTY STATE AID HIGHWAY 27 IN THE CITY OF  
MAHTOMEDI**

**WHEREAS**, the County Board of the County of Washington approved, on July 23, 2024, the jurisdictional transfer, from the State of Minnesota, Department of Transportation to Washington County, of Trunk Highway 120 from the North Ramp of Interstate 694 to County State Aid Highway No. 12 (Wildwood Road) within Washington County; and

**WHEREAS**, the State of Minnesota, Department of Transportation, has similarly approved the jurisdictional transfer of Trunk Highway 120 (Century Avenue North/East County Line Road) from the North Ramp of Interstate 694 to County State Aid Highway No. 12 (Wildwood Road) within Washington County to the jurisdiction of Washington County, effective August 29, 2024; and

**WHEREAS**, the State of Minnesota, Department of Transportation released Trunk Highway 120 (East County Line Road) from the North Ramp of Interstate 694 to County State Aid Highway No. 12 (Wildwood Road) within Washington County to Washington County on August 1, 2025; and

**WHEREAS**, it appears to the County Board of the County of Washington that the highway segment being transferred should be designated as a County State Aid Highway under the provisions of Minnesota law; and

**WHEREAS**, the cities of Mahtomedi and Oakdale are concurrently passing resolutions in support of the proposed jurisdictional transfer.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Washington that Trunk Highway 120 (Century Avenue North/East County Line Road) from the North Ramp of Interstate 694 to County State Aid Highway No. 12 (Wildwood Road) within Washington County be hereby established, located, and designated as County State Aid

Highway 27 of Washington County, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation.

The motion 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**

### **Opioid Settlement 2025 Update and 2026 Award Overview**

Public Health Program Coordinator Sean Young-Stephens presented a financial overview of the opioid settlement funding, and highlighted the projects implemented with the 2025 funding. Mr. Young-Stephens reported that Washington County is estimated to receive a total of \$11.5 million of opioid settlement funding over an 18-year payment schedule. To date, Washington County has received approximately \$4.3 million. Mr. Young-Stephens noted that Washington County has been nationally recognized on the work being done with the opioid settlement funds.

Mr. Young-Stephens provided summaries of the 2025 projects/grantees, which included: Thrive! Family Recovery Resources; YourPath; ShelettaMakesMeLaugh, LLC; Waymakers to Recovery; Wellshare International; Elim Lutheran Church; Change the Outcome; and Invisible Wounds Project. Mr. Young-Stephens reported on each project's progress, measurable outcomes, and insights and knowledge gained during this first full year of implementation.

Mr. Young-Stephens reported that 31 applications were received for 2026 funding, and the Opioid Settlement Council awarded seven projects, ranging between \$25,000 to \$150,000, for a total of \$700,000. Three are current grantees: Waymakers to Recovery; ShelettaMakesMeLaugh, LLC; and Invisible Wounds Project; and the four new grantees are Raices Latinas; Steve Rummeler HOPE Network; The Center of Addiction & Faith; and Washington County Community Services.

### **Community Services**

Director Jennifer Castillo provided information regarding a letter to Minnesota Governor Tim Walz from the U.S. Department of Agriculture received on December 16<sup>th</sup>. The letter is directing four particular Minnesota counties, Hennepin, Ramsey, Wright, and Washington, to initiate recertification for all Supplemental Nutrition Assistance Program (SNAP) recipients within 30 days. Ms. Castillo reported that Washington County Community Services has approximately 5,400 cases (10,000 individuals) on SNAP, and spoke about the immense impact this request will have on the workforce and recipients.

## **GENERAL ADMINISTRATION**

### **Resolution to Set the 2026 Salary for the County Sheriff**

Commissioner Bigham moved to adopt a resolution setting the 2026 salary for the County Sheriff at \$230,605. The motion was seconded by Commissioner Miron.

Commissioner Clasen moved to adopt a resolution setting the 2026 salary for the County Sheriff at \$226,254. The motion failed due to lack of a second.

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

### **Resolution No. 2025-144**

#### **2026 SALARY FOR DANIEL STARRY, COUNTY SHERIFF**

**WHEREAS**, the Washington County Board of Commissioners annually sets the salary of the County Sheriff by resolution; and

**WHEREAS**, the Board of Commissioners has carefully considered the Sheriff's experience, qualifications, and performance in his role as Sheriff, in addition to careful consideration of the responsibilities and duties as County Sheriff; and

**WHEREAS**, Washington County pays its employees and elected officials on a bi-weekly basis, and recognizes that calendar year 2026 will have 27 bi-weekly pay dates, beginning on Friday, January 2, 2026; with the final pay date being December 31, 2026 since Friday, January 1, 2027 is a holiday; and

**WHEREAS**, the county has determined it is just and fair to continue its practice of paying the elected officials and county administrator on a bi-weekly basis as we have done in years with 26 pay periods; and

**WHEREAS**, the county board understands that in years with 27 pay periods that the pay provided to the elected officials and county administrator during the calendar year may exceed the amount identified in this resolution; and similarly understands that in years with 26 pay periods the pay provided to these individuals is less than the amount approved in previous and future resolutions.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2026 salary for Washington County Sheriff Daniel Starry shall be as follows, effective January 1, 2026:

Sheriff: \$230,605

## **Resolution to Set the 2026 Salary for the County Attorney**

Commissioner Miron moved to adopt a resolution setting the 2026 salary for the County Attorney at \$240,466. The motion was seconded by Commissioner Bigham.

Commissioner Clasen moved to adopt a resolution setting the 2026 salary for the County Attorney at \$235,929. The motion failed due to lack of a second.

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

### **Resolution No. 2025-145**

#### **2026 SALARY FOR KEVIN MAGNUSON, COUNTY ATTORNEY**

**WHEREAS**, Minnesota Statute 388.18 requires the Washington County Board of Commissioners to set by resolution the salary of the County Attorney; and

**WHEREAS**, the Board of Commissioners has carefully considered the Attorney's experience, qualifications, and performance in his role as County Attorney, in addition to careful consideration of the responsibilities and duties of the County Attorney; and

**WHEREAS**, Washington County pays its employees and elected officials on a bi-weekly basis, and recognizes that calendar year 2026 will have 27 bi-weekly pay dates, beginning on Friday, January 2, 2026; with the final pay date being December 31, 2026 since Friday, January 1, 2027 is a holiday; and

**WHEREAS**, the county has determined it is just and fair to continue its practice of paying the elected officials and county administrator on a bi-weekly basis as we have done in years with 26 pay periods; and

**WHEREAS**, the county board understands that in years with 27 pay periods that the pay provided to the elected officials and county administrator during the calendar year may exceed the amount identified in this resolution; and similarly understands that in years with 26 pay periods the pay provided to these individuals is less than the amount approved in previous and future resolutions.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2026 salary for Washington County Attorney Kevin Magnuson shall be as follows, effective January 1, 2026:

Attorney: \$240,466

## **Resolution to Set the 2026 Salary for the County Commissioners**

Commissioner Miron moved to adopt **Resolution No. 2025-146** as follows:

### **2026 SALARIES AND EXPENSES FOR COUNTY COMMISSIONERS**

**WHEREAS**, Minnesota Statute 375.055, Subd. 1, requires the County Board of Commissioners to set salaries, per diem payments, and expense reimbursement for its members prior to January 1 of the effective year; and

**WHEREAS**, Washington County pays its employees and elected officials on a bi-weekly basis, and recognizes that calendar year 2026 will have 27 bi-weekly pay dates, beginning on Friday, January 2, 2026; with the final pay date being December 31, 2026 since Friday, January 1, 2027 is a holiday; and

**WHEREAS**, the county has determined it is just and fair to continue its practice of paying the elected officials and county administrator on a bi-weekly basis as we have done in years with 26 pay periods; and

**WHEREAS**, the county board understands that in years with 27 pay periods that the pay provided to the elected officials and county administrator during the calendar year may exceed the amount identified in this resolution; and similarly understands that in years with 26 pay periods the pay provided to these individuals is less than the amount approved in previous and future resolutions.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2026 annual salary for Washington County Commissioners be \$88,051 effective January 1, 2026.

**BE IT FURTHER RESOLVED**, that expense reimbursement for Washington County Commissioners will be as provided for in County Policy #6008.

**BE IT FURTHER RESOLVED**, that each of the Washington County Commissioners receive the same county paid medical insurance premium, flexible medical credit amount, life insurance, and long-term disability coverage, as received by the elected department heads.

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.

## **Resolution to Set the 2026 Salary for the County Administrator**

Commissioner Bigham moved to adopt a resolution setting the 2026 salary for the County Administrator at \$259,284. The motion was seconded by Commissioner Cox.

Commissioner Clasen moved to adopt a resolution setting the 2026 salary for the County Administrator at \$254,392. The motion failed due to lack of a second.

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

### **Resolution No. 2025-147**

#### **2026 SALARY FOR THE COUNTY ADMINISTRATOR**

**WHEREAS**, Minnesota Statute 375A.06, Subd. 1, authorizes the County Board of Commissioners to appoint and employ an Administrator upon such terms and conditions as it deems advisable, and directs the County Board to set the Administrator's salary; and

**WHEREAS**, Washington County pays its employees and elected officials on a bi-weekly basis, and recognizes that calendar year 2026 will have 27 bi-weekly pay dates, beginning on Friday, January 2, 2026; with the final pay date being December 31, 2026 since Friday, January 1, 2027 is a holiday; and

**WHEREAS**, the county has determined it is just and fair to continue its practice of paying the elected officials and county administrator on a bi-weekly basis as we have done in years with 26 pay periods; and

**WHEREAS**, the county board understands that in years with 27 pay periods that the pay provided to the elected officials and county administrator during the calendar year may exceed the amount identified in this resolution; and similarly understands that in years with 26 pay periods the pay provided to these individuals is less than the amount approved in previous and future resolutions.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2026 annual salary for Kevin J. Corbid, Washington County Administrator, shall be as follows, effective January 1, 2026:

Administrator: \$259,284

## **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](http://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 Clasen seconded the motion, and it was adopted 5-0.

The County Board meeting adjourned at 11:03 a.m.

## **BOARD WORKSHOP WITH ADMINISTRATION**

The board met in workshop session to review the County Board Operating Procedures & Guidelines. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

Kevin Corbid  
County Administrator

Stan Karwoski  
County Board Chair



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.B

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S):	MEDIA CONTACT: Jennifer Ochocki 651-430-6010	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve 2026 Memorial Day appropriations of \$100 each, upon request, for military service organizations.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The County Board has provided Memorial Day appropriations to various groups sponsoring and conducting Memorial Day services. If the County Board wishes to continue that practice, a board action is necessary to authorize those payments, per Minnesota Statutes 375.34 and 375.35.  The Office of Administration recommends approval of the authority to provide Memorial Day appropriations, if requested, in 2026.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: General Operations	

### Approvals

John Ristad, County Attorney Civil Division Chief	12/30/2025
Jan Lucke, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.C

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Jennifer Ochocki, Coordinator to the County Administrator	REQUESTOR PHONE: 651-430-6010
PRESENTER(S): Jennifer Ochocki	MEDIA CONTACT: Jennifer Ochocki 651-430-6010	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution and approve the contracts awarding the 2026-2028 newspaper publishing bids and designating the county website as the official publication for bids and proposals.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Statute 375.12, Publication of Official Proceedings in Summary Form MN Statute 331A.01 Subd. 7 and 331A.04-.07, Publication of Legal Notices MN Statute 279.09, Publication of Delinquent Real Estate Notice and List MN Statute 375.17, First and Second Summary Publication of Financial Statement  MN Statute 331A.04 does govern the DESIGNATION OF A NEWSPAPER FOR OFFICIAL PUBLICATIONS. Subdivision 1.Priority.The governing body of a political subdivision, when authorized or required by statute or charter to designate a newspaper for publication of its public notices, shall designate a qualified newspaper in the following priority. Subd. 2.Known office in locality.If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated.	
BACKGROUND/JUSTIFICATION: Washington County is required by law to publish certain notices and information in a qualified newspaper, including a summary of board proceedings, legal notices, public hearing notices, certain bids, certain financial publications and delinquent tax lists. In order to be considered a qualified newspaper, an entity must meet the requirements of Minn. Stat. §331A.02.  Beginning November 12, 2025, Washington County published the qualified newspaper bid notice for two weeks, as required under Minn. Stat. §375.21. On December 2, 2025, the bid period closed and there were four bids for 2026-2028 publication of county legal notices received and tabulated. All four bidders identified themselves as meeting the requirements of the law to be designated a qualified newspaper. In order to compare bids according to Minn. Stat. §331A.04, Subd.2, the lowest <i>local</i> bid was determined using an index number, which is a calculation that takes into		

account the column width, print size, and other factors. Two bids were determined to be local to Washington County. Based on the bids provided and prioritized per state statute and the known office in the locality, county staff recommends awarding the three-year contract for the publications to the following local newspapers:

Publication - Bidder

Summary of Proceedings - Country Messenger

Legal Notices - Country Messenger

Delinquent Real Estate - Country Messenger

1st Publication of the Financial Statement - Country Messenger

2nd Publication of the Financial Statement Summary - Stillwater Gazette

Staff recommends adoption of the resolution and approval of three-year contracts with Country Messenger and Stillwater Gazette, as allowed by law.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

**Budget Impact**

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

**Approvals**

John Ristad, County Attorney Civil Division Chief	12/23/2025
Jan Lucke, Deputy County Administrator	12/29/2025
Kevin Corbid, County Administrator	12/31/2025

DATE January 6, 2026

DEPARTMENT Administration

MOTION  
BY COMMISSIONER \_\_\_\_\_

SECONDED BY  
COMMISSIONER \_\_\_\_\_

**AWARD OF 2026-2028 NEWSPAPER PUBLICATION BIDS**

**WHEREAS**, Minnesota Statute 375.12 requires advertisement for bids for county legal printing and awarding of bids at the first board meeting of the year; and

**WHEREAS**, Minnesota Statute 331A.06, Subd. 5, allows for publication contracts for no longer than three years; and

**WHEREAS**, pursuant to bid advertisement, newspaper publication bids were received until 2:00 p.m., December 2, 2025, for the following publications:

- 1) Official Board Proceedings in Summary Form
- 2) Legal Notices
- 3) Delinquent Real Estate Tax List
- 4) Financial Statement (first publication)
- 5) Financial Statement Summary (second publication)

**WHEREAS**, timely bids were received from Sentinel Publications/Country Messenger, Press Publications/The Citizen, and the Stillwater Gazette; and

**WHEREAS**, pursuant to authority contained in Minnesota Statute 331A.04, Subd. 2, Washington County newspaper publishing awards are first based on known office in the locality and next on the lowest index number for all bids; and

**WHEREAS**, pursuant to authority contained in Minnesota Statute 331A.12, the Public Works Department may designate the Washington County website as the official publication of transportation projects legal notices.

**NOW, THEREFORE, BE IT RESOLVED**, that the Washington County Board of Commissioners hereby awards newspaper publication contracts for a term of three years as follows:

- 1) Official Proceedings in Summary Form (Board minutes in summary form): **Country Messenger**
- 2) Legal Notices: **Country Messenger**
- 3) Notice and List of Real Estate Remaining Delinquent: **Country Messenger**
- 4) First Publication of the Financial Statement for the years ending December 31, 2026, 2027, and 2028: **Country Messenger**
- 5) Second Publication of the Financial Statement Summary to be distributed as an insert: **Stillwater Gazette**

**BE IT FURTHER RESOLVED**, that notwithstanding the three-year publication contracts, the county shall continue to publish yearly notice of publication of transportation projects on its website, as required by Minnesota Statute 331A.12.

**ATTEST:**

**COUNTY ADMINISTRATOR**

**MIRON  
KARWOSKI  
COX  
BIGHAM  
CLASEN**

**YES            NO**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**COUNTY BOARD CHAIR**

<b>NEWSPAPER BID TABULATION FORM 2026-2028</b>					2-Dec-25
<b>County Legal Notices</b>	<b>COUNTRY MESSENGER Local Office-Yes  Index Number</b>	<b>Cottage Grove Journal Local Office-No  Index Number</b>	<b>STILLWATER GAZETTE Local Office-Yes  Index Number</b>	<b>ST. PAUL PIONEER PRESS Local Office-No Index Number</b>	<b>RECOMMENDED AWARD</b>
1) Official Proceedings	0.22116	0.1792	0.269443	1.35	COUNTRY MESSENGER
2) Legal Notices  Discount for same 2nd publication?	0.22116	0.1792	0.269443	1.35	COUNTRY MESSENGER
3) Delinquent Tax List  % Decrease for 2nd list  Days needed prior to 2nd publication of revised list	0.22116	0.1792	0.269443	1.35	COUNTRY MESSENGER
4) 1st Financial  Insert Fee	0.22116	0.1792	269443	1.35	COUNTRY MESSENGER
5) 2nd Financial -Summary	0.22116	0.1792	0.269443	1.35	STILLWATER GAZETTE



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.D

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S):	MEDIA CONTACT: Theresa Hoffer	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve revisions to Administrative Policy #1810 - Records Retention and Disposition.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Washington County Policy #1810, <i>Records Retention and Disposition</i> , establishes the framework for managing county records in compliance with Minnesota Statutes and Minnesota Rules. The policy and associated procedures guide departments in the creation, maintenance, retention, and lawful disposition of county records and support consistent records management practices countywide.  The policy was previously approved by the County Board and has been revised periodically to reflect statutory updates, operational changes, and evolving records management practices. The proposed updates do not change the intent or substance of the policy. Rather, they focus on clarifying language, improving consistency and readability, correcting a historical date reference, and aligning terminology with current practices.  Board approval is requested to adopt the updated Records Retention and Disposition Policy #1810.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

John Ristad, County Attorney Civil Division Chief	12/30/2025
Jan Lucke, Deputy County Administrator	12/30/2025

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## RECORDS RETENTION AND DISPOSITION

### Policy

This policy establishes guidelines for the creation and maintenance of records retention schedules at Washington County. Each records retention schedule is created and approved according to this policy and is considered ~~to be a~~ part of this policy.

The State of Minnesota requires Washington County to manage the retention and disposition of its records in accordance with State Statutes, Chapter 15.17, Chapter 138.17, and Minnesota Rules, Part 1205.1500. Noting that aAdministrative, operational, and historical needs shall also be considered in management of the records.

Washington County shall create and use a custom ~~departmentalized~~ retention schedules organized by department. The retention schedule that isare approved ~~by~~ under the authority of the Minnesota ~~State Archives~~ Records and Disposition Panel.

### Guidelines

#### ***Establishing Records Retention Schedules***

Each county department shall ~~create-maintain~~ a ~~customized-custom~~ records retention schedule for the records for which it has responsibility, to ensure alignment with their unique operational needs, ~~and shall follow the schedule of~~Once approved by the ~~Minnesota State~~ Records and Disposition Panel the department will adhere to the records retention schedule.

~~Before Minnesota Records Disposition Panel approval, the item will follow an internal approval process beginning with the Office of Administration – Records Manager, the Department’s Director, and the County Attorney’s Office resulting in a fully vetted item(s) for addition, removal or update to the County Record Retention Schedule. The Minnesota Records Retention Schedule form is then submitted to the Minnesota Records Disposition Panel for feedback and/or approval. The retention schedule shall go through an internal approval process within each county department beginning with authorization by the department director. Once approved by the department director, the records retention schedule and amendments shall be reviewed by the County Office of Administration and the County Attorney’s Office to complete the internal approval process. The retention schedule will then be submitted to the Minnesota State Archives Records and Disposition Panel for State approval.~~

#### ***Maintaining Records Retention Schedules***

To maintain record retention schedules ~~a~~ Additions, removals, or amendments ~~updates to a schedule shall shall~~ follow the county's ~~current~~ approval process, and ~~will be~~ is then submitted ~~for~~ to the Minnesota Records Disposition Panel for review and/or state approval.

**Location of ~~Current~~ the County Records Retention Schedules**

Records retention schedules will be posted to the county's intranet and made available to staff.

**Records Destruction**

Departments are to follow the Records Disposition Process prior to destroying records in compliance with MS 138.225 and ~~will shall~~ review the data practices classifications of the records to determine if ~~they it~~ contains public or non-public data. Public records data may be destroyed ~~through normal~~ via recycling or trash ~~disposal~~ bins. ~~Records that contain or may contain data that is n~~ Nonet ~~public data, however,~~ must be destroyed ~~in a confidentially manner.~~ The county will provide by using the secure destruction containers ~~shred bins placed throughout the departments, and services for the disposal of non-public records.~~

**Definitions**

**Records:** Records as defined in ~~—~~Minnesota Statute 138.17 includes all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency.

**Record Series:** A Record Series is a group of ~~documents~~ records that ~~are treated as a unit for records retention purposes~~ share a relationship based how they are created, used or maintained. ~~They may be similar in format, be related to a common subject matter, and/or be normally used and stored as a set.~~ They may be on a common subject and are often retained for the same amount of time. Examples: accounts payable records, personnel files, ~~and~~ or project files.

**Records Disposition:** Record Disposition is the final action taken on a record ~~or record series once it has reached the end of its~~ when the retention period is complete. Disposition may refer to the destruction of the record; or, if it is a permanent record, to its transfer to a permanent storage facility or to the Minnesota State Archives.

**Records Retention Schedule:** ~~A~~ collection or list of records series ~~and~~ or types ~~created by a department,~~ which describes the ~~department's~~ County's records and establishes a

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minimum retention periods based on ~~their~~ its administrative, fiscal, legal, operational, or ~~and~~ historical value.

## **Responsibilities**

### ***Office of Administration:***

- A. ~~Developing~~ Develop and ~~managing~~ manage a standard records retention schedule format for county departments.
- B. ~~Assisting~~ departments ~~in to~~ determining the retention, ~~and/or~~ disposition, ~~and of records and records~~ series to be included ~~in department records retention schedules~~ the records retention schedule.
- C. ~~Authorizing~~ Authorize and ~~developing~~ develop records management administrative procedures that conform with state and federal statutes and ~~establishing~~ consistency consistent practices in the development and approval of ~~department the~~ records retention schedules.
- D. ~~Managing~~ Manage the Records Retention Schedule approval process ~~for department records retention schedules~~ and ~~submittal~~ to the Minnesota ~~State Archives~~ Records and Disposition Panel for review and approval.
- E. ~~Maintaining~~ all approved records retention schedules on the county's intranet.

### ***County Attorney:***

- A. ~~Assisting~~ departments in determining the retention and/or disposition of records and records series from a legal perspective to be included in ~~department~~ records retention schedules.
- B. ~~Reviewing~~ county records retention policy and procedures to ensure compliance with state and federal law.
- C. ~~Reviewing~~ ~~department~~ records retention schedules to ensure compliance with county records retention policy, county data practices policy, state statute, and federal law.

### ***County Departments:***

- A. ~~Developing~~ Develop and ~~maintaining~~ a records retention schedule ~~for their department~~ inspecific to department records and operational needs. Ensure compliance with county policy and ~~ensuring~~ implement an acceptable level of oversight of records management within the department ~~is maintained~~.

- B. Submitting recommended ~~record retention schedule changes~~ updates to the ~~records retention schedule to the County Attorney's Office and~~ Office of Administration and then to the Attorney's Office for internal review and approval.
- C. Developing and maintaining a process for identifying where records are located and stored ~~at all times~~. This process must allow a manager or other authorized employees to locate and retrieve ~~county~~ records without delay or an extended search.

## **Procedures**

### **1810 Records Retention and Disposition Procedures**

#### **Records Disposition Procedures**

#### **Source**

Minn. Stat. § 15.17, subd. 1 & 2

Minn. Stat. § 138.17, Minn. Stat. § 138.163 and

Minn. Rules 1205.1500 subp. 4 & 5.

County Data Practices Policy #3001

County Board approval on December 21, 2010, October 16, 2018

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## **RECORDS RETENTION AND DISPOSITION**

### **Policy**

This policy establishes guidelines for the creation and maintenance of records retention schedules at Washington County. Each record retention schedule is created and approved according to this policy and is considered part of this policy.

The State of Minnesota requires Washington County to manage the retention and disposition of its records in accordance with State Statutes, Chapter 15.17, Chapter 138.17, and Minnesota Rules, Part 1205.1500. Note that administrative, operational, and historical needs shall also be considered in management of the records.

Washington County shall create and use a custom retention schedule organized by department. The retention schedule is approved under the authority of the Minnesota Records Disposition Panel.

### **Guidelines**

#### ***Establishing Records Retention Schedules***

Each county department shall maintain a custom records retention schedule for the records for which it has responsibility, to ensure alignment with their unique operational needs. Once approved by the Minnesota Records Disposition Panel the department will adhere to the records retention schedule.

Before Minnesota Records Disposition Panel approval, the item will follow an internal approval process beginning with the Office of Administration – Records Manager, the Department’s Director, and the County Attorney’s Office resulting in a fully vetted item(s) for addition, removal or update to the County Record Retention Schedule. The Minnesota Records Retention Schedule form is then submitted to the Minnesota Records Disposition Panel for feedback and/or approval.

#### ***Maintaining Records Retention Schedules***

To maintain record retention schedules additions, removals, or updates shall follow the county’s approval process and is then submitted to the Minnesota Records Disposition Panel for review and/or approval.

#### ***Location of the County Records Retention Schedule***

Records retention schedules will be posted to the county’s intranet and made available to staff.

### ***Records Destruction***

Departments are to follow the Records Disposition Process prior to destroying records in compliance with MS 138.225 and will review the data practices classifications to determine if it contains public or non-public data. Public data may be destroyed via recycling or trash bins. Non-public data must be destroyed confidentially by using the secure shred bins placed throughout the departments.

### **Definitions**

***Records:*** Records as defined in Minnesota Statute 138.17 includes all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency.

***Record Series:*** A Record Series is a group of records that share a relationship based on how they are created, used or maintained. They may be on a common subject and are often retained for the same amount of time. Examples: accounts payable records, personnel files, and project files.

***Records Disposition:*** Record Disposition is the final action taken on a record when the retention period is complete. Disposition may refer to the destruction of the record; or, if it is a permanent record, to its transfer to a permanent storage facility or to the Minnesota State Archives.

***Records Retention Schedule:*** A collection or list of records series and types, which describes the County's records and establishes a minimum retention period based on its administrative, fiscal, legal, operational, or historical value.

### **Responsibilities**

#### ***Office of Administration:***

- A. Develop and manage a standard records retention schedule format for county departments.
- B. Assist departments to determine the retention, disposition, and series to be included in the records retention schedule.

- C. Authorize and develop records management administrative procedures that conform with state and federal statutes and establish consistent practices in the development and approval of the records retention schedules.
- D. Manage the Records Retention Schedule approval process and submit it to the Minnesota Records Disposition Panel for review and approval.
- E. Maintain approved records retention schedules on the county's intranet.

**County Attorney:**

- A. Assist departments in determining the retention and/or disposition of records and records series from a legal perspective to be included in records retention schedules.
- B. Review county records retention policy and procedures to ensure compliance with state and federal law.
- C. Review records retention schedules to ensure compliance with county records retention policy, county data practices policy, state statute, and federal law.

**County Departments:**

- A. Develop and maintain a records retention schedule specific to department records and operational needs. Ensure compliance with county policy and implement oversight of records management within the department.
- B. Submit recommended record retention schedule updates to the Office of Administration and then to the Attorney's Office for internal review and approval.
- C. Develop and maintain a process for identifying where records are located and stored. This process must allow a manager or other authorized employees to locate and retrieve records without delay or extended search.

**Procedures**

**[1810 Records Retention and Disposition Procedures](#)**

**Records Disposition Procedures**

**Source**

Minn. Stat. § 15.17, subd. 1 & 2  
Minn. Stat. § 138.17 Minn. Stat. § 138.163 and  
Minn. Rules 1205.1500 sub. 4 & 5.  
County Data Practices Policy #3001  
County Board approval on December 21, 2010, October 16, 2018



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.E

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Megan Carlson, Administrative Assistant	REQUESTOR PHONE: 651-430-6001
PRESENTER(S):	MEDIA CONTACT: Megan Carlson 651-430-6001	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to appoint Larry Odebrecht to a partial term on the Community Corrections Advisory Board as a District 3 Representative starting January 7, 2026, and expiring December 31, 2026.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Community Corrections Advisory Board Ex Officio Member Bethany Cox and staff liaison Terry Thomas support the appointment of Larry Odebrecht to the Community Corrections Advisory Board.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

John Ristad, County Attorney Civil Division Chief	12/23/2025
Jan Lucke, Deputy County Administrator	12/29/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.F

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Jennifer Ochocki, Coordinator to the County Administrator	REQUESTOR PHONE: 651-430-6010
PRESENTER(S):	MEDIA CONTACT: Kevin Corbid 651-430-6002	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve revisions to the Washington County Board of Commissioners Operating Procedures and Guidelines.		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: On April 15, 2025, the board approved the County Board Operating Procedures and Guidelines. In October 2025, the board amended the document to add language related to remote attendance at board meetings as allowed under the Open Meeting Law. On December 23, 2025, the board held a public workshop to review the document.  Two revisions are proposed for consideration as follows:  Amendment to Section III, E: A board member may request a workshop be held in the County Board Room and livestreamed by notifying the County Board chair or administrator at least a week prior to the board meeting.  Amendment to Section IV, A: Abide by the requirements in Chapter 10A that do not allow public/county tax dollars to be used directly for campaign activities that benefit a specific public official or candidate.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 2/11/2025 and 4/1/2025 - Workshops to discuss County Board Operating Procedures and Guidelines. 4/15/2025 - Approval of County Board of Commissioners Operating Procedures and Guidelines. 8/19/2025 - Workshop to review Open Meeting Law statutory updates. 10/21/2025 - Approved revisions to the County Board Operating Procedures and Guidelines. 12/23/2025 - Annual Workshop to review Washington County Board of Commissioners Operating Procedures and Guidelines.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

## Approvals

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John Ristad, County Attorney Civil Division Chief 12/30/2025  
Kevin Corbid, County Administrator 12/30/2025



# Washington County Board of Commissioners

## Operating Procedures and Guidelines

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### I. Overview

The County Board functions within the statutory framework of Minnesota law. General duties, powers, and responsibilities are found in Minnesota Statutes Chapters 370, 373, and 375, among others. Minnesota Statutes supersede all bylaws, rules, and policies established by the County Board of Commissioners.

The County Board makes decisions through the adoption of policies, ordinances, resolutions, and votes by the County Board at public meetings.

### II. County Board Meetings

#### A. *Meetings of the Board*

At the first meeting of each year, the County Board shall adopt a schedule of regular board meetings for the year. The schedule may be amended during the year by a vote of the board at a regular meeting. Evening meetings may be added to the board's schedule as necessary to provide for additional public input and participation on specific agenda items.

As required by law, at the first meeting of the year, the County Board shall provide for the oath of office for its members (if required) and elect a chair and vice-chair for the year.

All regular meetings of the County Board will be conducted at the Washington County Government Center, 14949 62nd St. N., Stillwater, Minnesota, unless otherwise stated in the public notice of the meeting.

#### B. *Election of Chair and Vice Chair*

It is the practice of the County Board to rotate the position of chair and vice-chair amongst its members. At the first meeting, the county administrator shall provide the members with a document showing a list of previous chairs and vice-chairs for at least the last 10 years, including the district number of each individual serving as chair and vice-chair.

#### C. *Role of the Board Chair*

The board chair is responsible for leading the County Board meetings, including board workshops, in a manner that maintains order and allows for the opportunity for all members and the public to be heard. The chair may represent the county at legislative hearings and public functions and may act as the chief spokesperson for the county when appropriate. The board chair signs resolutions, letters, and other documents as directed by and on behalf of the board. The board chair shall review and approve the agenda prior to its publication. The vice-chair of the board shall take on the responsibilities of the chair in the chair's absence. At the discretion of the board chair, the board chair may designate the vice-chair to lead a County Board workshop or workshops, even if the board chair is in attendance.

#### D. *Robert's Rules of Order*

Although not adopted formally, the County Board generally utilizes the parliamentary procedures found in the most recent edition of Robert's Rules of Order during the meetings of the board. The County Board

recognizes that as a small board (five members), it may benefit from some flexibility from the formalities found in Robert's Rules of Order. The County Board also recognizes that utilizing the procedures found in Robert's Rules of Order allows for the efficient processing of County Board work and promotes decorum.

Unless otherwise noted on a board item, the County Board requires:

- All motions to be seconded.
- All resolutions are to be voted on by a roll call vote.
- All members are to be recognized by the chair prior to making a motion or speaking on an issue.
- The use of the amendment process to change or alter a motion or resolution.

*E. Video Recording of Board Meetings*

In addition to the creation and formal approval of minutes from each board meeting, unless otherwise directed by law, all regular meetings of the Washington County Board of Commissioners are video recorded and livestreamed through the county's website. If a meeting cannot be video recorded, best efforts will be made to capture the meeting with another recording device. The video recordings are not the official minutes of the board meeting.

*F. Remote Participation in Board meetings*

Minnesota Statute 13D.02 allows County Board members to attend and participate in County Board meetings from a remote location using interactive technology. In order for a member to participate remotely notice must be provided to the public as required by law. In order to meet the statutory requirement, a board member must notify the county administrator or deputy administrator of their intention to participate remotely by 4:30 p.m. on the Wednesday prior to the regularly scheduled County Board meeting (or at least 3 days prior to a special meeting). If a member is attending remotely, all members of the board must be able to hear and see all discussion and testimony and all members of the public must be able to hear and see all discussion, testimony, and votes. All votes conducted during a meeting with a remote attendee, must be by roll call and each members' vote recorded. The minutes should reflect if a member of the board attended remotely.

If the chair of the County Board is attending the meeting remotely, the vice-chair, if in person at the regular meeting location, shall act as chair for that meeting. If neither the chair nor vice-chair is present in person, the board shall appoint a temporary chair to convene and lead the meeting.

The remote attendance of a board member will be facilitated using the Microsoft Teams application.

*G. Board Meeting Minutes*

Following each board meeting, official minutes shall be prepared by the board clerk. The minutes should identify all the actions and votes taken by the board on each item. As required by law, the minutes must include the individual votes of each member of the board on any action, including each appropriation of money other than payments for judgements, claims and amounts fixed by statute. The minutes are not a verbatim transcript of the meeting but rather a compilation of the official actions that occurred during the meeting (Minn. Stat. § 331A.01). The official minutes of a meeting shall be adopted at a subsequent meeting and, as required by law, will be retained permanently. Official proceedings of County Board meetings shall be published in the official county newspaper and shall be available in the Office of Administration and on the county website.

## *H. Public Participation*

The public is invited and encouraged to attend and participate in County Board meetings. Notice is provided for all meetings as required by law.

Visitors may share their comments or concerns on any issue that is the responsibility or function of Washington County Government, whether or not the issue is listed on this agenda. People who wish to address the County Board are requested to fill out a comment card before the meeting begins and give it to the board clerk or the county administrator. The County Board chair will ask speakers to come to the podium, state their name and city of residence, and present comments. Comments must be addressed exclusively to the board chair and the full Board of Commissioners. Comments addressed to individual board members will not be allowed. Individuals are encouraged to limit their presentation to no more than five minutes. The board chair reserves the right to limit an individual's presentation if it exceeds the allowable time limit, becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Washington County's responsibilities.

### *I. Disruption of Meeting*

If any meeting of the board is willfully interrupted or disrupted by a person or group of people so as to render the orderly conduct of the meeting unfeasible, the chair may recess the meeting or order the person or group willfully interrupting the meeting to leave the meeting or be removed from the meeting.

### *J. Requested Resolutions and Proclamations*

The Washington County Board of Commissioners is a nonpartisan body that does not advocate for or against positions or policies that do not have a direct, unambiguous, and explicit relationship to the county's programs, services, policies, or budget.

The County Board may consider resolutions regarding state or federal policy that are directly related to the county budget, programs, and services. The board may also consider proclamations or resolutions that honor individuals who have served in public office, public awareness campaigns, or arts and cultural celebrations.

The County Board will not consider resolutions or proclamations related to the following:

- Expressing an opinion on matters of political or ideological controversy.
- Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party.
- Expressing an opinion or position on topics that have no direct, unambiguous, and explicit relationship to the County's programs, services, policies, or budget.

A request for a board action on a proclamation or resolution of support should be made to the county administrator or other staff in the Office of Administration. Staff shall consult the guidelines and determine the appropriateness of the request. The county will provide a reply to the requester. These guidelines do not prevent anyone from being heard or bringing their concerns to the board. Anyone may contact an individual board member(s) or appear before the board under public comments.

## **III. County Board Agenda**

### *A. Preparation and Distribution*

It is the responsibility of the county administrator to prepare the proposed agenda and supporting material for each meeting of the board. The proposed agenda is shared with the board chair prior to distribution for

their review and approval. The board agenda must be published for the public to view at least three days prior to the board meeting. The board agenda should be shared with the County Board members and department directors a day prior to publication to the public.

#### *B. Board Agenda Preview*

The county administrator shall prepare and distribute to County Board members weekly a preview of upcoming board items, actions and workshops. The preview does not include all board actions and items but is intended to provide advance notice of significant items and issues that will be coming in front of the board.

#### *C. Requests for Agenda Items*

Individual board members may make a request to the board chair or county administrator for an item to be placed on an upcoming board meeting agenda. If after a request has been made, the item has not been placed on an agenda, the board member may make a request at a regular meeting of the board during their commissioner report or General Administration for the item to be added to an upcoming agenda. If there is consensus from the board, or an affirmative vote of the board to direct the item to be placed on an upcoming agenda, the item shall be placed on an agenda by the county administrator.

#### *D. Orders of Business*

The order of business for each regular meeting of the County Board shall be as follows:

1. Roll Call
2. Pledge of Allegiance
3. Comments from the Public
4. Approval of the Agenda
5. Consent Calendar
6. Regular Agenda Items
7. General Administration
8. Commissioner Reports
9. Board Correspondence
10. Adjournment

Any workshops to be held on the same day as a County Board meeting shall be either prior to or after the adjournment of the regular meeting.

#### *E. County Board Workshops*

The County Board regularly utilizes workshops to review county issues and items that may appear on subsequent board agendas. Workshops are open to the public and noticed pursuant to Minnesota Statutes Chapter 13D. To comply with Chapter 13D, discussions at the workshops must be limited to the subject matter noticed to the public. The public is invited and encouraged to attend and participate in County Board workshops. Workshops generally occur in Conference Room 5599 but may be conducted in the County Board Room or other meeting rooms as necessary. Workshops, except for workshops for departments to present their proposed annual budgets, generally are not video recorded. A board member may request a workshop be held in the County Board Room and livestreamed by notifying the County Board chair or administrator at least a week prior to the board meeting. No formal votes will be taken, and any direction from the board will be in a consensus format. A list of attendees and the topics discussed are included in the County Board minutes for that day.

#### *F. Consent Agenda*

The consent agenda will consist of routine agenda items that are not likely to require additional debate and discussion. Examples include, but are not limited to, contract approvals and renewals, appointments to citizen boards and commissions, and policies or actions previously reviewed and recommended by the Personnel Committee or Finance Committee.

A board member may ask for an item to be removed from the consent calendar to allow for discussion, debate, and individual vote on that item. The consent calendar is typically approved by a roll call vote of the board.

#### *G. Closed sessions*

The County Board may only meet in closed session as allowed under state law. Examples include meetings for purposes of labor negotiations, discussion of physical or information technology security briefings and reports, review of appraisals related to property acquisition, discussion of active litigation, and providing direction related to labor negotiation strategy.

Closed sessions, except for those closed under the attorney-client privilege, must be recorded and retained as required by state statute.

No members who are part of closed-session discussions shall disclose the content of those discussions until or unless the information becomes public under state statute.

#### *H. Commissioner Reports*

Commissioner Reports are intended as an opportunity for board members to update other members and the public on county activities and issues. Commissioner reports should be brief and summary in nature. Reports may include topics and issues of county significance from advisory boards, committees, and commissions that board members are appointed to by the County Board. Commissioners should refrain from reporting on partisan or election-related activities or events, except for reporting on county election administration activities or events.

#### *I. General Meeting Guidelines & Expectations*

County Board members shall preserve order and decorum during meetings and follow the rules of the governing body.

The board chair shall preside over debate, ensuring equality and fairness in discussion. The board chair should be referred to as “Chair (last name)” and members of the board should be addressed as “Commissioner (last name).”

The county administrator, or their designee, attends and participates in all board meetings and workshops. The county administrator may participate in the discussion, answer questions from board members, and recommend actions or resolutions to an issue as appropriate.

A County Board member desiring to speak shall address the chair and not proceed until being recognized.

A County Board member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order, or to ask the member to stop, cease, or pause speaking by the board chair. No member shall interrupt another in debate without her/his consent. To obtain such consent, a member shall first address the chair.

Upon recognition of the chair, the board member making the motion has precedence to address the board first in discussion to explain the reason or reasons why the motion was made. The member who seconded the motion may be called upon next for discussion. Subsequently any member may address the board.

County Board members should show respect for other viewpoints and refrain from verbal attacks on other board members, county staff, or members of the public. Board members should be allowed adequate time to present their views and opinions. Discussion should be confined to the current issue or policy being debated.

County Board members should be prepared to contribute meaningfully by reviewing materials prior to the meeting.

County Board members should actively participate by contributing ideas, asking questions, sharing their perspectives, and focusing on finding the best solution for the county.

County Board members should stay on topic, communicate respectfully, and avoid interruptions.

Following the adoption of a position or decision by the full board, that position becomes the position of the board.

#### IV. Commissioner Code of Conduct

##### A. Ethical Actions and Considerations

Effective county government operations require leadership from the elected board members, which is to be respected by the public and staff. Washington County expects its employees to abide by its Respectful Workplace Policy (5008) and its Code of Ethical Conduct (1005). While Policy 5008 does not apply to board members, County Board members are expected to operate and communicate in a respectful and ethical manner in all interactions with the public, county staff, and other board members.

In execution of their official duties, all County Board members shall strive to:

- Adhere to the laws, rules, and policies that govern the county.
- Maintain and respect the confidentiality of private and confidential information.
- Avoid discrimination against any person on the basis of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, familial status, or age; and others defined by law.
- Comply with the ethical obligations imposed by law, including Minnesota Statutes 10A.07 (Conflicts of Interest), Chapter 13D (Open Meeting Law), 10A.071 (Gift Prohibition), 382.18 (Interest in Contracts), 471.87-.895 (Sales, Contracts, & Gifts), including when appropriate, disclosing conflicts of interest, abstaining from decision making, eliminating conflicts of interest, and declining gifts.
- Abide by the requirements in Chapter 10A that do not allow public/county tax dollars to be used directly for campaign activities that benefit a specific public official or candidate.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Avoid offensive behavior that has a negative impact on the work environment of the board, such as rudeness, exclusionary behavior, angry outbursts, bullying, inappropriate joking, vulgarities, obscenities, personal attacks, name-calling, and disrespectful language.
- Allow citizens, staff, or colleagues to have sufficient opportunity to present their views.
- Be tolerant, respectful, and attentive.
- Avoid comments, body language, or distracting activity that conveys a message of disrespect for the presentations or comments from the public, staff, or other County Board members.
- Avoid questioning the motives of and refrain from personal attacks on another County Board member, member of the public, or county staff member.
- Understand the position of others and disagree professionally and respectfully.

- Support the position of the County Board after a vote is taken and a board position is adopted.
- Support and represent the decisions by the board when speaking on behalf of the county to federal, state, or local officials. A member may note that they did not support the position when the vote was taken, but that the vote by the board is the county position. Members are expected not to undermine or sabotage the implementation of ordinances, policies, or rules that have been passed by a majority vote of the board.
- Respect, not belittle, minority opinions and votes of County Board members
- Remain focused on the board's role of setting the direction and policy for the county and understanding the county staff's role in managing county operations and implementing board direction.

#### *B. Interacting with Department Heads and County Staff*

County employees work for the county and at the direction of the board as a whole, not at the direction of individual County Board members. Individual County Board members should not give direct orders to or supervise county employees, unless directed to by the County Board.

County Board members are encouraged to work with county staff to address constituent questions and concerns. Requests for assistance can be made to the county administrator, deputy administrators, or support staff in the Office of Administration.

If a County Board member contacts a department head related to a constituent request or county issue, it is requested that the board member inform the county administrator or deputy county administrators to ensure a timely response.

If a County Board member contacts a county staff person within a department, it is requested that the County Board member also notify or inform the department head or department deputy director prior to contacting the staff person. If the contact is made by email, the County Board member should copy the department head or department deputy director.

Unless it is an emergency or an issue requires immediate attention, a County Board member should refrain from contacting staff by phone or text message (except for the county administrator or deputy county administrators) outside of normal work hours (8 a.m.-4:30 p.m. Monday through Friday). A County Board member may send an email outside of normal work hours to a staff person with the expectation that staff will follow up or reply the following business day.

In the event of any emergency or urgent matter arising, county staff should utilize a phone call or text message to communicate with a board member, when possible. Email should not be utilized, especially after normal working hours or over a weekend.

It is expected and acceptable for County Board members to communicate directly with county staff related to issues of scheduling or the operations of committees, boards, or commissions on which they serve and when working directly with a staff person who has been assigned to support the board member in addressing a constituent question or concern.

#### *C. Accountability*

It is the responsibility of the County Board members to hold each other accountable for acting in a respectful and ethical manner. A County Board member should discuss with another member if they feel a comment, statement, action, or behavior of that member does not meet the expectations laid out in this section. After communicating or attempting to communicate with the other member, a member may notify the board chair if they feel another member's actions contradict this section.

Board members may choose to utilize the county's Employee Assistance Program (EAP). EAP provides confidential, short-term counseling at no cost for personal concerns that may affect your work (or home) life.

Contact Information:

- Phone: **800-550-6248** (available 24/7)
- Website portal: AllOne Health <https://mylifeexpert.com/> (Use company code: MNCIT)
- Live chat available 7 a.m.-4 p.m. Monday through Friday (through online portal)

State law provides official immunity to protect board members from lawsuits based on discretionary actions performed in the course of their official duties. Official immunity may not protect a board member if a member acts outside the scope of their duties.

The County Board shall review this document annually and the County Board shall adopt its operating procedures and guidelines each year during the first meeting in January.

Adopted: April 15, 2025

Revision was Board Accepted on October 14, 2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.G

### Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Rebecca Conroy, Senior Planner	REQUESTOR PHONE: 651-430-6483
PRESENTER(S):	MEDIA CONTACT: Kathy Mickelson	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 17936 for a Provider Participation Agreement with UCare Minnesota for Washington County to provide and be reimbursed for mental health and substance-use disorder (SUD) services provided to individuals enrolled in UCare as their managed care plan.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Prepaid Health Plans are established under Minnesota Statutes, 256B.69.	

BACKGROUND/JUSTIFICATION: The Minnesota Department of Human Services (DHS) contracts with managed care organizations (MCOs) to provide health care benefits to people enrolled in a Minnesota Health Care Program (MHCP) and are known as health plans or prepaid health plans. People eligible for the following programs are enrolled in a prepaid health plan (unless excluded from enrollment):

- Medical Assistance (MA) for families and children under age 65
- MinnesotaCare
- Minnesota SeniorCare Plus (MSC+)
- Minnesota Senior Health Option (MSHO)
- Special Needs Basic Care (SNBC)

MCOs, such as UCare, establish networks of service providers for which they contract to provide services to individuals enrolled in the MCO. The Washington County Community Services Department is a provider of mental health and substance-use disorder (SUD) services, including Rule 79 Adult Mental Health Case Management, Crisis Assessment, Intervention and Stabilization Services and SUD Coordinated Assessment Services, that UCare pays to provide these services. This is done under a Provider Participation Agreement. Washington County has maintained a Provider Participation Agreement with UCare for Rule 79 Adult Mental Health Case Management since 2009, and added Crisis Services in 2019. Washington County Community Services Department received over \$550,000 in reimbursement from UCare for services provided in 2024.

UCare has requested Washington County update their Provider Participation Agreement, which was last before the County Board in 2013 (Contract No. 8189). The updated Provider Participation Agreement will become effective March 1, 2026, and automatically renews until one of the parties issues a termination notice. An insurance/indemnification waiver has been approved by Washington County Risk Management as this agreement does not include standard insurance language and uses mutual liability language due to Washington County's role as the service provider.

Washington County Community Services Department recommends approval of Contract No. 17936 for a Participation Agreement with UCare Minnesota for Washington County to provide and be reimbursed for mental health and substance-use disorder (SUD) services provided to individuals enrolled in UCare as their managed care plan.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

05/28/2013 - Board approval of UCare Participation Agreement No. 8189

### **Budget Impact**

YEAR:	UNBUDGETED AMOUNT: \$
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FUNDING DESCRIPTION:

Medicaid funding is utilized to pay for services provided by Washington County.

### **Approvals**

Jennifer Castillo, Director	12/23/2025
John Ristad, County Attorney Civil Division Chief	12/23/2025
Kevin Corbid, County Administrator	12/31/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.H

### Department Information

ORIGINATING DEPARTMENT: Human Resources	REQUESTOR: Jody Brown, Deputy Director	REQUESTOR PHONE: 651-430-6076
PRESENTER(S):	MEDIA CONTACT: Angie Nalezny 651-430-6075	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve the 2026-2028 Tentative Agreement with International Union of Operating Engineers Local 49 Collective Bargaining Agreement.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Through collective bargaining, Washington County and the International Union of Operating Engineers Local 49 have reached a tentative agreement that includes the following:  <b>Duration:</b> Three-year agreement effective January 1, 2026, through December 31, 2028.  <b>Compensation:</b>  2026 General Adjustment 3.25% 2026 Range Movement (Anniversary Date) 4.0% not to exceed the salary range maximum.  2027 General Adjustment 3.00% 2027 Range Movement (Anniversary Date) 3.5% not to exceed the salary range maximum.  2028 General Adjustment 2.75% 2028 Range Movement (Anniversary Date) 3.5% not to exceed the salary range maximum.  Salary Range Adjustment: 2026, 2027, 2028 - Salary Range Minimum and Maximum will move in accordance with the General Adjustment.  <b>Health Insurance Contribution:</b> The percentage paid by the County toward health insurance premiums for 2026, 2027 and 2028 will be the following. These percentages are very similar to 2025 with slight changes to the Copay Plan.  <u>Copay Plan</u> Employee 86.00% of monthly premium Employee + Child(ren) 66.50% of monthly premium Employee + Spouse 65.25% of monthly premium Family 65.25% of monthly premium		

Open Access \$3,500- 90% HSA

Employee 95.75% of monthly premium  
Employee + Child(ren) 81.00% of monthly premium  
Employee + Spouse 79.75% of monthly premium  
Family 80.25% of monthly premium

Open Access \$4,500 – 90% HSA (Perform Network)

Employee 99.00% of monthly premium  
Employee + Child(ren) 84.50% of monthly premium  
Employee + Spouse 84.00% of monthly premium  
Family 84.50% of monthly premium

Open Access \$4,500 – 90% HSA Select (Narrow Network)

Employee 99.00% of monthly premium  
Employee + Child(ren) 84.50% of monthly premium  
Employee + Spouse 84.00% of monthly premium  
Family 84.50% of monthly premium

**Paid Time Off**

The Agreement revises the Paid Time Off article to add one day PTO back to the schedule for new employees. This was changed when the parties negotiated Paid Parental Leave, which sunsets on December 31, 2025. Employees with less than 5 years of service (who are currently at the .0769 rate) go to 21 days effective January 1, 2026, with no retroactivity.

**Recommendation**

Attached is a letter of recommendation to approve the settlement that includes additional details on the agreement with the International Union of Operating Engineers Local 49. The employees in the bargaining unit have voted to ratify the contract.

The Administration Department and the Human Resources Department recommend approval of the bargaining agreement.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

**Budget Impact**

YEAR:	UNBUDGETED AMOUNT:
	\$
FUNDING DESCRIPTION: A combination of revenue sources, including levy, fees for services, state and federal reimbursement and intergovernmental revenue.	

**Approvals**

Angie Nalezny, Human Resources Director	12/31/2025
John Ristad, County Attorney Civil Division Chief	12/31/2025
Kevin Corbid, County Administrator	12/31/2025

Date: January 6, 2025

To: Washington County Board of Commissioners

From: Angie Nalezny, Human Resources Director  
Jody Brown, Human Resources Deputy Director/Labor Relations Manager

Re: 2026-28 Washington County and International Union of Operating Engineers Local 49 Collective Bargaining Agreement

Through collective bargaining, Washington County and the International Union of Operating Engineers Local 49 have reached a tentative agreement. Set forth below is a summary of the tentative agreement which has been ratified by the bargaining unit.

**1. DURATION**

Three-year agreement effective January 1, 2026 through December 31, 2028.

**2. ARTICLE 2. RECOGNITION**

The Agreement accomplishes the following under this article:

- Adds the new Natural Resources Land Steward classification to the list of job classifications.

**3. ARTICLE 7. DEFINITION**

The Agreement accomplishes the following under this article:

- Adds the benefit that employees who are assigned to work on Thanksgiving Day or Christmas Day (observed holiday) shall receive two (2) times their regular rate of pay for all hours worked.

**4. ARTICLE 10 OVERTIME PAY**

The Agreement accomplishes the following under this article:

- Adds clarification for exempt employees that can earn compensatory time after agreement by the department head that the compensatory time off must be approved by the supervisor and that employees may carry balances from one year to the next.

**5. ARTICLE 9. SENIORITY**

The Agreement accomplishes the following under this article:

- Increases the amount of time employees promoted outside the bargaining unit maintain their seniority rights in the unit from six to twelve months.

**6. ARTICLE 14. PROBATIONARY PERIODS**

The Agreement accomplishes the following under this article:

- Adds a provision that employees shall serve twelve-month probationary period in any job classification in which the employee has not served a probationary period.
- Adds a provision that all unpaid leave hours, including but not limited to time as designated Minnesota Paid Leave and/or FMLA, shall extend the probationary period by a commensurate number of hours.

**7. ARTICLE 17. INSURANCE**

The Agreement calls for the following 2026-dollar contributions. For 2027 and 2028, the County negotiated percentage of contribution which assists in the avoidance of a contract reopener.

**2026**

Copay Plan

Employee	\$842.11 per month
Employee + Child(ren)	\$1,109.41 per month
Employee + Spouse	\$1,472.46 per month
Family	\$1,728.96 per month

Open Access \$3,500- 90% HSA

Employee	\$834.44 per month
Employee + Child(ren)	\$1,202.66 per month
Employee + Spouse	\$1,601.70 per month
Family	\$1,892.50 per month

Open Access \$4,500 – 90% HSA (Perform Network)

Employee	\$822.14 per month
Employee + Child(ren)	\$1,195.53 per month
Employee + Spouse	\$1,607.60 per month
Family	\$1,898.86 per month

Open Access \$4,500 – 90% HSA Select (Narrow Network)

Employee	\$713.08 per month
Employee + Child(ren)	\$1,036.95 per month
Employee + Spouse	\$1,394.34 per month
Family	\$1,646.97 per month

**2027 and 2028**

Copay Plan

Employee	86.00% of monthly premium
Employee + Child(ren)	66.50% of monthly premium
Employee + Spouse	65.25% of monthly premium
Family	65.25% of monthly premium

Open Access \$3,500- 90% HSA

Employee	95.75% of monthly premium
Employee + Child(ren)	81.00% of monthly premium
Employee + Spouse	79.75% of monthly premium
Family	80.25% of monthly premium

Open Access \$4,500 – 90% HSA (Perform Network)

Employee	99.00% of monthly premium
Employee + Child(ren)	84.50% of monthly premium
Employee + Spouse	84.00% of monthly premium
Family	84.50% of monthly premium

Open Access \$4,500 – 90% HSA Select (Narrow Network)

Employee	99.00% of monthly premium
Employee + Child(ren)	84.50% of monthly premium
Employee + Spouse	84.00% of monthly premium
Family	84.50% of monthly premium.

**8. ARTICLE 19. PTO**

The Agreement accomplishes the following under this article:

- Revises the Paid Time Off, “PTO” article to add one day PTO back to the schedule for new employees. This was changed when the parties negotiated Paid Parental Leave, which sunsets on December 31, 2025. Employees with less than 5 years of service (who are currently at the .0769 rate) go to 21 days effective January 1, 2026, with no retroactivity.
- Adds the statutory provision that members of the bargaining unit are not eligible to utilize leave under Earned Sick and Safe Time if bargaining unit members preassigned or foreseeable work duties during a public emergency or weather event would require an employee to respond to such an event.
- Adds the statutory provision that after an employee has utilized the first 48 hours of Earned Sick and Safe Time in a calendar year under the County’s policy, employees must provide documentation consistent with the County’s leave policies when utilizing additional leave.

**9. ARTICLE 20. LEAVES OF ABSENCE**

The Agreement adds statutory provisions that employees will be responsible for 50% of the premium to be paid for the County’s participation in the Minnesota Paid Leave Program and if there has been overpayment employees must reimburse the employer.

**10. ARTICLE 22. COMPENSATION**

The Agreement accomplishes the following under this article:

- General Adjustment:
  - 1/1/2026 – 3.25%
  - 1/1/2027 – 3.00%
  - 1/1/2028 – 2.75%
- Salary Range Adjustment for All Classifications:
  - 1/1/2026 – Salary Range Minimum and Maximum will move in accord.

1/1/2027 – Salary Range Minimum and Maximum will move in accord.

1/1/2028 – Salary Range Minimum and Maximum will move in accord.

- Fleet Technician

12/31/2025 – the Salary Range minimum and maximum of the Fleet Technician classification shall receive a market increase of 6%. Employees in the Fleet Technician classification shall receive the 6% market increase. No employee shall exceed the salary range maximum. The market increase shall be accomplished by Memorandum of Agreement with a December 31, 2025, effective date.

- Range Movement:

1/1/2026 – Employees below the maximum of the salary range shall be eligible for a 4.00% range movement increase on anniversary date not to exceed the salary range maximum.

1/1/2027 – Employees below the maximum of the salary range shall be eligible for a 3.50% range movement increase on anniversary date not to exceed the salary range maximum.

1/1/2028 – Employees below the maximum of the salary range shall be eligible for a 3.50% range movement increase on anniversary date not to exceed the salary range maximum.

## 11. MEMORANDUM OF AGREEMENTS

The Agreement accomplishes the following under this article:

- Reduce the non-traditional work schedule MOA's down to 1 (to also include the holiday week MOA agreement).
- MOA Pre-Shift Stipend – Change effective dates and add clarification that pre-shift incentive stipend for days when called to work prior to their regularly scheduled shift and when employees report for work anytime on New Years' Day, Thanksgiving Day or Christmas Day is for snow and ice operations only.

## RECOMMENDATION

It is recommended that the County Board adopt and implement the 2026-2028 collective bargaining agreement with the International Union of Operating Engineers Local 49.

C: Kevin Corbid



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.I

### Department Information

ORIGINATING DEPARTMENT: Public Health and Environment	REQUESTOR: Stephanie Holt, Sr Management Analyst	REQUESTOR PHONE:
PRESENTER(S): Smita Rakshit	MEDIA CONTACT: Smita Rakshit 651-430-6661	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 17849 with Washington Conservation District in the amount of \$314,928 for the period of January 1, 2026, through December 31, 2026.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Washington Conservation District provides technical assistance and educational services to promote and apply soil and water conservation practices throughout the county.  Funding is for the organization's administrative activities and services in the areas of local water management, land and water treatment, and public education. The 2026 contracted amount of \$314,928 reflects a 4% increase over the 2025 contract amount to cover inflationary costs of providing services.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Previous board action: 12/6/16, 12/19/17, 12/18/18, 12/17/19, 1/5/2021, 12/14/21, 12/13/22, 1/2/2024 and 11/26/24.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: County Environmental Charge and General Operations	

### Approvals

David Brummel, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Kevin Corbid, County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.J

### Department Information

ORIGINATING DEPARTMENT: Public Health and Environment	REQUESTOR: Stephanie Holt, Sr Management Analyst	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Emily Robb 651-430-4032	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 17715 with Children's Dental Service to use Real Property for the provision of dental services.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: In 2009, the Department of Public Health & Environment entered into a service contract with Children's Dental Services (CDS). Children's Dental Services initially provided preventative and intervention dental services one day a month at the Cottage Grove Service Center. Since that time, they have expanded to provide services one day a month in either Cottage Grove, Stillwater and Forest Lake. This updated agreement will expand services to also include the Central Service and License Center in Woodbury.  CDS serves children from infancy to age 26, pregnant women and family members of all ages, regardless of income. Services are provided in the Public Health Clinic space in each location. Services include examinations, x-rays, cleanings, fluoride, treatments, plastic sealants, fillings, crowns, and extractions. In addition to providing the care, Children's Dental Services handles all scheduling, billing and other logistics of providing the client care. They provide all equipment, including the drop-off and pick-up of the portable dental equipment for use each month. Public Health staff assist with promotion of the services and provision of the space.  Dental care provided by Children's Dental Services has proven to be an excellent way to fill a healthcare gap for families in our community without adequate dental coverage and in need of preventative care.  The renewal agreement includes continued use of Public Health Clinic space in the three existing locations, (Stillwater, Forest Lake and Cottage Grove) in addition to the Public Health Clinic space at the Central Service & License Center in Woodbury.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Previous board approval on 12/15/2020		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
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FUNDING DESCRIPTION:  
N/A

## Approvals

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David Brummel, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Kevin Corbid, County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.K

### Department Information

ORIGINATING DEPARTMENT: Human Resources	REQUESTOR: Angie Nalezny, Human Resources Director	REQUESTOR PHONE: 651-430-6075
PRESENTER(S):	MEDIA CONTACT: Angie Nalezny 651-430-6075	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to continue to offer a \$300 Hiring Incentive for Lifeguards for the 2026 and 2027 seasons.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Public Works and Human Resources Departments request approval for a recruitment hiring incentive for 2026 and 2027. To adequately staff county beaches in 2026 and 2027, Public Works will need to hire and retain at least 40 lifeguards each summer season. We are requesting approval to continue the \$300 hiring and rehiring incentive the County has had in place the last few years, consistent with what other organizations offer. The payment will be split: half at the start of employment, and half at the end of summer. This structure is designed to help recruit lifeguards and encourage them to remain through the entire season. The goal is to open beaches in early June and keep them staffed through Labor Day weekend. However, in previous years, staffing shortages have forced closures in mid to late August.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? The Personnel Committee reviewed and recommended County Board approval on December 23, 2025.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

Angie Nalezny, Human Resources Director	12/23/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Kevin Corbid, County Administrator	12/30/2025



## HUMAN RESOURCES

Angela Nalezny, Director  
Jody Brown, Deputy Director

To: Personnel Committee

From: Angela Nalezny, Human Resources Director  
Wayne Sandberg, Public Works Director

Date: December 23, 2025

Re: Request Approval to Continue to Offer a \$300 Hiring Incentive for Lifeguards for the 2026 and 2027 Seasons

To adequately staff county beaches in 2026 and 2027, Public Works will need to hire and retain at least 40 lifeguards for the summer. We are requesting approval to continue the \$300 hiring and rehiring incentive the County has had in place the last few years.

Public Works has allocated funds to offer incentives for lifeguards. If approved, the county will provide a \$300 bonus, consistent with what other organizations offer. The payment will be split: half at the start of employment and half at the end of summer. This structure is designed to help recruit lifeguards and encourage them to remain through the entire season. The goal is to open beaches in early June and keep them staffed through Labor Day weekend. However, in previous years, staffing shortages have forced closures in mid to late August.

In addition to the hiring incentive, Public Works, like many other organizations, offers reimbursement for the cost of a Lifeguard Training Certificate, which typically ranges from \$220 to \$300 depending on the program. Despite this support, applications remain low. This challenge is not unique to us; recruitment fairs and outreach within the swim community have shown that many swim schools are postponing or canceling lifeguard certification courses due to low enrollment.

The hiring incentive has successfully helped to steadily increase the number of lifeguards. However, we still aim to further expand the team. The staffing numbers below illustrate both the positive impact of the incentive and the ongoing need to continue offering it.

- Pre-COVID: 40+ lifeguards each summer with staffing at the Swim Pond, Square Lake Park, Big Marine Park Reserve, and Point Douglas Park
- 2020: COVID Closures, no lifeguards
- 2021: 12 lifeguards, only 5 days a week of coverage at the Swim Pond, none at natural beaches
- 2022: 16 lifeguards, full time coverage at the Swim Pond, none at natural beaches

*We strive to provide exceptional services that enhance quality of life and promote a safe, healthy, and welcoming community for all.*

Government Center | 14949 62nd Street North | P. O. Box 6 | Stillwater, MN 55082-0006  
P: 651-430-6081 | F: 651-430-6086 | TTY: 651-430-6246  
[www.washingtoncountymn.gov](http://www.washingtoncountymn.gov)

*Washington County is an equal opportunity organization and employer*

- 2023: 20 lifeguards, full time coverage at the Swim Pond and partial at Square Lake Park, none at Big Marine Park Reserve or Point Douglas Park
- 2024: 30 lifeguards, full time coverage at the Swim Pond and Square Lake Park, none at Big Marine Park Reserve or Point Douglas Park
- 2025: 31 lifeguards, full time coverage at the Swim Pond and Square Lake Park, none at Big Marine Park Reserve or Point Douglas Park



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.L

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: JJ Williams	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Lease Agreement No. 17897 with Valley Tours, Inc. for office space at the Washington County Historic Courthouse.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Valley Tours, Inc. has leased 306 square feet of office space on the first floor of the Historic Courthouse since 1995. The new lease agreement allows for rental of the space through December 31st, 2026. The lease agreement calls for monthly rental fee of \$382.50, a gross annual revenue of \$4,590.00. A market study was recently completed to re-evaluate rental rates. This study informed the new rate for the 2026 agreement.  Revenue received from the office space rental supplements the Parks Operations Fund 211. These funds are used for Historic Courthouse operations.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 12/13/2016 - Board approves lease agreement for Valley Tours, Inc. 12/12/2017 - Board approves lease agreement for Valley Tours, Inc. 11/27/2018 - Board approves lease agreement for Valley Tours, Inc. 12/17/2019 - Board approves lease agreement for Valley Tours, Inc. 1/5/2021 - Board approves lease agreement for Valley Tours, Inc. 10/29/2024 - Board approves lease agreement for Valley Tours, Inc. 1/14/2025 - Board approves lease agreement for Valley Tours, Inc.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: External Rent	

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.M

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Cory Slagle 651-430-4337	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Purchase Order 28444 with Towmaster, Inc. in the amount of \$212,489.00 using State Contract Number 267372 for the build-out of a new tandem-axle plow truck.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This Purchase Order authorizes the build-out of a new tandem-axle plow truck to replace Unit #14595, which has reached the end of its service life. The build-out includes installation of three plows, a dump box, a sander, the hydraulic valve system, electronic control systems, and other essential components required to outfit the cab-chassis for full winter and year-round operations.  The County's tandem-axle dump trucks are frontline equipment for maintaining 296 miles of county roads, as well as roads within the parks system and numerous parking facilities. These trucks serve as the primary assets for snow and ice control during winter months. Throughout the rest of the year, they are used for hauling materials, supporting construction and maintenance activities, and responding to natural disasters.  Replacement of this unit is necessary to maintain service reliability as the County continues to see growth in lane miles, turn lanes, and other roadway features requiring routine maintenance. During snow events, all 25 tandem-axle plow trucks in the fleet are deployed. When a truck is out of service, route coverage is reduced and snow removal operations are delayed. Maintaining a dependable fleet is essential to ensuring safe travel conditions and uninterrupted winter maintenance service.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Approved 2026 Capital Fleet Plan		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: R&B Operating Budget	

## Approvals

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Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

Commissioner's Report

AGENDA ITEM NUMBER:  
7.N

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Cory Slagle 651-430-4337	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Purchase Order 28445 with Towmaster, Inc. in the amount of \$212,489.00 using State Contract Number 267372 for the build-out of a new tandem-axle plow truck.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This Purchase Order authorizes the build-out of a new tandem-axle plow truck to replace Unit #15597, which has reached the end of its service life. The build-out includes installation of three plows, a dump box, a sander, the hydraulic valve system, electronic control systems, and other essential components required to outfit the cab-chassis for full winter and year-round operations.  The County's tandem-axle dump trucks are frontline equipment for maintaining 296 miles of county roads, as well as roads within the parks system and numerous parking facilities. These trucks serve as the primary assets for snow and ice control during winter months. Throughout the rest of the year, they are used for hauling materials, supporting construction and maintenance activities, and responding to natural disasters.  Replacement of this unit is necessary to maintain service reliability as the County continues to see growth in lane miles, turn lanes, and other roadway features requiring routine maintenance. During snow events, all 25 tandem-axle plow trucks in the fleet are deployed. When a truck is out of service, route coverage is reduced and snow removal operations are delayed. Maintaining a dependable fleet is essential to ensuring safe travel conditions and uninterrupted winter maintenance service.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Approved 2026 Capital Fleet Plan		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: R&B Operating Budget	

## Approvals

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Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.0

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Cory Slagle 651-430-4337	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Purchase Order 28446 with Titan Machinery in the amount of \$240,123.98 using State Contract Number 229161 for the purchase of a Case CX170E Excavator for the North Shop.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This Purchase Order provides a new excavator for the North Shop maintenance facility. The equipment will support year-round operations, including moving and loading materials for construction and maintenance activities, and providing critical assistance during emergency response and natural disaster events. The excavator performs multiple essential functions such as transferring salt into the storage shed, loading materials into trucks, supporting utility and infrastructure installation, conducting excavation and trenching, and preparing and grading project sites.  The new excavator will replace Unit #05409, which has reached the end of its service life and no longer meets operational reliability standards.  This acquisition is included in the approved 2026 Capital Fleet Plan.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: R&B Operating Budget	

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.P

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Cory Slagle 651-430-4337	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Purchase Order 28447 with Deere & Company in the amount of \$234,284.08 using Sourcewell Contract Number 082923-DAC for a John Deere Tractor and Flail Mower.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This Purchase Order provides a new John Deere 6M Tractor equipped with a special attachment that allows the equipment to run two implements at once at low engine speeds, front 3-point arms, a large ballast box, and a mower package designed to cut tough grass and brush. The equipment will be stationed at the North Shop maintenance facility and will support year-round roadside and right-of-way maintenance operations.  The special mower is essential for maintaining safe, clean, and well-managed roadside areas and public rights-of-way. Existing mowing equipment has become increasingly unreliable and no longer meets the operational demands required to keep vegetation under control. The new tractor and mower package provides significant improvements in performance, durability, and long-term cost efficiency, ensuring consistent service delivery across the County's roadway system.  This unit will replace Tractor #06509, which has reached the end of its service life and no longer meets operational reliability standards.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Approved 2026 Capital Fleet Plan		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: R&B Operating Budget	

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.Q

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Cory Slagle 651-430-4337	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Purchase Order 28453 with ODRA LLC in the amount of \$262,903.08 using State Contract Number 265371 for a new ODRA MT4H Street Sweeper.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This Purchase Order provides a new ODRA MT4H Street Sweeper to replace Unit #12805, which has reached the end of its service life. The new sweeper will be stationed at the North Shop maintenance facility to support year-round roadway maintenance operations.  A new street sweeper is essential to maintaining safe, clean, and well-functioning roadways throughout the community. Existing sweeping equipment has become increasingly unreliable and no longer meets the operational demands required to keep roadways, shoulders, and public rights-of-way free of debris. The ODRA MT4H provides significant improvements in performance and operational efficiency, ensuring consistent service delivery and improved roadway conditions.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Approved 2026 Capital Fleet Plan		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: R&B Operating Budget	

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.R

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Cory Slagle 651-430-4337	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Purchase Order 28455 with ABM Equipment & Supply in the amount of \$251,860.64 using State Contract Number 224090 for the build-out of a new Versalift aerial unit mounted on a 2026 Ford F-550 chassis.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: This Purchase Order provides for the build-out of a new Versalift aerial unit mounted on a 2026 Ford F-550 chassis for the North Shop maintenance facility. This unit will replace Unit #03690, which has reached the end of its service life and no longer meets operational reliability standards.  The configuration includes the F-550 chassis paired with a 47-foot telescopic articulated aerial lift. This equipment is essential for tree trimming and for the maintenance and repair of traffic signals, signs, cameras, and streetlights. When traffic signals are down, this aerial unit is critical for restoring operations quickly and ensuring the safety of the motoring public.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Approved 2026 Capital Fleet Plan		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: R&B Operating Budget	

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.S

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Nik Costello	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Cooperative Agreements 17950 and 17949 between the City of Woodbury and Washington County for the construction cost share and ongoing maintenance, respectively, of a new traffic signal system and related intersection improvements at the intersection of County State Aid Highway (CSAH) 18 and Fairway Drive near the new Math and Science Academy secondary school in the City of Woodbury.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
<p>BACKGROUND/JUSTIFICATION: Math and Science Academy, a public charter school serving grades 6–12 in Woodbury, is constructing a new 125,000-square-foot secondary school campus on a 37-acre site located on the south side of Bailey Road (CSAH 18), east of Pioneer Drive and adjacent to Fairway Drive. The new facility—scheduled to open in fall 2026—will allow the school to expand enrollment and consolidate operations currently spread across multiple buildings in Woodbury.</p> <p>With the development of this new campus, transportation improvements at the intersection of CSAH 18 (Bailey Road) and Fairway Drive are necessary to safely and efficiently manage increased vehicle turning movements and pedestrian activity expected at school opening. A traffic study prepared by Math and Science Academy, and reviewed by both the City of Woodbury and Washington County identified the need for a new permanent traffic signal and associated turn-lane modifications at this intersection to support school access and maintain corridor operations.</p> <p>Through the development process, Math and Science Academy agreed to construct these intersection improvements, which will serve as the primary entrance to the new school. Construction of the traffic signal and turn-lane improvements is planned for spring/summer 2026, with the system fully operational prior to the school’s opening in August 2026. The City of Woodbury will be responsible for 100% of the construction costs for the traffic signal and intersection improvements. The City intends to recover these costs from Math and Science Academy, through the development process. The City will also reimburse Washington County for county-furnished signal materials and supplemental signal inspection services, as outlined in the cooperative cost agreement.</p> <p>Public Works staff recommend that the County Board approve two cooperative agreements with the City of Woodbury:</p> <ol style="list-style-type: none"> <li>1. A Construction Cost Agreement - establishing construction cost responsibilities</li> </ol>		

2. A Maintenance Agreement - defining long-term ownership and maintenance responsibilities for the new signal system and related improvements.

Approval of these agreements will ensure that the necessary intersection upgrades are delivered on schedule to support the opening of Math and Science Academy's new campus and maintain safe, efficient operations along the CSAH 18 corridor.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: The City of Woodbury leads the project and will be responsible for 100% of costs	

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.T

### Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Jennifer Flores, Sr. Procurement Specialist	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Commander Kyle Schenck	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to approve a donation of a therapy K9 for the Washington County Sheriff's Office Coordinated Response Team.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Washington County Sheriff's Office has received a generous donation of a therapy K9 from a Minnesota-based nonprofit organization, Soldier's 6. Soldier's 6 proudly provides therapy dogs to police and fire departments, EMS stations, and mental health professionals who work directly with members of the first responder community. These therapy dogs bring comfort, support, and emotional de-escalation to teams dealing with high stress, high trauma environments, helping them process their experiences and maintain resilience.  Detective Julia Weegman, assigned to the Coordinated Response Team, will be the handler of therapy K9 "Penny". On December 20, 2025, Detective Weegman picked up the Golden Retriever from Franks' Field & Family Golden's in Aurora, Minnesota. The value of the dog is approximately \$1,800. Soldier's 6 will provide comprehensive therapy training for the new K9 team at no cost. The training program is expected to take between 12 and 18 months to complete, with an estimated value of \$12,000.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Donation in-kind	

### Approvals

Dan Starry, County Sheriff	12/24/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Kevin Corbid, County Administrator	12/30/2025

BOARD OF COUNTY COMMISSIONERS  
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. \_\_\_\_\_

DATE January 6, 2026  
MOTION  
BY COMMISSIONER \_\_\_\_\_

DEPARTMENT Sheriff's Office  
SECONDED BY  
COMMISSIONER \_\_\_\_\_

**DONATION OF THERAPY K9**

**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 a therapy K9 and training, valued at approximately \$13,800.00, from Soldier's 6 and Franks' Field & Family Goldens to support the Sheriff's Office Coordinated Response Team.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

MIRON	_____	_____
KARWOSKI	_____	_____
COX	_____	_____
BIGHAM	_____	_____
CLASEN	_____	_____



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.U

### Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Jennifer Flores, Sr. Procurement Specialist	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Commander Sara Halverson	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to approve a donation in the amount of \$1,000.00 for the Washington County Sheriff's Office K9 Unit.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: On November 3, 2025, the Washington County Sheriff's Office was contacted by Jackie Marshall, who is a resident of Stillwater. Ms. Marshall said she wished to make a donation to the Sheriff's Office K9 Unit. Ms. Marshall has donated in the past and is a supporter of the Sheriff's Office K9 program. The Sheriff's Office staff met with Ms. Marshall, and she provided a check as a donation in the amount of \$1,000.00. Ms. Marshall and her family are supporters of K9's and have a history of training dogs themselves. The Sheriff's Office requests that the County Board approve the donation, which will be used toward purchasing new K9 equipment in 2026.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR: 2025	UNBUDGETED AMOUNT: \$ 1,000
FUNDING DESCRIPTION: Monetary donation	

### Approvals

Dan Starry, County Sheriff	12/16/2025
John Ristad, County Attorney Civil Division Chief	12/22/2025
Kevin Corbid, County Administrator	12/29/2025

BOARD OF COUNTY COMMISSIONERS  
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. \_\_\_\_\_

DATE January 6, 2026  
MOTION \_\_\_\_\_  
BY COMMISSIONER \_\_\_\_\_

DEPARTMENT Sheriff's Office  
SECONDED BY \_\_\_\_\_  
COMMISSIONER \_\_\_\_\_

**DONATION FOR SHERIFF'S OFFICE K9 UNIT**

**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 in the amount of \$1,000.00 from Washington County resident, Jackie Marshall, to support the Sheriff's Office K9 Unit.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

MIRON	_____	_____
KARWOSKI	_____	_____
COX	_____	_____
BIGHAM	_____	_____
CLASEN	_____	_____



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.V

### Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Jennifer Flores, Sr. Procurement Specialist	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Commander Kyle Schenck	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to approve a donation of resources that will directly support victims of human trafficking through the East Metro Human Trafficking Task Force.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The East Metro Human Trafficking Task Force received a generous donation of resources from the FBI Minneapolis Citizen Academy Alumni Association. The donated cell phones, cellular data cards, gift cards, blankets, hygiene items, and clothing directly address some of the most urgent needs faced by trafficking victims in crisis. These resources enable our investigators and advocates to provide necessities, restore communication promptly, and offer comfort and stability during some of the most vulnerable moments in a victim's recovery.  The East Metro Human Trafficking Task Force is a small but highly active unit. While our primary jurisdiction is Washington County, our victim-centered work frequently takes us throughout the Twin Cities metro area. Many of the individuals we encounter are experiencing homelessness, exploitation, and extreme instability, often with little to no access to essential resources. This donation helps bridge a critical gap and significantly enhances our ability to keep victims safe, connected, and engaged with services.  The East Metro Human Trafficking Task Force is deeply grateful for the generosity and support of the FBI Minneapolis Citizen Academy Alumni Association. These resources will make a tangible difference in the lives of the individuals we serve and strengthen our mission to protect victims and hold offenders accountable. The value of this donation is approximately \$1,500.00.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Donation in-kind	

## Approvals

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Dan Starry, County Sheriff	12/18/2025
John Ristad, County Attorney Civil Division Chief	12/22/2025
Kevin Corbid, County Administrator	12/31/2025

DATE January 6, 2026  
MOTION \_\_\_\_\_  
BY COMMISSIONER \_\_\_\_\_

DEPARTMENT Sheriff's Office  
SECONDED BY \_\_\_\_\_  
COMMISSIONER \_\_\_\_\_

**DONATION OF RESOURCES FOR HUMAN TRAFFICKING VICTIMS**

**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 resources, valued at approximately \$1,500.00, from the FBI Minneapolis Citizen Academy Alumni Association to support victims of human trafficking through the East Metro Human Trafficking Task Force.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

MIRON	_____	_____
KARWOSKI	_____	_____
COX	_____	_____
BIGHAM	_____	_____
CLASEN	_____	_____



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
7.W

### Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Jennifer Flores, Sr. Procurement Specialist	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Commander Andy Ellickson	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 17906 with Guardian Fleet Safety LLC to provide squad build services estimated at \$250,000 per year.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Sheriff's Office is requesting approval of Contract No. 17906 with Guardian Fleet Safety LLC to provide squad build services, which includes both labor and equipment to outfit the squad cars. Guardian Fleet Safety has built more than 50 patrol squads in our fleet with high quality service. They provide a warranty on their work and complete the builds in a timely manner.  The annual cost of this contact is estimated at \$250,000 per year. This is a one-year contract with the option to renew for up to four additional one-year periods.  The Sheriff's Office is requesting to enter into Contract No. 17906 pursuant to the single source exception described in Procurement Policy #1202. Continuing to utilize Guardian Fleet Safety for our squad builds will provide consistency throughout our fleet with equipment, layout, and quality control. The Single Source Justification Form has been reviewed and approved by Sheriff Starry and the County Attorney's Office.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Fleet capital outlay budget	

### Approvals

Dan Starry, County Sheriff	12/17/2025
John Ristad, County Attorney Civil Division Chief	12/22/2025
Kevin Corbid, County Administrator	12/29/2025



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
8.A

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S): Erin Clarkowski	MEDIA CONTACT: Erin Clarkowski 651-430-4384	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 17893 with Alliant Engineering in the amount of \$350,520 for design services for the Hardwood Creek Regional Trail Extension Project.		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 10 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION:  <p>The Hardwood Creek Regional Trail is Washington County’s most visited regional trail and serves as a key north–south corridor in the county’s trail system. A master plan completed in 2013 established the long-term vision for improving the corridor, including addressing the one-mile gap in Hugo where the active railroad line prevents a continuous trail connection to Ramsey County.</p> <p>To advance this priority, Washington County has identified project PARK-9003 in the Capital Improvement Plan to extend the Hardwood Creek Regional Trail south to the county line and close the existing gap. The project will follow the recommendations of the 2021 Feasibility Study, which evaluated alignment options and coordination needs within the constrained corridor.</p> <p>The original Feasibility Study was completed by Alliant Engineering, who was selected through a public Qualifications-Based Selection (QBS) process, in 2021. Alliant has completed substantial design, analysis, and engagement work during the Feasibility Study, establishing a strong technical foundation and building extensive familiarity with the corridor, stakeholders, and constraints. To maintain continuity, preserve the value of prior work, and ensure efficient progression into final design, Washington County is recommending Alliant Engineering as a uniquely qualified single-source consultant for this next phase. The same Project Manager who led the Feasibility Study will continue in this role, providing consistent leadership and technical direction.</p> <p>As a continuation of the original contract, Alliant’s scope for this phase includes project coordination; agency and public engagement; environmental documentation; utility coordination; drainage analysis and design; ADA-compliant design; preparation of permit applications; development of construction documents; and preparation of detailed cost estimates. The negotiated contract amount for these services is \$350,520.</p>		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 3/11/2025 – Board adopted a resolution of support for this project proposal to the Legislative-Citizen Commission on Minnesota Resources for funding through the Environment and Natural Resources Trust Fund (ENRTF).		

## Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: 2026 Approved Budget: State Sales Tax & Local Contributions	

## Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# Hardwood Creek Regional Trail Extension Project

January 6, 2026

Erin Blaylock, Project Manager



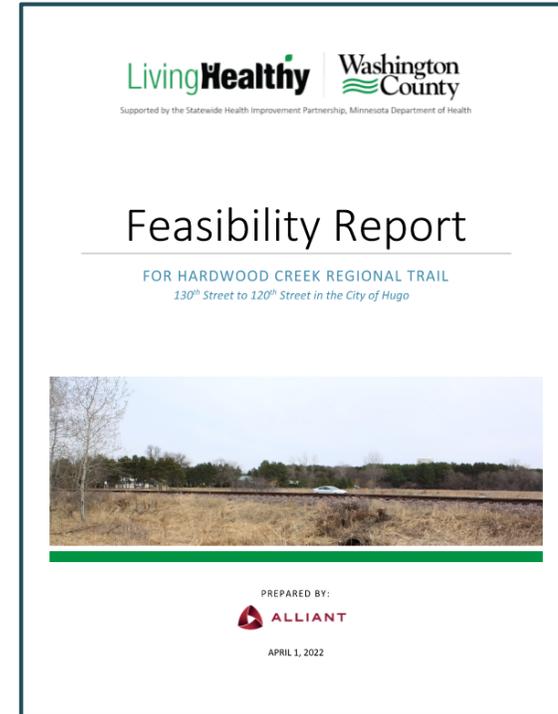
# Presentation Topics

- Project Overview
- Project Schedule
- Consultant Contract Services
- Consultant Selection
- Contract Funding
- Consultant Contract Approval

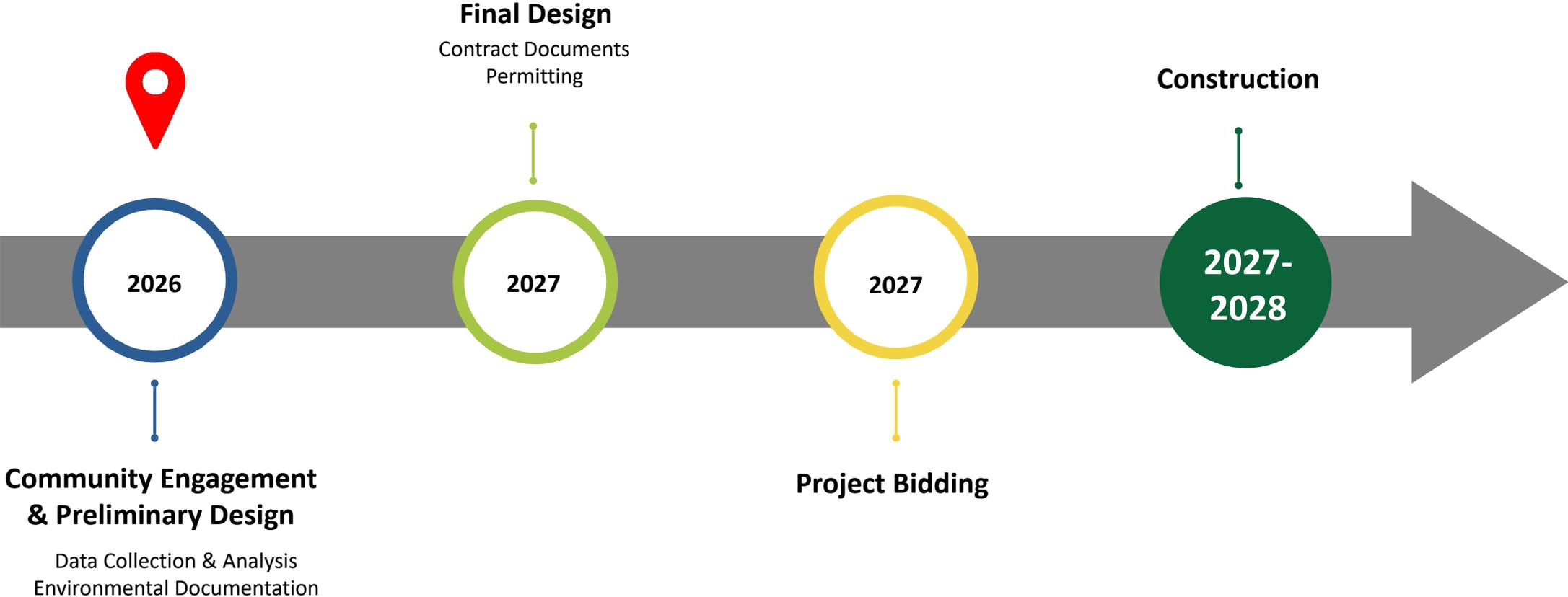


# Project Overview

- Capital Improvement Plan (CIP): PARK-9003
- Located within the City of Hugo
  - 130<sup>th</sup> St to 120<sup>th</sup> St
- Feasibility study conducted in 2021



# Project Schedule



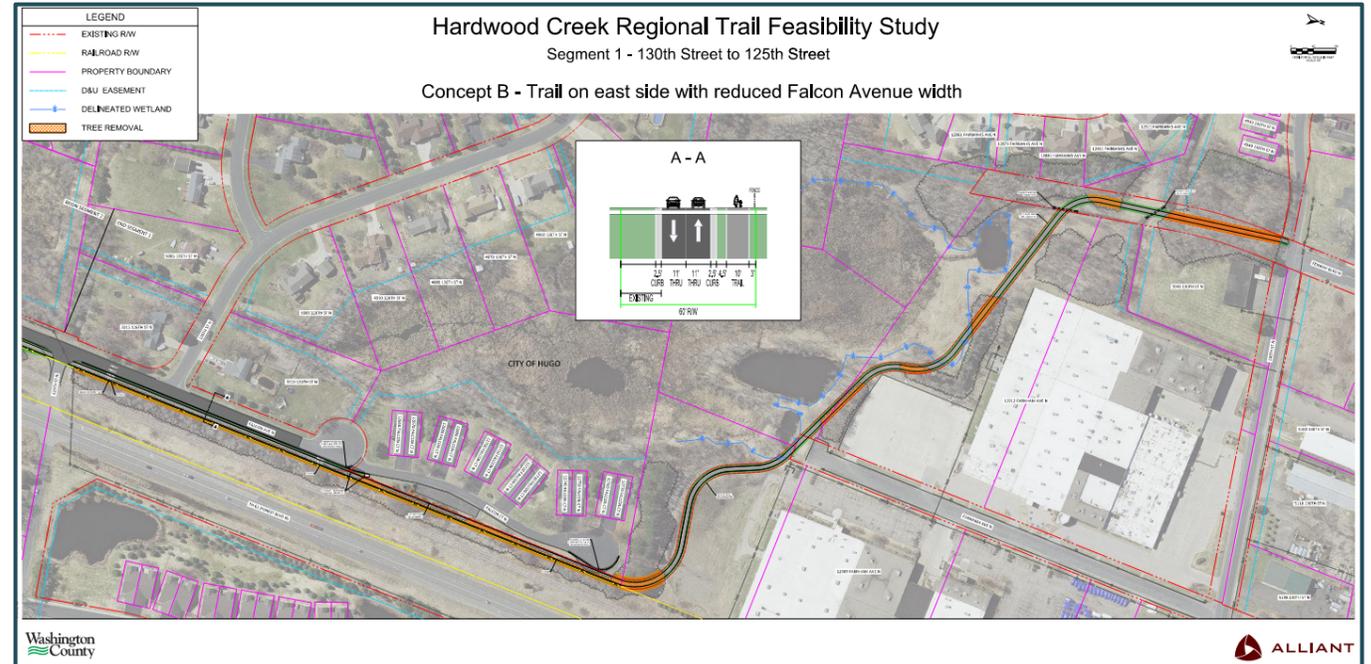
# Consultant Contract Services

- Project coordination
- Agency and public involvement
- Environmental documentation
- Utility coordination
- Drainage analysis & design
- ADA design
- Permit applications
- Construction documents
- Cost estimating



# Consultant Selection

- Alliant Engineering selected as design team
  - Led feasibility study



# Contract Funding



## Design Budgeted Revenue

\$250,000 State Sales Tax  
\$250,000 Local Contributions



## Design Expenses

\$350,520 Negotiated Consultant Contract Fee

# Recommended Board Action

Approve Contract No. 17893 with Alliant Engineering in the amount of \$350,520 for design services for the Hardwood Creek Regional Trail Extension Project.



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
8.B

### Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S): Andrew Giesen	MEDIA CONTACT: Andrew Giesen 651-430-4336	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Contract No. 17941 with Alliant Engineering in the amount of \$423,400 to provide preliminary and final design services for the County State Aid Highway (CSAH) 16 (Valley Creek Road) and Settlers Ridge Parkway Intersection Improvement Project.		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 10 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION:  Washington County Public Works has identified improvements to the intersection of County State Aid Highway (CSAH) 16 (Valley Creek Road) and Settlers Ridge Parkway in the Capital Improvement Plan (RB-2812). The project is located within the City of Woodbury and is intended to address safety, mobility, and multimodal needs at this key intersection.  The planned improvements include upgraded intersection control along with enhanced highway drainage and surface water management, and improved pedestrian and bicycle facilities. Preliminary design, environmental analysis, and public engagement will refine the final project scope, right-of-way needs, and cost estimates for inclusion in a future capital improvement plan.  A corridor study completed by Washington County in 2024 evaluated safety and operational needs along CSAH 16 and recommended converting this intersection from an all-way stop to a roundabout. Expected benefits include ADA-compliant pedestrian and bicycle crossings, elimination of left-turn conflicts, reduced crash potential, and decreased vehicle congestion, idling, and emissions.  To date, the county has secured \$2,384,200 in federal funding through the Surface Transportation Block Grant Program (STBGP) to support construction of this project. STBGP funds are allocated by the Metropolitan Council and programmed through the Transportation Advisory Board (TAB).  In July 2025, Washington County Public Works issued a Request for Proposals (RFP) for preliminary and final engineering services. Eight proposals were received from qualified firms. Proposals were evaluated using a qualifications-based selection process, considering each firm's understanding of project objectives, proposed work plan and approach, team qualifications, and experience delivering similar projects.  Based on this evaluation, Alliant Engineering was identified as the best-fit consultant for the project. Alliant's selection was supported by their prior work on the project's successful federal grant application, strong understanding of the project scope, proven performance on past		

Washington County projects, and extensive experience delivering federally funded transportation projects.

The negotiated contract amount is \$423,400, funded by Transportation Advancement Account (TAA) Safety & Trails funds and local contributions from the City of Woodbury. The consultant's scope includes project management, public engagement, utility coordination, geotechnical evaluation, environmental documentation, drainage and intersection design, permitting, cost estimating, and development of a preferred alternative layout and final construction plans.

Construction is currently scheduled to begin in 2028.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

11/2023 – County Board approved resolution to submit application for federal funding for this project

12/2024 – County Board adopted the 2025-2029 Capital Improvement Plan that identified this project (RB-2812).

12/2025 – County Board adopted the 2026-2030 Capital Improvement Plan that identified this project (RB-2812).

### Budget Impact

YEAR:

UNBUDGETED AMOUNT:

\$

FUNDING DESCRIPTION:

TAA Safety & Trails Funds and Local Contributions

### Approvals

Wayne Sandberg, Director	12/29/2025
John Ristad, County Attorney Civil Division Chief	12/30/2025
Jennifer Wagenius, Deputy County Administrator	12/30/2025



# County Highway 16 (Valley Creek Road) & Settlers Ridge Parkway Intersection Improvement Project

January 6, 2026

Andrew Giesen, Project Manager



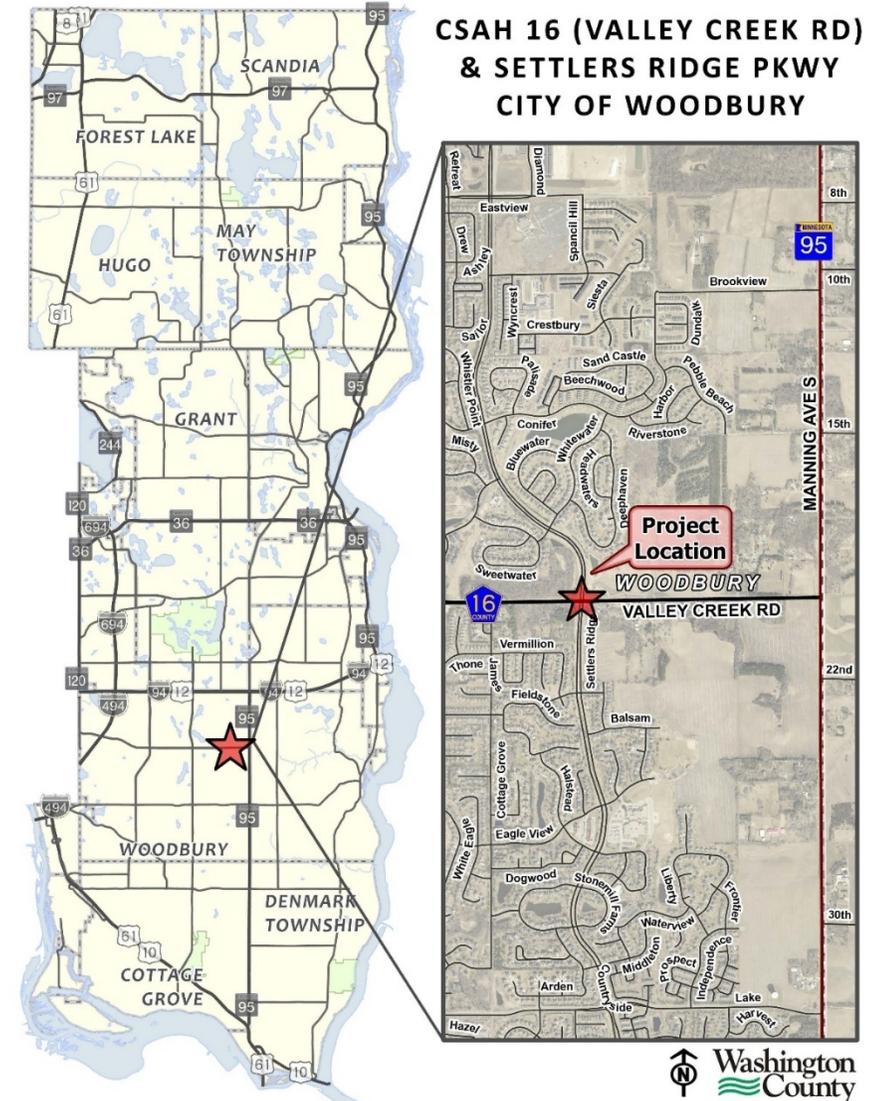
# Presentation Topics

- Project Overview
- Project Schedule
- Consultant Contract Services
- Consultant Selection
- Contract Funding
- Consultant Contract Approval

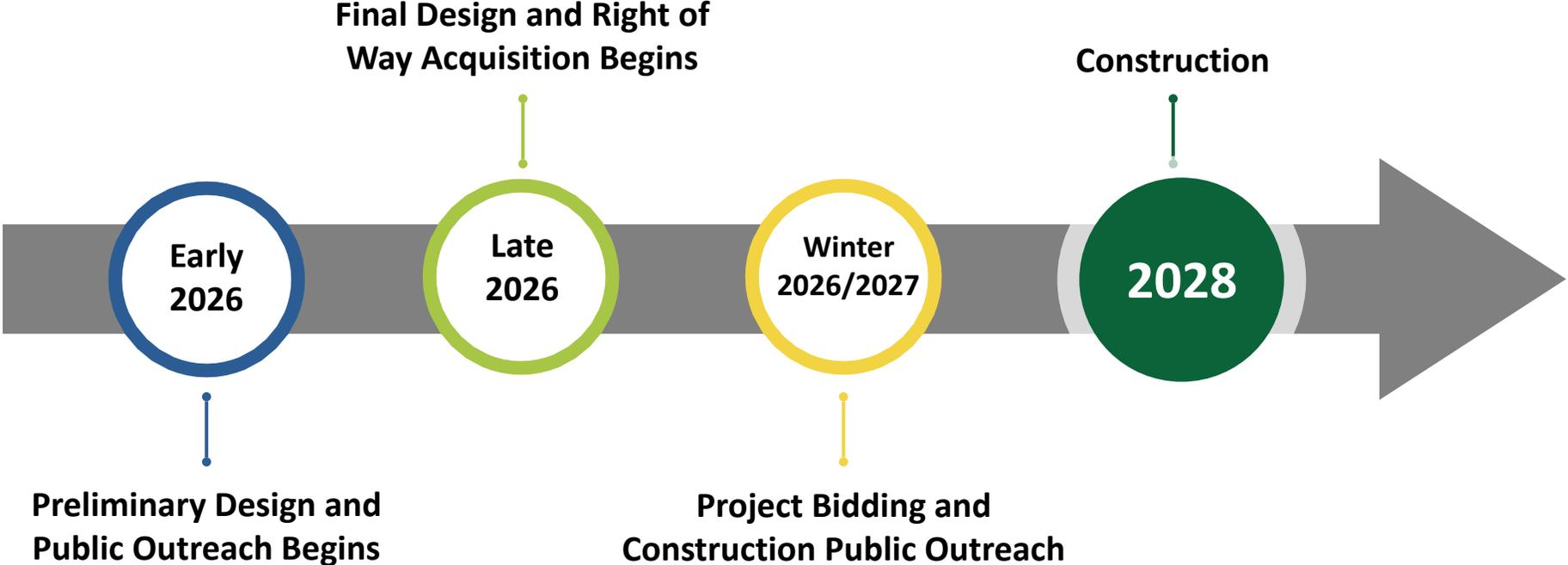


# Project Overview

- Capital Improvement Plan (CIP): RB-2812
- County State Aid Highway (CSAH) 16 (Valley Creek Road) and Settlers Ridge Parkway
- Located within the City of Woodbury
- Existing Traffic Control: All-Way Stop
- \$2,384,200 in Federal Funding secured for project



# Project Schedule



# Consultant Contract Services

- Project Coordination
- Public Engagement
- Utility Coordination
- Geotechnical Evaluation
- Environmental Documentation
- Drainage Analysis & Design
- Intersection Analysis & Design
- Alternative Evaluation
- Preferred Alternative Project Layout
- Cost Estimating
- Permitting
- Final Construction Plans



# Consultant Selection

## Selection Process:

- Request for Proposals issued in July 2025
- Eight qualified consultants submitted proposals
- Reviewed using Qualification-Based Selection:
  - How well firms understood the project objectives
  - The consultant's work plan and project approach
  - The qualifications of the project team
  - The project team's experience delivering similar projects
- Alliant Engineering consulting team selected, and contract negotiated in the amount of \$423,400

# Contract Funding



## Design and Right of Way Budgeted Revenue

\$400,000 TAA Safety & Trails Funds  
\$300,000 Local Contributions



## Design Expenses

\$423,400 Negotiated Consultant Contract Fee

# Board Action Requested

Approve Contract No. 17941 with Alliant Engineering in the amount of \$423,400 to provide preliminary and final design services for the County State Aid Highway (CSAH) 16 (Valley Creek Road) and Settlers Ridge Parkway Intersection Improvement Project.



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
9.A

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Kevin Corbid	MEDIA CONTACT:	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: 1. Adopt a resolution to set the minimum salary for the County Attorney for the next term. 2. Adopt a resolution to set the minimum salary for the County Sheriff for the next term.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 5 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Minnesota Statute 388.18, Subd. 2, and Minnesota Statute 387.20, Subd. 2(b), requires the County Board shall set by resolution the salary of the County Attorney and County Sheriff. Further, at the January meeting prior to the first date on which applicants may file for the office of the County Attorney and the County Sheriff, the County Board shall set by resolution the minimum salary to be paid to the County Attorney and County Sheriff for the following year.	
BACKGROUND/JUSTIFICATION: Minnesota Statutes provide that the County Board shall set by resolution the minimum salary to be paid to the County Attorney and County Sheriff for the term following the 2026 elections.  The attached resolutions set the minimum salaries to be paid for the terms of office beginning in January 2027. In setting the actual salary, the County Board will take into account the experience and qualifications of the elected County Attorney and County Sheriff. The minimum salary recommended for approval was determined after a review of the salary ranges for appointed department heads. By law, the county board may not reduce the salary for the county attorney or county sheriff during their current term in office.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? January 4, 2022 - Resolutions adopted for minimum salaries for County Sheriff and County Attorney.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

John Ristad, County Attorney Civil Division Chief	12/22/2025
Kevin Corbid, County Administrator	12/31/2025

DATE January 6, 2026  
MOTION  
BY COMMISSIONER \_\_\_\_\_

DEPARTMENT Administration  
SECONDED BY  
COMMISSIONER \_\_\_\_\_

**RESOLUTION TO SET THE MINIMUM SALARY FOR COUNTY ATTORNEY  
FOR TERM NEXT FOLLOWING**

**WHEREAS**, Minnesota Statute 388.18, Subd. 2, provides that annually the County Board shall set by resolution the salary of the County Attorney and further provides that at the January meeting prior to the first date on which applicants may file for the office of the County Attorney, the County Board shall set by resolution the minimum salary to be paid to the County Attorney for the term next following.

**NOW, THEREFORE, BE IT RESOLVED**, that the minimum salary to be paid to the County Attorney for the term next following shall be \$168,022.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES                      NO

MIRON	_____	_____
KARWOSKI	_____	_____
COX	_____	_____
BIGHAM	_____	_____
CLASEN	_____	_____

DATE January 6, 2026  
MOTION  
BY COMMISSIONER \_\_\_\_\_

DEPARTMENT Administration  
SECONDED BY  
COMMISSIONER \_\_\_\_\_

**RESOLUTION TO SET THE MINIMUM SALARY FOR COUNTY SHERIFF  
FOR TERM NEXT FOLLOWING**

**WHEREAS**, annually the County Board sets by resolution the salary of the County Sheriff; and

**WHEREAS**, Minnesota Statute 387.20, Subd. 2(b) provides that at the January meeting prior to the first date on which applicants may file for the office of the County Sheriff, the County Board shall set by resolution the minimum salary to be paid to the County Sheriff for the term next following.

**NOW, THEREFORE, BE IT RESOLVED**, that the minimum salary to be paid to the County Sheriff for the term next following shall be \$168,022.

**ATTEST:**

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES                      NO

MIRON	_____	_____
KARWOSKI	_____	_____
COX	_____	_____
BIGHAM	_____	_____
CLASEN	_____	_____



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
9.B

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Jan Lucke	MEDIA CONTACT: Jan Lucke 651-430-6003	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Federal Legislative Update		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 10 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: With the convening of the second session of the 119th Congress in early January, the County Board will consider sending appropriations advocacy letters to several federal delegates.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

### Approvals

John Ristad, County Attorney Civil Division Chief      12/30/2025  
Jan Lucke, Deputy County Administrator                      12/30/2025



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Growing with **Direction**

**BOARD OF COMMISSIONERS**

Fran Miron, District 1  
Stan Karwoski, District 2, Chair  
Bethany Cox, District 3  
Karla Bigham, District 4  
Michelle Clasen, District 5

DATE

The Honorable Betty McCollum  
2426 Rayburn House Office Building  
Washington, D.C. 20515

Dear Congresswoman McCollum:

On behalf of Washington County, I want to thank you for your leadership in supporting federal funding for critical projects to benefit the 4<sup>th</sup> Congressional District.

As Congress prepares to convene the second session of the 119<sup>th</sup> Congress, we are grateful for your support of \$1,031,000 for Body-worn and Squad Car Cameras, included in the House Commerce-Just-Science Appropriations Bill for FY 2026, and \$250,000 for County Highway 18 and Settlers Ridge Parkway Reconstruction, included in the House Transportation-HUD Appropriations Bill for FY 2026.

- **Body-worn and Squad Car Cameras** – As you know, the requested funding would be used to acquire body-worn cameras and fleet cameras for the Washington County Sherriff's Office. It will improve the capabilities of Washington County and support effectiveness and transparency in the communities served by the Washington County Sherriff's Office.
- **County Highway 18 and Settlers Ridge Parkway Reconstruction** – This project will improve safety and operations at the intersection of County Highway 18 and Settlers Ridge Parkway in the City of Woodbury through the construction of a roundabout. It will improve safety for drivers, pedestrians, and bicycle users, and will also improve stormwater management.

Thank you again for your support of these critically important projects for Washington County.

Sincerely,



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Growing with **Direction**

**BOARD OF COMMISSIONERS**

Fran Miron, District 1  
Stan Karwoski, District 2, Chair  
Bethany Cox, District 3  
Karla Bigham, District 4  
Michelle Clasen, District 5

DATE

The Honorable Pete Stauber  
145 Cannon House Office Building  
Washington, D.C. 20515

Dear Congressman Stauber:

On behalf of Washington County, I want to thank you for your leadership in supporting federal funding for critical infrastructure projects to benefit the 8<sup>th</sup> Congressional District.

As Congress prepares to convene the second session of the 119<sup>th</sup> Congress, we are grateful for your support of the County Highway (CSAH) 32 Pedestrian and Safety Improvement Project, for which \$5 million is included in the House Transportation-HUD Appropriations Bill for FY 2026.

As you know, CSAH 32 in Forest Lake is a two-lane road with insufficient turn lanes, poorly spaced corridor access, no pedestrian facilities, and failing pavement. City-owned Forest Road is part of an offset intersection with CSAH 32 and Centennial Drive. The intersection has poor sight lines due to the adjacent Hardwood Creek Regional Trail Bridge and was identified for infrastructure improvements as part of a corridor traffic study.

Washington County is leading a reconstruction project to address these issues. The proposed project includes the reconstruction of CSAH 32 to include a three-lane section with a center left turn lane as well as applicable right turn lanes. A new off-road, multi-use path will also be added, connecting residents and businesses to the nearby Hardwood Creek Regional Trail. Along CSAH 32, the project will construct a new signal at 12th Street and a new roundabout at 4th Street. To address the poor sight lines and series of offset intersections on the east end of the corridor, the project seeks to realign Forest Road to the west, where it will connect to the new roundabout at 4th Street.

The project components will improve safety, congestion, and operations for all users while maintaining full access to nearby affordable housing, schools, and parks. Additionally, the project provides an opportunity to improve stormwater management, reducing direct discharge into nearby Clear Lake. The CSAH 32 Pedestrian & Safety Improvement Project is supported by the City of Forest Lake, the Minnesota Department of Transportation, Rice Creek Watershed District, Forest Lake School District 831, and Forest Lake Public Safety.

Thank you again for your support of this critically important project for Washington County.

Sincerely,



Rooted in **Connection**  
Growing with **Direction**

## BOARD OF COMMISSIONERS

Fran Miron, District 1  
Stan Karwoski, District 2, Chair  
Bethany Cox, District 3  
Karla Bigham, District 4  
Michelle Clasen, District 5

DATE

The Honorable Amy Klobuchar  
425 Dirksen Senate Office Building  
Washington, D.C. 20510

Dear Senator Klobuchar:

On behalf of Washington County, I want to thank you for your leadership in supporting federal funding for critical projects to benefit County residents.

As Congress prepares to convene the second session of the 119<sup>th</sup> Congress, we want to highlight the following projects approved by the House Appropriations Committee. We would greatly appreciate your support of these projects as FY 2026 appropriations are finalized.

- **County Highway (CSAH) 32 Pedestrian and Safety Improvement Project** – \$5,000,000 is included in the House Transportation-HUD Appropriations Bill for FY 2026 at Congressman Stauber’s request for a project to improve safety, congestion, and operations for all users while maintaining full access to nearby affordable housing, schools, and parks. Additionally, the project provides an opportunity to improve stormwater management, reducing direct discharge into nearby Clear Lake. The CSAH 32 Pedestrian & Safety Improvement Project is supported by the City of Forest Lake, the Minnesota Department of Transportation, Rice Creek Watershed District, Forest Lake School District 831, and Forest Lake Public Safety.
- **Body-worn and Squad Car Cameras** – \$1,031,000 is included in the House Commerce-Justice-Science Appropriations Bill for FY 2026 at Congresswoman McCollum’s request for a project to acquire body-worn cameras and fleet cameras for the Washington County Sherriff's Office. It will improve the capabilities of Washington County and support effectiveness and transparency in the communities served by the Washington County Sherriff's Office.
- **County Highway 18 and Settlers Ridge Parkway Reconstruction** – \$250,000 is included in the House Transportation-HUD Appropriations Bill for FY 2026 at Congresswoman McCollum’s request for a project to improve safety and operations at the intersection of County Highway 18 and Settlers Ridge Parkway in the City of Woodbury through the construction of a roundabout. It will improve safety for drivers, pedestrians, and bicycle users, and will also improve stormwater management.

Thank you for your consideration of these important projects for Washington County.

Sincerely,



Rooted in **Connection**  
Growing with **Direction**

**BOARD OF COMMISSIONERS**

Fran Miron, District 1  
Stan Karwoski, District 2, Chair  
Bethany Cox, District 3  
Karla Bigham, District 4  
Michelle Clasen, District 5

DATE

The Honorable Tina Smith  
720 Hart Senate Office Building  
Washington, D.C. 20510

Dear Senator Smith:

On behalf of Washington County, I want to thank you for your leadership in supporting federal funding for critical projects to benefit County residents.

As Congress prepares to convene the second session of the 119<sup>th</sup> Congress, we want to highlight the following projects approved by the House Appropriations Committee. We would greatly appreciate your support of these projects as FY 2026 appropriations are finalized.

- **County Highway (CSAH) 32 Pedestrian and Safety Improvement Project** – \$5,000,000 is included in the House Transportation-HUD Appropriations Bill for FY 2026 at Congressman Stauber’s request for a project to improve safety, congestion, and operations for all users while maintaining full access to nearby affordable housing, schools, and parks. Additionally, the project provides an opportunity to improve stormwater management, reducing direct discharge into nearby Clear Lake. The CSAH 32 Pedestrian & Safety Improvement Project is supported by the City of Forest Lake, the Minnesota Department of Transportation, Rice Creek Watershed District, Forest Lake School District 831, and Forest Lake Public Safety.
- **Body-worn and Squad Car Cameras** – \$1,031,000 is included in the House Commerce-Justice-Science Appropriations Bill for FY 2026 at Congresswoman McCollum’s request for a project to acquire body-worn cameras and fleet cameras for the Washington County Sheriff’s Office. It will improve the capabilities of Washington County and support effectiveness and transparency in the communities served by the Washington County Sheriff’s Office.
- **County Highway 18 and Settlers Ridge Parkway Reconstruction** – \$250,000 is included in the House Transportation-HUD Appropriations Bill for FY 2026 at Congresswoman McCollum’s request for a project to improve safety and operations at the intersection of County Highway 18 and Settlers Ridge Parkway in the City of Woodbury through the construction of a roundabout. It will improve safety for drivers, pedestrians, and bicycle users, and will also improve stormwater management.

Thank you for your consideration of these important projects for Washington County.

Sincerely,



Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

Commissioner's Report

AGENDA ITEM NUMBER:  
13.A

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Macklyn Hutchison, Planner II	REQUESTOR PHONE: 651-430-6016
PRESENTER(S): Joe Ayers-Johnson, Macklyn Hutchison	MEDIA CONTACT: Emily Jorgensen 651-430-6011	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Progress Update on 2024-2029 Countywide Strategic Plan		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 30 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The 2024-2029 Countywide Strategic Plan was adopted by the County Board on August 6, 2024. Since then, staff have established an implementation framework involving all departments to track ongoing efforts, propel new efforts, and report on performance measures. Staff are returning to the Board with a progress update on Strategic Plan implementation in 2025, including process improvements made since the last update provided in July 2025. This is part of an ongoing reporting effort through which staff will bring Strategic Plan updates to the board twice per year.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 7/22/25: 2025 Mid-Year Progress Update on Countywide Strategic Plan provided at Board workshop. 8/6/24: Countywide Strategic Plan adopted.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Jan Lucke, Deputy County Administrator 12/29/2025



# Countywide Strategic Plan

## 2025 Year-End Progress Update

County Board Workshop  
January 6, 2026



# Meeting Outline

- Tracking and Reporting Progress
- Strategic Priority Summaries
- Questions and Discussion



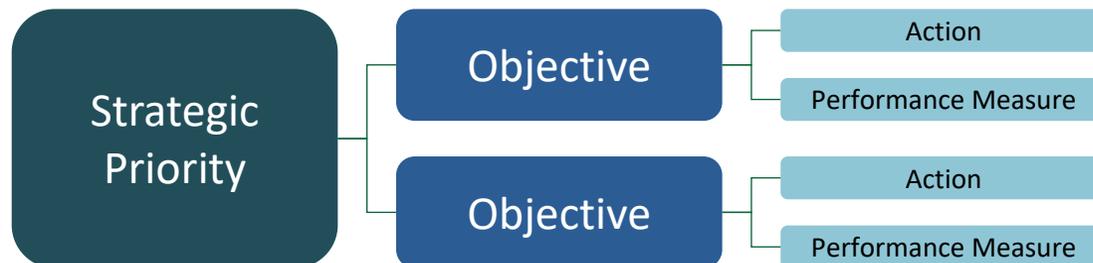
# Overview of Strategic Plan

## Strategic Plan – *The “what”*

- Adopted Aug 6, 2024
- Purpose:
  - Identify a shared vision for the future
  - Create internal alignment around clearly defined priorities, goals, and objectives
  - Establish measures for tracking progress and accountability
- Includes:
  - Mission, Vision, Values
  - Strategic Priorities, Goals, Objectives, and Performance Measures

## Implementation Plan – *The “how”*

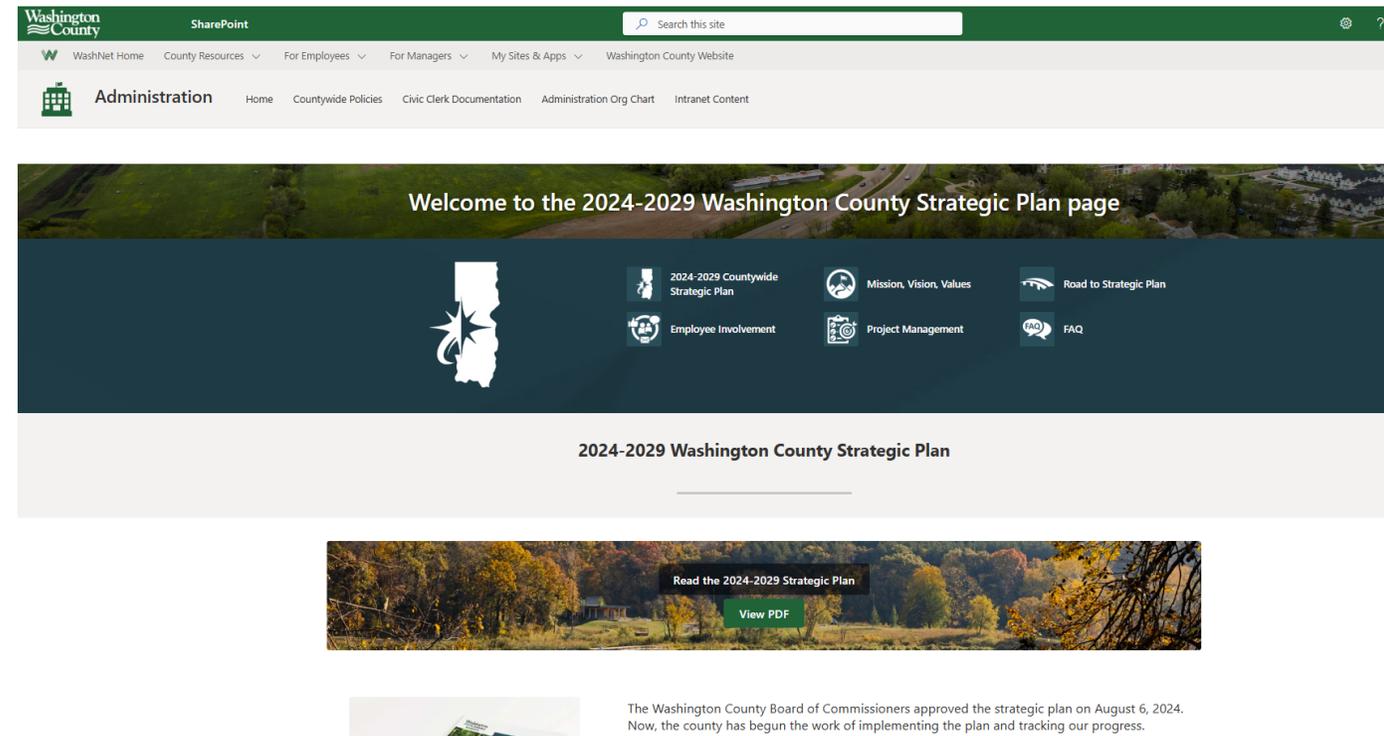
- Launched January 2025
- Purpose:
  - Facilitates interdepartmental collaboration
  - Promotes accountability
- Includes:
  - Performance Measures & Actions
  - Estimated timelines
  - Lead departments and staff
  - Ongoing tracking and reporting plan items



# Tracking and Reporting Progress

# Implementation Portal

- Developed in collaboration with Information Technology
  - Filterable
  - Accessible to Commissioners & all employees
- Hosted on WashNet
- Updates posted biannually
  - Directly editable by members of Implementation Team
  - Synthesizes data from all Strategic Plan actions and performance measures
- Previous tracker: summarized updates at the Objective level



# Feedback & Adjustments

- Feedback from July 22, 2025 Board Workshop
  - Include more detail on specific items.
  - Include updates on challenges in implementing actions and performance measures, if applicable.
  - Improve clarity on the status of actions or performance measures, including those that are completed.
- Adjustments
  - Portal now displays updates for all individual Actions and Performance Measures for each Strategic Plan Objective.
  - Added column for challenges and expanded clarity on item status.



Item ID ↑	Strategic Priority	Objective	Item	Timeline	Initiative	Objective Lead D...	Item Lead Depart...	Relevant Acti...	Funding	Challenges	Status	2025 Progress Update
1.F.06	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience, create efficiencies, enhance data security, and better support county services.	06. Evaluate public access to online services and information.	Continuous	Ongoing Pr...	Information Tec...	Administration (...)	1.F.01			In progress	SPRING: Working to determine the communication systems to track data for this action item.  FALL: Work is ongoing.
1.F.07	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience, create efficiencies, enhance data security, and better support county services.	07. Develop and report on employee participation in security training to management.	2025	Ongoing Pr...	Information Tec...	Information Tec...	1.F.08			Complete	SPRING: IT has developed a process to report employee participation in security training.  FALL: Report complete and is being shared with IT management.
1.F.08	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience, create efficiencies, enhance data security, and better support county services.	08. Track annual percentage of employee participation in security training.	Annual	Output	Information Tec...	Information Tec...				Complete	SPRING: A process is in place to track employee security training participation.  FALL: Security training for all employees; on-going email Phishing campaigns; and results tracked and shared with management.
1.F.09	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience, create efficiencies, enhance data security, and better support county services.	09. Migrate website domain to .gov in 2024.	Q4 2024	Milestone	Information Tec...	Communication...			The UPN Transition is challenging because each department has unique concerns, behavior, number of employees impacted, and timeline.	In progress	SPRING: The County's Website was migrated to .gov in 2024.  FALL: Working through each department's UPN transition with a staggered approach. Target complete December 11, 2025.
1.F.10	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience, create efficiencies, enhance data security, and better support county services.	10. Complete evaluation of current website in 2024.	Q4 2024	Milestone	Information Tec...	Communication...	1.I.08, 1.I.09			Complete	SPRING: Hired a consultant and completed a thorough Comprehensive Website Evaluation which concluded in May 2024.  FALL: This item has been completed.
1.F.11	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience, create efficiencies, enhance data security, and better support county services.	11. Achieve CIS level 1 by October 2025 and level 2 by December 2026.	Q4 2026		Information Tec...	Information Tec...	1.F.15			On Track	SPRING: Working on a prerequisite task, the migration to Windows11, before work can begin.  FALL: CIS Level 1 has been completed and implemented for workstations; and CIS Level 2 is on track to be implemented by Dec. 2026.
1.F.12	1. Organizational Excellence	F. Modernize and update the county's technology and communication systems to improve user experience. create	12. Implementation of secure printing solution by December 2025.	Q4 2025	Milestone	Information Tec...	Information Tec...	1.F.03, 1.F.07			On Track	SPRING: Key decisions complete; IT is on track to initially implement, test, and train on the new solution in May.

# Strategic Priority Summaries

# Strategic Priority Summaries

## STRATEGIC PRIORITIES & GOALS

### Organizational Excellence



**Goal:** Develop and sustain an environment where employees and the organization are equipped and supported to deliver outstanding service to everyone in Washington County.

### Safe Communities and Thriving People



**Goal:** Ensure that everyone in Washington County has access to services that address inequities, foster well-being, and promote safety.

### Strong and Sustainable Environment



**Goal:** Enhance and maintain investments in the built and natural environment to encourage responsible growth, accessibility, and resilient communities.

### Financial Health and Capacity



**Goal:** Sustain strong financial policies and practices to provide and improve valued public services and make progress towards the county's five-year vision.

# Strategic Priority Summaries

## ORGANIZATIONAL EXCELLENCE

- Employees
  - Employee turnover is steadily decreasing
  - Mini DEI and benefits trainings expanded; eight new professional development training areas identified for 2026
  - Second cohort begun Emerging Leaders Program
  - RFP issued for 2026 Employee Engagement Survey
- Technology
  - System established to expand security training and track and report outcomes
  - UPN transition expected to be completed in December 2025
  - Developing countywide AI training

# Strategic Priority Summaries

## ORGANIZATIONAL EXCELLENCE

- Communications
  - Countywide Signage and Wayfinding Plan completed and implemented at Central Service and License Center
  - 2025 Community Survey results showed improvement in Informing and Listening measures between 2022 and 2025
  - Website redesign project in progress, including web translation and ADA accessibility tools
- DEI
  - Impact assessment of jail fees completed
  - Title VI Policy adopted and implementation in progress

# Strategic Priority Summaries

## SAFE COMMUNITIES AND THRIVING PEOPLE

- Supportive housing
  - Emergency Housing Services Building opened in November
  - County continues to partner with St. Andrews, CDA, and the state to provide supportive housing
- Service delivery
  - 2025 Community Survey showed an increase in quality of services provided to older adults from 2022 to 2025
  - Community Health Assessment 2024 and Community Health Improvement Plan complete and publicly available
- Public safety
  - DWIs trending down

# Strategic Priority Summaries

## STRONG AND SUSTAINABLE ENVIRONMENT

- Housing
  - 553 new affordable housing units completed since 2023
  - 15 BIPOC households purchased a home through CDA homeownership programs since 2023
- Buildings
  - Central Service and License Center opened in August
  - Energy efficiency improvements including LED lighting in Law Enforcement Center & finalization of Campus Heating and Cooling Project
- Parks
  - 80 acres of parkland acquired into Big Marine Park Reserve

# Strategic Priority Summaries

## STRONG AND SUSTAINABLE ENVIRONMENT

- Transportation
  - Efforts to reduce salt usage continue; two new snow plows acquired
  - Transit circulator expansion to begin in late 2025
  - Transit Needs Study and Long Range Transportation Plan in progress
- Environment
  - Four Land and Water Legacy Program conservation easements were acquired in the past year
  - EV charging stations installed at Government Center and Hardwood Creek Library
  - Washington County Groundwater Plan adopted in July
  - Climate Action Plan in progress and on track

# Strategic Priority Summaries

## FINANCIAL HEALTH AND CAPACITY

- County financial health
  - Debt service levy is 11% of total county gross levy in 2025, meeting the target of 15% or less
- County financial tracking and reporting
  - Financial policies are currently being reviewed and major policies are publicly available on the county website
  - A new approach to tracking grant data is currently being developed
- Community financial health
  - Number of jobs and average median wage are increasing
  - Cities and townships are regularly engaged in the capital planning process

# Next Steps

- February/March: Launch Spring 2026 progress update cycle
- June 2026: Return to County Board with 2026 Mid-Year Update
- Many actions are beginning to be completed
  - 13.6% complete, 57.6% in progress/on track
  - Implementation Team is encouraged to add new items during each update cycle to replace those completed
  - Plan to initiate proactive effort to identify emerging items related to Strategic Plan objectives





# Questions and Discussion



# Request for Board Action

BOARD MEETING DATE:  
January 6, 2026

## Commissioner's Report

AGENDA ITEM NUMBER:  
13.B

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Serena Raths, Planner I	REQUESTOR PHONE: 651-430-6024
PRESENTER(S): Serena Raths	MEDIA CONTACT: Serena Raths 651-430-6024	

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Potential Land and Water Legacy Program (LWLP) Conservation Easement project on approximately 27-acres in Marine on St. Croix		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 20 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
<p>BACKGROUND/JUSTIFICATION: The Minnesota Land Trust (MLT) has requested county involvement through the Land and Water Legacy Program (LWLP) for a conservation easement project located at 18037 St. Croix Trl. N. in Marine on St. Croix. This proposed project will utilize 2024–2026 Land and Water Legacy funding as approved by a budget amendment passed by the County Board on May 21, 2024.</p> <p>The proposed project is owned by the Science Museum of Minnesota, and is located just 300 feet away from William O'Brian 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.</p> <p>The proposed conservation easement will be co-held by Washington County and MLT. In 2022, Washington County and MLT received a \$4.288 million grant award from the Lessard Sams Outdoor Heritage Council for LWLP projects. A portion of this grant funding is for conservation easement acquisition in collaboration with MLT, with deliverables including 340 acres of protection and a \$720,000 county financial match. This project is eligible for partially fulfilling that acreage and funding deliverable.</p> <p>Staff are seeking direction from the County Board on how to proceed with this proposed conservation easement project.</p>		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 5/21/2024 - County Board resolution adopted recommending funding options for the Land and Water Legacy Program.		

### Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: 2024 - 2026 Land and Water Legacy funding as approved by a budget amendment passed by the County Board on May 21, 2024	

## **Approvals**

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Jan Lucke, Deputy County Administrator 12/29/2025



Commissioner Briefing (12/17/25)

# Land and Water Legacy Program

Science Museum of Minnesota – Pine Needles

Serena Rath – Planner II, Office of Administration



# Overview

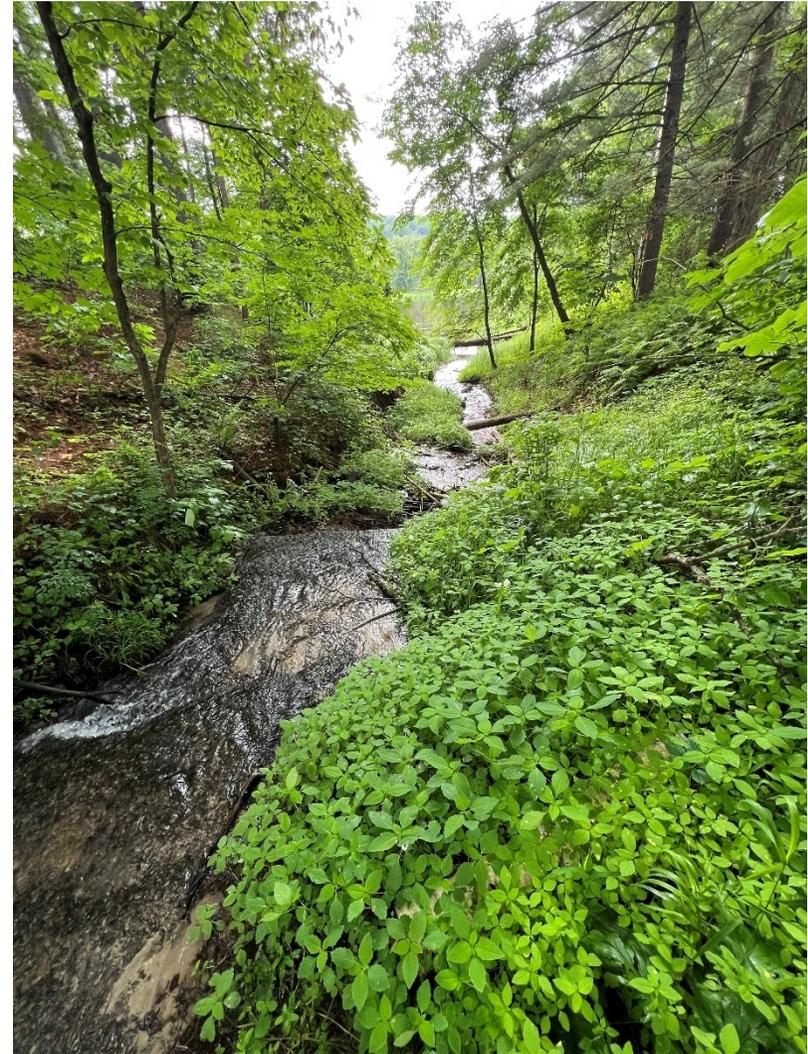
- Presentation Purpose
- Conservation Easement Review
- Proposed Project Location
- Project Natural Resources Features
- Project Scope
- LSOHC Grant Award Review
- Grant Amendment Update
- Proposed Project Funding and Partnership Roles
- Next Steps



# Purpose

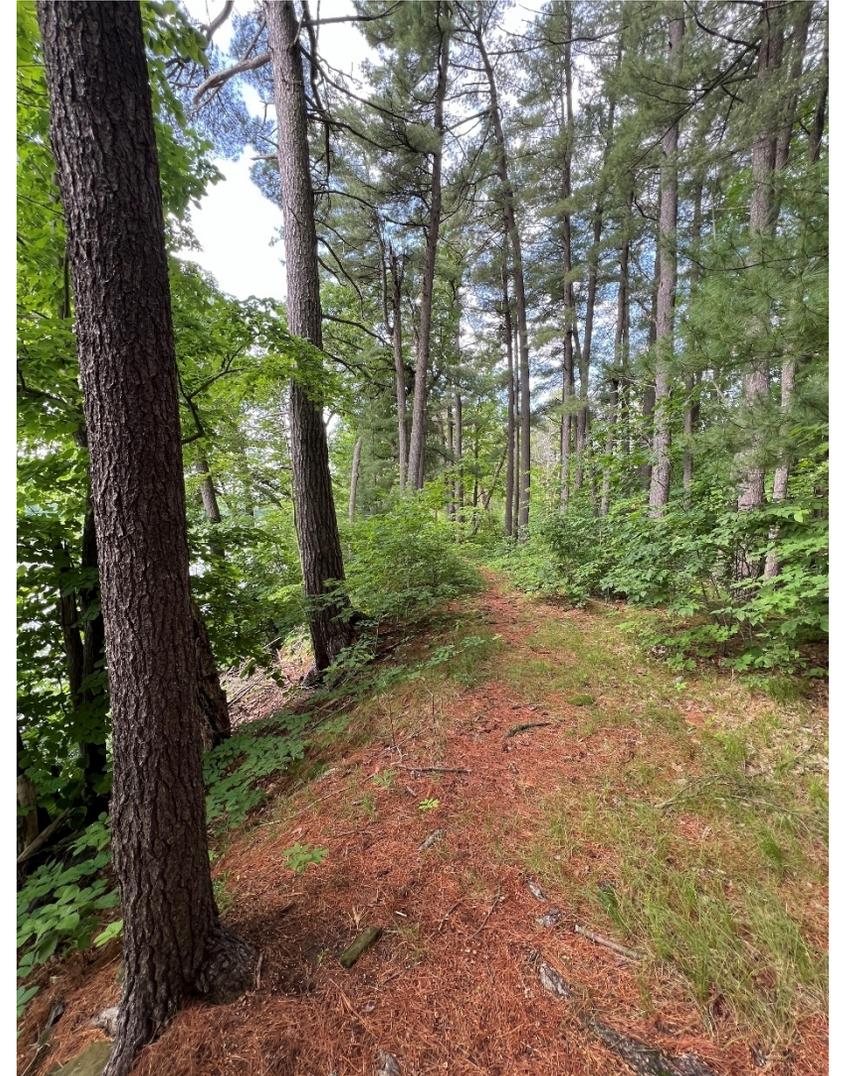
To consider a potential Land and Water Legacy Program (LWLP) conservation easement in Marine on St. Croix on approximately 27.4 acres in partnership the Minnesota Land Trust (MLT)

Parcel IDs: 3103219340008, 0603119210008 and 0603119210009



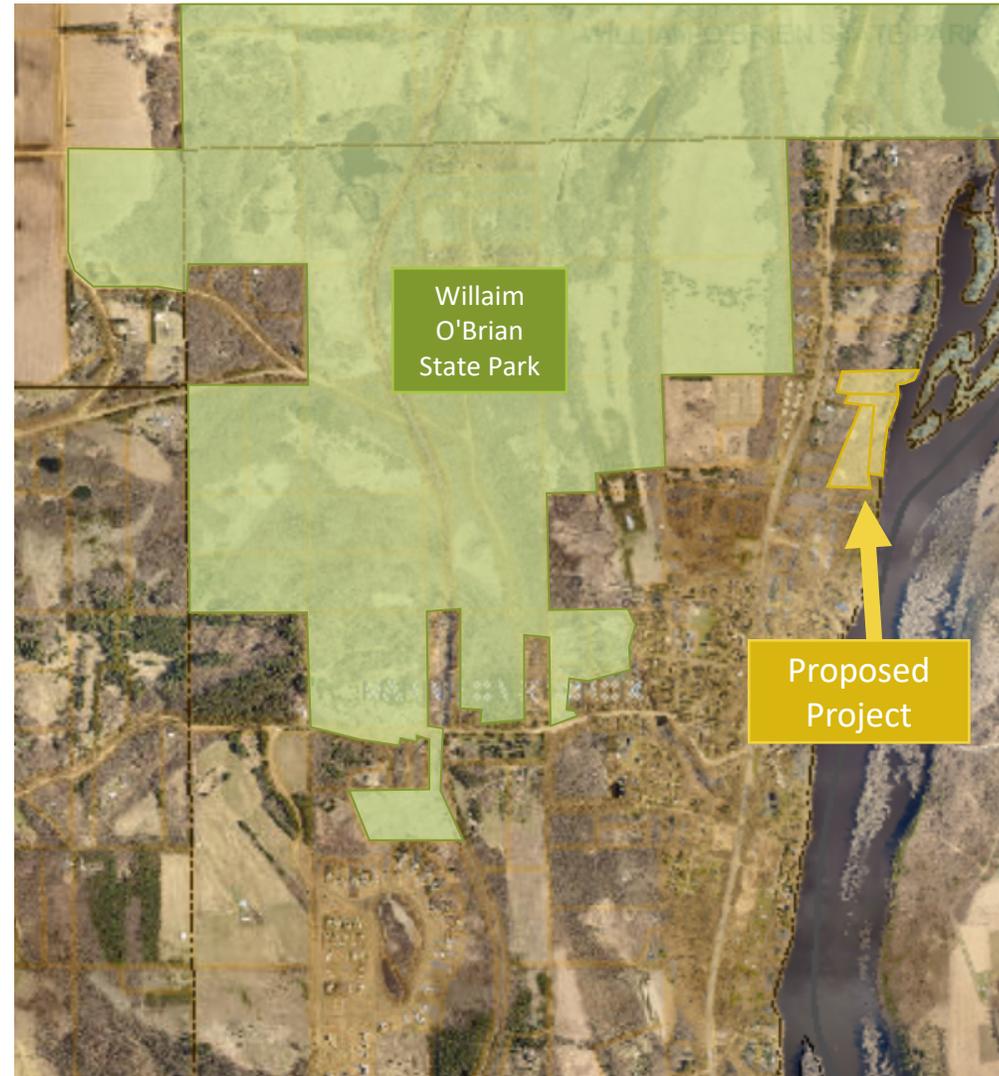
# Conservation Easements

- One of most effective tools for permanently protecting natural areas on private property
- A voluntary and legally binding agreement between a landowner and the County or other entity
- Easements are tailored to address unique characteristics and goals of the landowner and property and conservation priorities
- Easements can be written to accommodate existing and future structures and improvements, trails, recreational uses and agricultural activity
- Land remains in private ownership, and a habitat management plan is developed
- All future landowners are obligated to follow the established easement terms



# Project Location

- Owned by the Science Museum of Minnesota (SMM)
- 18037 St. Croix Trl. N. Marine on St. Croix
- Located in the LWLP's St. Croix River Buffer Zone Top 10 Priority Conservation Area
- Under 300 feet away from William O'Brian State Park



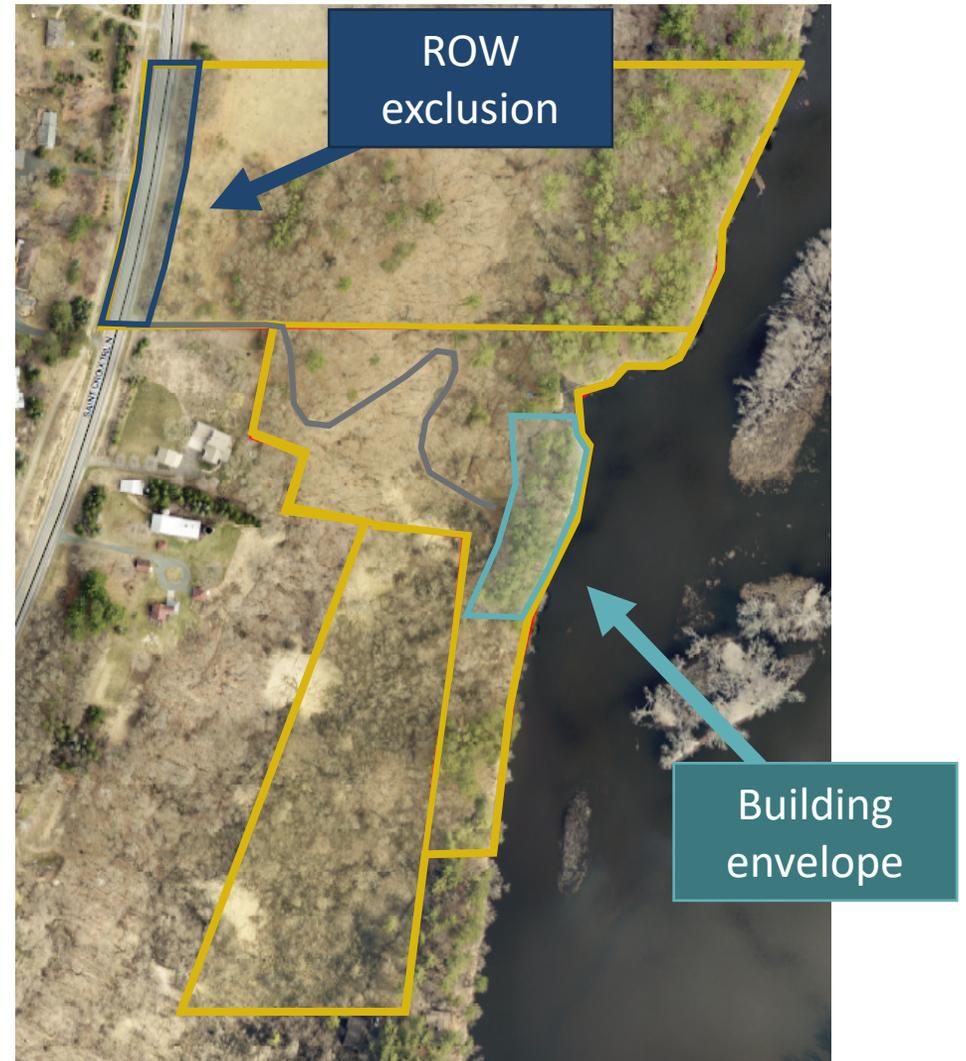
# Natural Resource Features and Prioritization

- Ranks “Very High” for protection according to LWLP criteria
  - Ranks “Very High” for habitat quality
- Contains Regionally Significant Ecological Area according to the Minnesota DNR
- Ranked Medium-High and High in quality of habitat for Species in Greatest Conservation Need according to the Minnesota Wildlife Action Plan
- Hosts over 1,700 feet of St. Croix River shoreline



# Project Scope

- This property is home of the historic James Taylor Dunn Pine Needles Cabin
  - The cabin and its surrounding area will be excluded from the easement through a designated building envelope
  - This envelope will allow continued use and programming of the cabin by the Science Museum
- Right of Way along St. Croix Trail N. will be excluded from the easement to accommodate future expansion

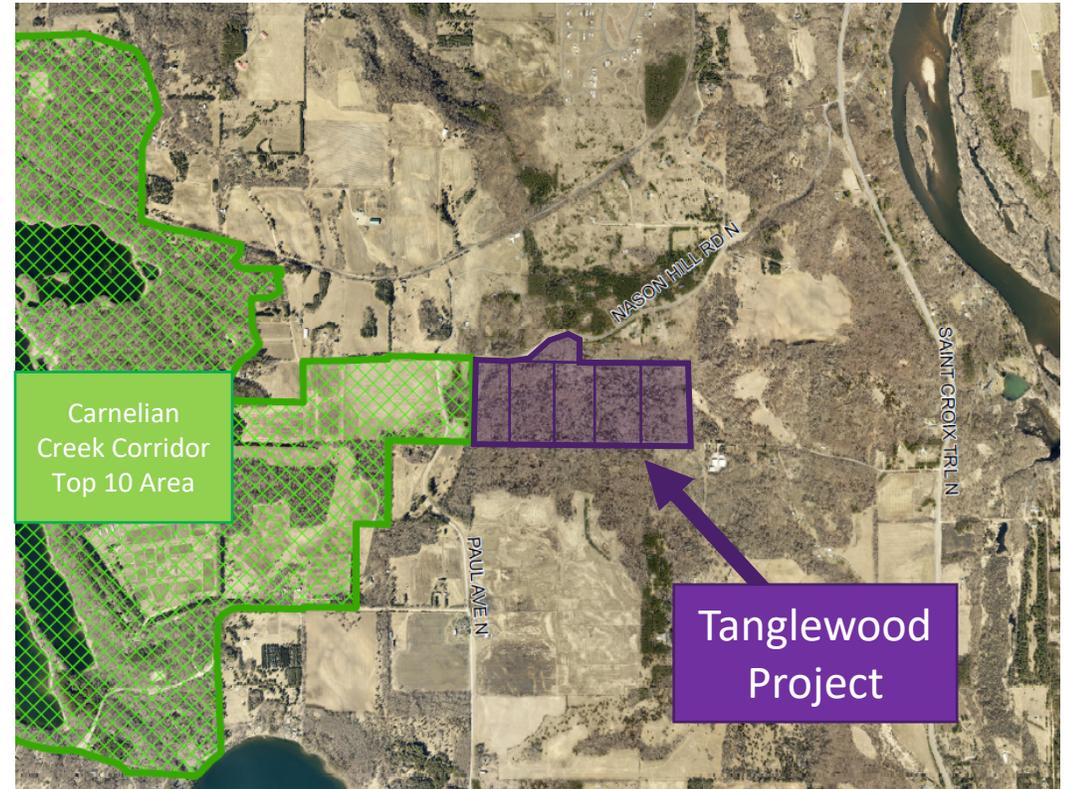


# Lessard-Sams Grant Eligibility

- In 2022, the Lessard Sams Outdoor Heritage Council (LSOHC) awarded **\$4.288M** to the County and Minnesota Land Trust (MLT) for LWLP protection and stewardship
  - The following deliverables are due by **June 30<sup>th</sup>, 2026**:
    - 340 acres of protection (113 acres have been completed)
    - A \$720,000 county financial match for protection projects (\$577,000 has been invested)
- This easement will be co-held between Washington County and MLT, and **is eligible** for contributions towards the fulfillment of this acreage and financial match deliverable

# Lessard Sams Plan Amendment

- To meet the June 30<sup>th</sup>, 2026 deliverable deadline, staff have amended the LSOHC grant plan to allow MLT to acquire and hold additional easements independently
- MLT is pursuing the “Tanglewood” project in May Township, which is also owned by the SMM. The county **will not be** a co-holder of this easement
  - SMM has agreed to fully donate the Tanglewood easement to MLT, under the condition that the Pine Needles project moves forward
  - This will allow MLT to utilize awarded staff and due diligence funds, and contribute an additional 100 acres towards grant deliverables



# Pine Needles Proposed Partnership Roles

The Pine Needles project will be funded by 2024 – 2026 Land and Water Legacy interim funding as approved by a budget amendment passed by the County Board on 5/21/24.



- Staff Time
- 40% Financial contribution
  - Estimated \$378,800 to \$757,600 contribution
- Co-holder of conservation easement



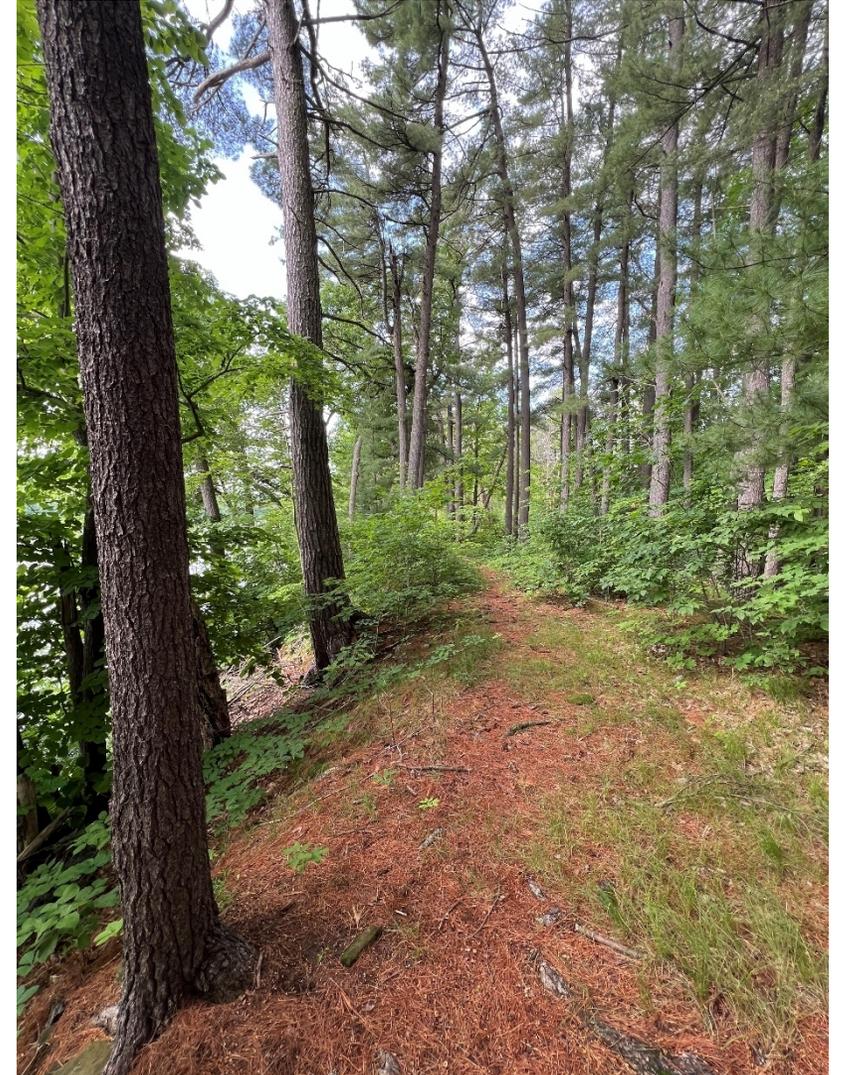
- Staff Time
- Due diligence costs
- 60% Financial contribution
  - Estimated \$568,200 to \$1,136,400 contribution
- Co-Holder of conservation easement

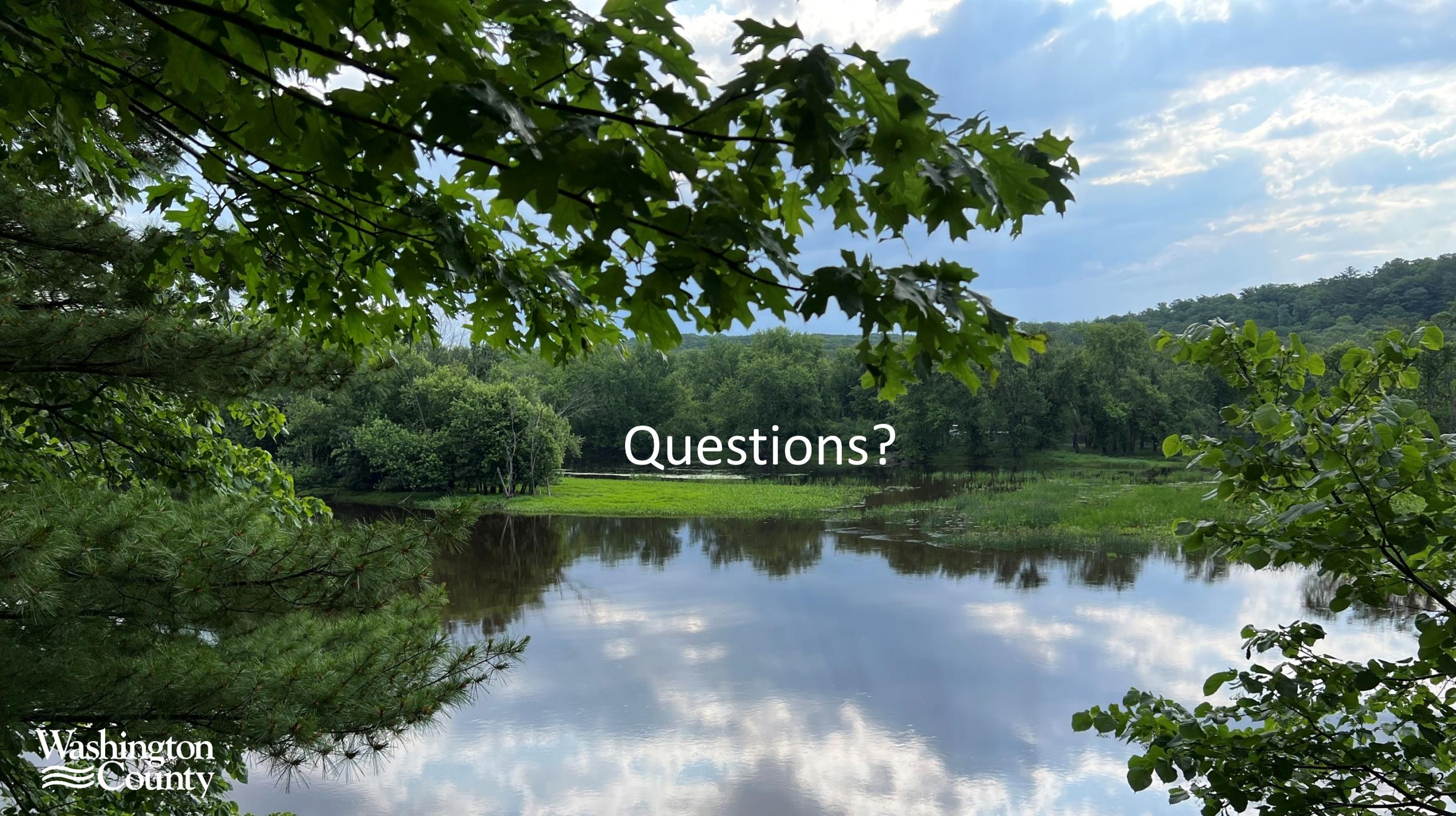
**Estimated Conservation Easement Value: \$947,000 - \$1,894,000**

\*This estimated value is calculated based on 40% – 80% of the estimated market value. The Minnesota Land Trust is in the process of completing an appraisal to determine the exact conservation easement value

# Next Steps

- Introduce the Parks and Open Space Commission to the project
- Seek a resolution of support from Marine on St. Croix
- Review the Tanglewood project with May Township
- Finalize conservation easement terms with MLT
- Project closing anticipated before the LSOHC deadline of June 30<sup>th</sup>, 2026



A scenic landscape featuring a calm lake in the foreground, reflecting the sky and surrounding greenery. The lake is bordered by a lush forest of various trees, including pines and deciduous species. The sky is filled with soft, white clouds. The entire scene is framed by the branches and leaves of trees in the foreground, creating a sense of being in a natural setting.

Questions?