



Board of Commissioners

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

BOARD AGENDA February 17, 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 **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.

3. 9:10 **Approval of the Agenda**

4. 9:10 **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 February 3, 2026, County Board meeting minutes.

B. Approval to appoint Linda Lundstrom to a first term on the Mental Health Advisory Council LAC as the District 4 Representative starting February 18, 2026, and expiring December 31, 2028.

C. Adopt a resolution to appoint Luke Mattson, City of Lake Elmo, to a partial term beginning February 18, 2026, and expiring October 21, 2028, as Manager on the Brown's Creek Watershed District.

D. Approval to restructure 1.0 FTE Senior Planner to 1.0 FTE Social Services Supervisor.

E. Approval to add 1.0 FTE Eligibility Specialist Senior in the Adult Services Division.

F. Approve Amendment No. 1 to Contract No. 17792 with Corrie's House, Inc. to add \$300,000 to the contract total.

G. Adopt a resolution to receive a donation from The Fred C. & Katherine B. Andersen Foundation in the amount of \$25,000.

H. Approval of an application for renewal of an on-sale and Sunday liquor license for the Disabled Veteran's Rest Camp Association, located in May Township.

I. Approval of an application for renewal of an on-sale and Sunday liquor license for Keystone Weddings and Events LLC in May Township, Minnesota.



Consent Calendar continued

- J. Approval of an application for renewal of an on-sale, off-sale, and Sunday liquor license for the Stoneridge Golf Club Inc. located in West Lakeland Township.
- K. Adopt a resolution designating staff to attend and participate in convene meetings for Board of Water and Soil Resources (BWSR) funding and affirm board direction on use of Lower St Croix metro funding.
- L. Approval to submit a grant application for a chloride reduction system at the Public Works South Shop and trail stabilization at St Croix Bluffs Regional Park through the South Washington Watershed District Coordinated Capital Improvements Program.
- M.
 - 1. Approve Permanent Hydrant Access Easement with the City of Cottage Grove for construction of the Park Grove Library Project (CIP #BSD-PGL-2001).
 - 2. Approve Stormwater Management Facilities Agreement with the City of Cottage Grove for construction of the Park Grove Library Project (CIP #BSD-PGL-2001).
- N.
 - 1. Approve Cooperative Cost Agreement No. 17975 between the City of Scandia and Washington County for construction of County Road 52 (Oakhill Road) as it relates to the City-led construction of a portion of the Minnesota Department of Natural Resources Gateway Trail.
 - 2. Approve Cooperative Maintenance Agreement No. 17976 between the City of Scandia and Washington County for maintenance of County Road 52 (Oakhill Road) and permanent infrastructure within the county's right-of-way as it relates to the City-led construction of a portion of the Minnesota Department of Natural Resources Gateway Trail.
- O.
 - 1. Reject all bids received for the lease of agricultural land in Big Marine Park Reserve.
 - 2. Approve Lease Agreement No. 13942 with Terry Herman for the lease of agricultural land located in St. Croix Bluffs Regional Park in the amount of \$100,922.40 and Lake Elmo Park Reserve in the amount of \$88,553.10.
- P.
 - 1. Approve agreement with the Minnesota Department of Agriculture for Agricultural Water Quality Certification of Washington County-Owned Agricultural Land.
 - 2. Authorize Minnesota Department of Agriculture Informed Consent to Release Private Data to the public related to the Agricultural Water Quality Certification.
- Q. Approve Amendment No. 2 to Lease Agreement No. 4416 with the City of Hudson, Wisconsin, to reduce the rent at the Hanley Road water tower.



5. 9:10 **Public Works** - Erik Jalowitz, Building Services Capital Projects Manager
- A. Approval of thirteen contracts for construction of the Park Grove Library Project (CIP #BSD-PGL-2001):
1. Approve Contract No. 17995 in the amount of \$300,000 with Ramsey Companies for demolition.
 2. Approve Contract No. 17992 in the amount of \$824,100 with B&D Associates, LLC for concrete and masonry.
 3. Approve Contract No. 17990 in the amount of \$279,900 with Noble X Welding & Fabrication for structural steel.
 4. Approve Contract No. 17994 in the amount of \$262,541 with Gustav & Rudy Contractors, Inc. for carpentry.
 5. Approve Contract No. 17985 in the amount of \$1,637,070 with Berwald Roofing Company, Inc. for metal panels and roofing.
 6. Approve Contract No. 17989 in the amount of \$366,954 with Artic Glass Company for glass and glazing.
 7. Approve Contract No. 17987 in the amount of \$527,900 with Pinnacle Wall Systems, Inc. for drywall.
 8. Approve Contract No. 17984 in the amount of \$496,100 with Sonus Interiors, Inc. for ceilings and acoustics.
 9. Approve Contract No. 17983 in the amount of \$371,000 with Wenzel-Plymouth Plumbing, LLC for plumbing.
 10. Approve Contract No. 17986 in the amount of \$1,450,300 with Thelen Heating & Roofing, Inc. for HVAC.
 11. Approve Contract No. 17991 in the amount of \$888,000 with Bloomington Electric for electrical.
 12. Approve Contract No. 17988 in the amount of \$628,000 with Kamish Excavating, Inc. for site and earthwork.
 13. Approve Contract No. 17993 in the amount of \$236,755 with Windsor Companies for landscaping.
6. 9:40 **General Administration** - Kevin Corbid, County Administrator



7. 9:55 **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.

8. 10:10 **Board Correspondence**

9. 10:10 **Adjourn**

10. 10:15 **Board Workshop with Administration**

A. Review the projects included in the 2026-2030 Capital Equipment and Fleet (CEFP) and Technology Plans.

**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
FEBRUARY 3, 2026**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room.

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

Also Present: Kevin Corbid, County Administrator
 John Ristad, Assistant County Attorney Division Chief
 Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

APPROVAL OF THE AGENDA

Commissioner Clasen moved to approve the County Board meeting agenda for February 3, 2026. Commissioner Karwoski seconded the motion, and it was adopted 5-0.

CONSENT CALENDAR

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

1. Approval of **Resolution No. 2026-012** as follows:

**RESOLUTION TO ACCEPT A DONATION FROM
TRACINDA YAW FOR INSTALLATION OF A CEDAR BENCH
WITH COMMEMORATIVE PLAQUE
AT LAKE ELMO PARK RESERVE**

WHEREAS, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

WHEREAS, Minn. Stat. 375.26 authorizes the county board to accept gifts, donations and bequests on behalf of the county; and

WHEREAS, Washington County Parks has a wide array of donation opportunities for individuals and groups to provide support for the park system; and

WHEREAS, the Washington County Parks - Park Bench Program allows an individual or group to donate funds to install and maintain a bench to be used on a trail or near a park facility; and

WHEREAS, for a donation of \$2,500, a cedar park bench with commemorative plaque may be placed along a turf trail and will be guaranteed for a minimum of five (5) years; and

WHEREAS, Tracinda Yaw has requested to place a cedar park bench at Lake Elmo Park Reserve in commemoration of the many memories they have shared with their children within the park.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept a donation in the amount of \$2,500 from Tracinda Yaw for the installation of a cedar park bench at Lake Elmo Park Reserve with commemorative plaque; and

BE IT FURTHER RESOLVED, that Washington County will maintain the bench site, including repair and replacement of the bench and plaque for a period of five years; and

BE IT FURTHER RESOLVED, that after five years, Washington County has the option to dispose of, replace, or relocate the bench and plaque as needed.

2. Approval of **Resolution No. 2026-013** as follows:

USPCA AKC REUNITE K9 GRANT

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 authorize the Washington County Sheriff's Office to accept funding in the amount of \$7,500 from the USPCA AKC Reunite K9 Grant Program to support the K9 Unit.

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

HUMAN RESOURCES

Resolution for Black History Month

Henok Fanta, Co-Chair of the Black Employee Network Employee Resource Group, presented a resolution proclaiming the month of February 2026 as Black History Month in Washington County. Mr. Fanta reported that the Black Employee Network and the Anti-Racism Workgroup Employee Resource Groups will host an event on February 26 to celebrate Black History Month.

Commissioner Cox moved to adopt **Resolution No. 2026-014** as follows:

2026 BLACK HISTORY MONTH RESOLUTION

WHEREAS, in 1925, Carter G. Woodson founded the Association for the Study of Negro Life and History and conceived and announced Negro History Week to be celebrated during the week encompassing the birthdays of Abraham Lincoln and Frederick Douglas in February 1926; and

WHEREAS, in 1976, then President Gerald R. Ford expanded the celebration to a month and urged Americans to “seize the opportunity to honor the too often neglected accomplishments of black Americans in every endeavor throughout our history”; and

WHEREAS, Black History Month is a month-long commemoration of the history and achievements of Black Americans in the United States celebrated annually in February; and

WHEREAS, we honor Black people's rich history and contributions, including those who identify as African Americans and across the African diaspora; and

WHEREAS, Black American communities celebrate with events and educational programs that focus on the past, present, and future; and

WHEREAS, all Washington County employees and community members should be aware of the rich history and contributions of Black people in Washington County and across the United States; and

WHEREAS, Washington County’s Black Employee Network and the Anti-Racism Workgroup Employee Resource Groups are hosting a Black History Month celebration on Thursday, February 26, centered on the theme, “*Our Roots, Our Voices.*”

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners does hereby proclaim the month of February 2026 to be Black History Month in Washington County to recognize the amazing and everlasting efforts and accomplishments of Black descendants of the African diaspora; and

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners extends its appreciation to the employees of the Black Employee Network and Anti-Racism Workgroup Employee Resource Groups for hosting the Black History Month event of “*Our Roots, Our Voices.*”

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

PUBLIC WORKS

County State Aid Highway 5, County Road 55, and County State Aid Highway 96 Intersection Improvement Project

Engineer Andrew Giesen presented a contract, resolution, and budget amendment requests for the County State Aid Highway (CSAH) 5 (Stonebridge Trail), County Road (CR) 55 (Norell Avenue), and CSAH 96 (Dellwood Road) Intersection Improvement Project. This project is in Stillwater Township, and is identified in the Capital Improvement Plan as #RB-2807.

Mr. Giesen provided a summary of the project schedule, which began in January 2025. Mr. Giesen reported that the next steps are final design and acquisition of the necessary right-of-way. Mr. Giesen reported that three proposals were submitted for the final design contract, and TKDA Associates was selected for the contract. This project is funded through Turnback Funds and Local Contributions.

Commissioner Cox moved to approve Contact No. 17977 with TKDA Associates in the amount of \$580,500 to provide final design services for the CSAH 5, CR 55, CSAH 96 Intersection Improvement Project. Commissioner Miron seconded the motion, and it was adopted 5-0.

Commissioner Cox moved to adopt **Resolution No. 2026-015** as follows:

**RESOLUTION TO ACQUIRE RIGHT-OF-WAY FOR ROAD
RECONSTRUCTION AT THE INTERSECTION OF COUNTY
HIGHWAY 5, COUNTY HIGHWAY 96, AND COUNTY ROAD 55
IN THE TOWNSHIP OF STILLWATER**

WHEREAS, the intersection improvement of County Highway 5, County Highway 96, and County Road 55 is programmed in Washington County's Capital Improvement Plan under RB-2807; and,

WHEREAS, the acquisition of right-of-way and associated easements is necessary to make said road improvements.

NOW, THEREFORE, BE IT RESOLVED, that Washington County proceed to purchase the permanent right-of-way, permanent road easements, permanent drainage & utility easements, and temporary easements necessary to improve the intersection of County Highway 5, County Highway 96, and County Road 55 in the Township of Stillwater as shown on the attached map, located in Washington County, Minnesota.

BE IT FURTHER RESOLVED, that the officers of said County, including the County Engineer, the County Administrator, and the County Attorney, shall proceed and are hereby authorized to proceed to acquire, by negotiations and direct purchase, and if necessary, the exercise of eminent domain; right-of-way to establish said permanent right-of-way, permanent easements, and temporary construction easements. Such officers are specifically authorized to take such actions and execute such instruments and plants if any be necessary, to acquire said right-of-way and associated easements.

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

Commissioner Cox moved to approve a budget amendment to move \$50,000 from Right-of-Way budget to Planning & Design budget. Commissioner Miron seconded the motion, and it was adopted 5-0.

SHERIFF'S OFFICE

Contract with CentralSquare Technologies

Commander Andrew Ellickson presented a contract with CentralSquare Technologies LLC, to provide migration of the Sheriff's Office public safety system from on-premise hosting to a cloud environment. This system supports public safety agencies throughout the county, including law enforcement, fire, and emergency medical services. A board workshop was held on December 16, 2025, to discuss this project.

Commander Ellickson reported that moving to the cloud allows for the applications to be maintained on the latest version, supported seamlessly by the vendor, and eliminates the need for IT staff to maintain the nearly 50 servers.

Commander Ellickson provided a cost breakdown, and noted that CentralSquare has extended a financial incentive to support the county's transition to a cloud-based platform by reducing the 2026 annual maintenance cost by approximately \$200,000.

Commissioner Karwoski moved to approve Contract No. 17920 with CentralSquare Technologies LLC in the amount not to exceed \$4,761,161 over a five-year period. Commissioner Cox seconded the motion, and it was adopted 5-0.

GENERAL ADMINISTRATION

Federal Legislative Update

Deputy County Administrator Jan Lucke provided information on Congressionally Directed Spending. Ms. Lucke reported that the Commerce, Justice and Science Appropriations Bill was signed into law on January 23, and included \$1,031,000 for the Body Worn and Squad Fleet Camera Integration Project for the Washington County Sheriff's Office.

Ms. Lucke reported that there are five remaining appropriations bills to pass. One of them is the Transportation, Housing and Urban Development Appropriations Bill and it includes two projects for Washington County: \$5 million for the CSAH 32 Pedestrian and Safety Improvement Project in Forest Lake; and \$250,000 for the CSAH 18 and Settlers Ridge Parkway Reconstruction in Woodbury.

Ms. Lucke reported that a partial federal government shutdown began over the weekend after federal funding related to the remaining appropriations bills expired at the January 30 deadline. This means funding lapsed for key agencies including the Department of Defense, Department of Transportation, and others not covered by existing appropriations.

The U.S. Senate passed a bipartisan funding plan that would reopen most of the government and extend Department of Homeland Security (DHS) funding through February 13 to allow more time for negotiation on that specific appropriations bill. The U.S. House of Representatives is scheduled to take up that funding package, with a vote expected today. Passage would end the partial shutdown. Following that House vote, the President is expected to sign the Transportation, Housing and Urban Development Appropriations Bill into law, which would secure federal funding for CSAH 32 and CSAH 18.

Ms. Lucke concluded that there will be a board workshop next week to begin discussions on the next round of Congressionally Directed Spending.

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived livestreaming of the board meeting for full commissioner reports on the county's website washingtoncountymn.gov under "County Board of Commissioners."

BOARD CORRESPONDENCE

No board correspondence was received.

ADJOURNMENT

There being no further business to come before the County Board, Chair Bigham adjourned the meeting at 9:51 a.m.

BOARD WORKSHOP WITH PUBLIC WORKS

The board met in workshop session to introduce the County Transportation Sales Tax financial analysis. 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

Karla Bigham
County Board Chair



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.B

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 Linda Lundstrom to a first term on the Mental Health Advisory Council LAC as the District 4 Representative starting February 18, 2026, and expiring December 31, 2028.		
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: District 4 Commissioner Karla Bigham supports the appointment of Linda Lundstrom to the Mental Health Advisory Council.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

John Ristad, County Attorney Civil Division Chief	02/06/2026
Jan Lucke, Deputy County Administrator	02/09/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.C

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: Adopt a resolution to appoint Luke Mattson, City of Lake Elmo, to a partial term beginning February 18, 2026, and expiring October 21, 2028, as Manager on the Brown's Creek Watershed District.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Minnesota State Statute 103D.311	
BACKGROUND/JUSTIFICATION: The county commissioners whose districts include property within the Brown's Creek Watershed District recommend Mr. Mattson's appointment.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Submitted application: January 26, 2026 Letter of Support written: January 22, 2026 Interview with Commissioners conducted: February 4, 2026		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

John Ristad, County Attorney Civil Division Chief	02/06/2026
Jan Lucke, Deputy County Administrator	02/09/2026

DATE February 17, 2026
MOTION
BY COMMISSIONER _____

DEPARTMENT Administration
SECONDED BY
COMMISSIONER _____

**RESOLUTION APPOINTING LUKE MATTSON TO THE
BROWN'S CREEK WATERSHED DISTRICT**

WHEREAS, Minnesota Statutes 103D.311 requires the county board to appoint a member to fill a vacancy in the office of watershed district manager; and

WHEREAS, a person appointed a watershed district manager must be a voting resident of the watershed district who is not a public officer of the county, state or federal government, expect that a soil and water conservation supervisor may be appointed a watershed district manager; and

WHEREAS, Minnesota Statutes 103D.311 also provides the process that must be followed in making appointments of watershed district managers, including the requirement to ensure the appointees to the watershed district are able to fairly represent the various hydrological areas within the watershed district; and

WHEREAS, a term is expiring for the position of watershed district manager and the county has undertaken all the necessary steps to make an appointment; and

WHEREAS, the county has provided the notice required to the townships and municipalities that are within the watershed; and

WHEREAS, the county has provided the required published notice; and

WHEREAS, the county has reviewed the applications submitted for the manager position and the list of nominees provided by the townships and municipalities; and

WHEREAS, the county has determined that the aggregate list of nominees submitted by the townships and municipalities is valid; and

WHEREAS, the county has reviewed residency of the manager being appointed as well as the residency of the current managers, considered the experience of the individual being appointed to determine if he is able to represent the concerns of the entire watershed district, and reviewed any other material available to determine the ability of the managers to fairly represent all hydrological areas of the watershed district; and

WHEREAS, the county has determined that by making the following appointment it finds that the managers of the watershed district, including the newly appointed member, fairly represent the various hydrologic areas within the watershed district to the greatest extent possible; and

WHEREAS, the individual being appointed manager was included on the list of nominees as presented by the townships and municipalities under Minnesota Statutes 103D.311, subdivision 3.

NOW, THEREFORE, BE IT RESOLVED, the Washington County Board of Commissioners hereby appoints Luke Mattson to a partial term on the Brown's Creek Watershed District, to begin on February 18, 2026 and end on October 21, 2028.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Washington County Board of Commissioners directs that a record of all appointments made be filed with the county auditor of each county affected by the watershed district, the secretary of the board of managers, and the Board of Water and Soil Resources.

Adopted this day of .

ATTEST:

		YES	NO
COUNTY ADMINISTRATOR			
	MIRON	_____	_____
	KARWOSKI	_____	_____
	COX	_____	_____
	BIGHAM	_____	_____
	CLASEN	_____	_____
COUNTY BOARD CHAIR			



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.D

Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Rachel Westmoreland, Administrative Assistant	REQUESTOR PHONE: 651-275-7765
PRESENTER(S):	MEDIA CONTACT: Jennifer Castillo 651-430-6461	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to restructure 1.0 FTE Senior Planner to 1.0 FTE Social Services Supervisor.		
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:	
<p>BACKGROUND/JUSTIFICATION: Community Services is requesting County Board approval to restructure a 1.0 FTE Senior Planner (AFCSME Exempt) to a 1.0 FTE Social Services Supervisor (Supervisors). The reason for this request is the position has evolved to encompass a broad range of critical responsibilities, including program administration, operational oversight, budget and contract reconciliation, and regulatory compliance. This role requires specialized expertise in social service grant and contract compliance to ensure that federal, state, and locally funded programs meet complex requirements and maintain fiscal integrity.</p> <p>The Community Services Department administers numerous social service programs funded through multiple grant sources, each with stringent procurement, reporting, and compliance standards. Failure to meet these requirements exposes the County to audit findings, financial penalties, and potential loss of funding. The current structure places disproportionate workload and accountability on a single position without adequate authority or compensation aligned to its responsibilities. Additionally, the Accounting and Contracts unit is overly large and lacks balanced resource allocation, creating inefficiencies and increasing compliance risk.</p> <p>Consequences if not approved: The impacts of this role are department-wide and directly affect the County's ability to deliver social service programs effectively, maintain compliance, and safeguard millions in grant funding. Expanding staffing and redistributing responsibilities within the Accounting and Contracts unit will further ensure equitable workload distribution and operational efficiency.</p> <p>The Personnel Committee reviewed and recommended approval at its February 10, 2026, meeting.</p>		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 2/10/2026 - Personnel Committee reviewed and recommended County Board approval.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
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FUNDING DESCRIPTION:

Levy funds have been reduced due to salary savings resulting from 1.2 FTE vacancies in accounting and contracts. Additionally, expanding participation in Income Maintenance Random Moments to include eligible administrative roles has increased salary reimbursements.

Approvals

Jennifer Castillo, Director	02/11/2026
John Ristad, County Attorney Civil Division Chief	02/12/2026
Kevin Corbid, County Administrator	02/12/2026

**JUSTIFICATION - RESTRUCTURING AN EXISTING FTE
FROM NON-SUPERVISORY TO SUPERVISORY**

Department: Community Services

Date requested by Department Head: 2/3/2026

<i>CURRENT CLASSIFICATION:</i>	<i>REQUESTED CLASSIFICATION:</i>
<u>Job Title:</u> Senior Planner	<u>Job Title:</u> Social Services Supervisor
<u>Bargaining Unit:</u> AFSCME Exempt	<u>Bargaining Unit:</u> Supervisors Association
<u>FTE:</u> 1.0	<u>FTE:</u> 1.0
<u>Grade:</u> 17	<u>Grade:</u> 18

Justification/rationale for request:

- Provide details regarding business need

The position has evolved to encompass a broad range of critical responsibilities, including program administration, operational oversight, budget and contract reconciliation, and regulatory compliance. This role requires specialized expertise in social service grant and contract compliance to ensure that federal, state, and locally funded programs meet complex requirements and maintain fiscal integrity.

The Community Services Department administers numerous social service programs funded through multiple grant sources, each with stringent procurement, reporting, and compliance standards. Failure to meet these requirements exposes the County to audit findings, financial penalties, and potential loss of funding. The current structure places disproportionate workload and accountability on a single position without adequate authority or compensation aligned to its responsibilities. Additionally, the Accounting and Contracts unit is overly large and lacks balanced resource allocation, creating inefficiencies and increasing compliance risk.

Consequences if not approved: The impacts of this role are department-wide and directly affect the County's ability to deliver social service programs effectively, maintain compliance, and safeguard millions in grant funding. Expanding staffing and redistributing responsibilities within the Accounting and Contracts unit will further ensure equitable workload distribution and operational efficiency.

- Provide details regarding resulting restructuring

Upon approval of this request, four FTEs currently reporting to the Planning and Program Manager will transition to report directly to the Social Services Supervisor. These FTEs provide support for various Community Services Department (CSD) functions, including contracts and procurement, grant tracking and reporting, and collections.

- Provide details regarding funding this year and next

Levy funds have been reduced due to salary savings resulting from 1.2 FTE vacancies in accounting and contracts. Additionally, expanding participation in Income Maintenance Random Moments to include eligible administrative roles has increased salary reimbursements.

Director
Jennifer Castillo

Administrative Division	Veterans	Economic Support	Adult Social Services	Access, Aging & Disabilities	Children's Social Services	Community Resources & Partnerships	Strategy, Planning & Workforce Development
Deputy Director Beth Pierce	Veterans Service Supv Ryan Carufel	Division Manager George Stone	Division Manager Kathy Mickelson	Division Manager Denise Landry	Division Manager Sarah Amundson	Division Manager Sarah Tripple	Strategy Planning Mgr Ryan Selock
Planning & Program Mgr Andrea Burke	Veterans Service Officer Sr. 1	Sr. Planner 1	Sr. Planner (AMHI Coord) 1	Sr. Planner 1	Sr. Planner 1	Policy Analyst 1	Communications Specialist 1
Collections Officer Sr. 1	Veterans Service Officer 3	SNAP Planning & Program Mgr Ellen Mason	Embedded Co-Response Traci Thompson	MNChoices Reassessment Katie Barton	Intake & Investigation Chris Murphy	Family Service Worker 1	Strategy & Planning Supv Robyn DeMars
Collections Officer 1		METS Jennifer Trom	Clin Social Worker 3	Social Worker Sr. 1	Social Worker I/II 8	Adult Foster Care Sarah Tripple	Planner II 2
Accountant II 3		Eligibility Specialist 8	Clin Soc Worker Sr. 2	Social Worker I/II 7	Social Worker Sr. 1	Social Worker I/II 2	Policy Analyst 1
Accountant Sr. 2		Eligibility Spec Sr. 2	Social Worker I/II 2	Registered Nurse 1	Office Specialist 1	Social Worker Sr. 1	Office Aide .25
Financial Tech II 1		Program Trainer 1	Social Svc Worker 1	Case Aide 1	Ongoing Child Protection Becky Motzko	Community Engagement Murugi Mutiga	Employment & Training Svcs Tatum Heller
Financial Tech Sr. 4		METS Amy Renfrow	Embedded Jail & AMHI Community Outreach Anne Rooney	MNChoices Reassessment Caitlin McNamara	Social Worker I/II 3	Community Health Worker 4	Career Services Specialist Sr. 1
Procure Spec Sr. 1		Eligibility Specialist 8	Clin Soc Worker Sr. 1	Social Worker I/II 9	Social Worker Sr. 2	Community Health Worker 4	Career Services Specialist 2
Office Support Sr. 1		Program Trainer 1	Clin Soc Worker I/II 1	Case Aide 2	Family Service Worker 4	Housing & Homeless Svcs Manager Amy Blair	Career Services Specialist 2
Accounting & Contracts Supv Rebecca Conroy		Case Aide 3	Social Worker I/II 1	Intake & Assess Molly Henningsgard	Permanency Queeta Kekulah	Policy Analyst 2	Employment Counselor 5
Access Navigators Dana McNeal		Families Angela Seidling	Social Worker Sr. 2	Social Worker Sr. 1	Social Worker I/II 6	Case Aide 1	Office Specialist 2
Social Worker I 1		Eligibility Specialist 6	Adult Investigation & Assessment Daniel Stack	Social Worker I/II 10	Social Worker Sr. 2	Homeless Outreach VACANT	MFIP/SNAP Cory Sindt
Case Aide 10		Eligibility Spec Sr. 1	Social Worker Sr. 1	Registered Nurse 1	Family Assessment Nissa Knutson	Social Worker Sr. 2	Employment Counselor Sr. 1
Internal Supports Michelle Schoeder		Program Trainer 2	Social Worker I/II 9.6	Case Aide 1	Social Worker I/II 8	Social Worker I/II 6	Employment Counselor 6
Administrative Assistant 4		Welfare Fraud Coord 1	Mental Health Case Mgmt North Kristi Gullett	MNChoices Coverage Laura Baker	Social Worker Sr. 1	Social Service Worker 1	
Office Support Sr. 2		Case Aide 4	Social Worker Sr. 1	Social Worker I/II 10	Adolescent Services Leigh Bartels		
Office Aide .75		Office Support II 1	Social Worker I/II 8.8	CM Mental Health Waiver Noreen Nazir	Social Worker I/II 5		
Child Support Leah Bruch		Families Heidi Norvold	Case Aide 1	Social Worker I/II 7	Social Worker Sr. 1	Prevention Megan Roy	
Child Support Officer 3		Eligibility Specialist 13	Mental Health Case Mgmt South Crystal Klarich	Social Worker I/II 1	Social Service Worker 1		
Child Support Off Sr. 8		Eligibility Spec Sr. 1	Clin Soc Worker Sr. 1	Social Worker Sr. 1			
Child Support Spec. 1		Adults Stephanie Schlageter	Social Worker I/II 9	CM North Disability Lisa Glasspoole	Social Worker I/II 5		
Case Aide 2		Eligibility Specialist 12	Crisis Response Beth Reitzel	Social Worker I/II 8	Social Worker Sr. 2		
Child Support Amber Clark		Eligibility Spec Sr. 2	Social Worker Sr. 1	Social Worker Sr. 1	Social Worker Sr. 2		
Child Support Officer 11		Adults Kristyn Stephens	Social Worker I/II 5.5	CM Aging & Disability Rachel Carpenter	Family Service Worker 1	Licensing Michelle McIntosh	
Child Support Spec 1		Eligibility Specialist 13	Crisis Response Jennifer Mathews	Social Worker I/II 6			
		Program Trainer 3	Clin Social Worker Sr. 1	Social Worker Sr. 2	Social Worker I/II 4.50		
		Adults VACANT	Social Worker Sr. 1	Public Health Nurse II .60	Social Worker Sr. 2		
			Social Worker I/II 4.9	Registered Nurse 1	Case Aide 1		
			Case Aide 1	Case Aide 1	Office Specialist 1		
			Mental Health Stab, Peer Support & Forensics Samantha Axt	CM South Disability Lori Butler	Hiring, Onboarding & Training Heidi Bischoff		
			Clin Social Worker Sr. 1	Social Worker Sr. 1	Social Worker Sr. 1		
			Social Worker I/II 4	Social Worker I/II 7	Social Worker I/II 3		
			Case Aide 1	Family Service Worker 1	Social Service Worker 1		
			Case Aide 1	Case Aide 1			



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.E

Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S):	MEDIA CONTACT: Kathy Mickelson	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to add 1.0 FTE Eligibility Specialist Senior in the Adult Services Division.		
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 Community Services Department is requesting 1.0 FTE Senior Eligibility Specialist to be added to the North Behavioral Health Team within the Adult Services Division. This role will streamline communication between Adult Mental Health case managers and the Economic Assistance Division, ensuring individuals receiving case management services who are eligible for Medical Assistance coverage, receive and keep their benefits. By ensuring active coverage, we can improve continuity of care, increase case manager efficiency, and enhance revenue through consistent reimbursement for Targeted Case Management. The position is funded through a state grant and Medicaid billing. The Personnel Committee reviewed this request at its February 10, 2026 meeting and recommended approval.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 2/10/2026 - Personnel Committee reviewed and recommended for County Board approval.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: This position will be funded by AMHI (Adult Mental Health Initiative) Grant and Revenue from Medicaid Billing.	

Approvals

Jennifer Castillo, Director	02/11/2026
John Ristad, County Attorney Civil Division Chief	02/12/2026
Kevin Corbid, County Administrator	02/12/2026

POSITION REQUEST FORM

(Adding New FTE Outside Annual Budget Process)

* Request Date:	1/26/2026	
* Department:	CSD-Community Services	
* Job Title:	Eligibility Specialist - Senior	
* Position Type:	Regular Full-Time	
* Business Unit:		Business Unit Needed
* FTE(s):	1.00	
* Requested Start Date:	3.01.2026	
Current End Date:		<i>Only needed if requesting to extend SPPJ</i>
Requested End Date:		<i>Only needed if requesting to extend SPPJ</i>
Length:	Ongoing	
Current Position #:		<i>If existing position</i>
Supervisor:		<i>If new position</i>
Work Location:		<i>If new position</i>
* Mandated:	Yes	<i>If yes, provide mandate explanation on page 2</i>

Expenditures

* Wages	74,555	<i>Use Benefits Calculator tab</i>
* Benefits	25,045	<i>Use Benefits Calculator tab</i>
Other Costs	5,000	
Total Expenditures	104,600	

Funding Sources

		<i>Funding Source Name</i>
Existing Funding 1	52,300	AMHI (Adult Mental Health Initiative) Grant
Existing Funding 2	52,300	Revenue from Medicaid Billing
Funding Request 1		
Funding Request 2		
Total Funding	104,600	

Existing Funding Object Strings Detail

**	Existing Funding 1	7410000301	<i>BU.Object Code for AMHI (Adult Mental Health Initiat</i>
**	Existing Funding 2	540010.9378	<i>BU.Object Code for Revenue from Medicaid Billing</i>

* **Request justification / rationale:**

Community Services is requesting 1.0 FTE to be added to the North Behavioral Health Team within the Adult Services Division. This is a Senior Eligibility Specialist position. This role will streamline communication between Adult Mental Health case managers and Economic Assistance division, ensuring individuals receiving case management services who are eligible for Medical Assistance coverage receive and keep their benefits. By ensuring active coverage, we can improve continuity of care, increase case manager efficiency and enhance revenue through consistent reimbursement for Targeted Case Management.

Consequences if not approved:

If this position is not approved, individuals will continue to experience lapses in Medical Assistance coverage leading to service interruptions with community providers. Case managers will continue to spend significant time navigating eligibility issues rather than focusing on clinical and supportive services, reducing the quality and effectiveness of care. Additionally, the county will lose valuable revenue opportunities due to missed billable contacts during coverage gaps. These challenges will also disrupt Radials Health's ACT program, placing additional demands on case management caseloads.

Explanation of Mandate:

While there is no mental health mandates requiring this specific position, Washington County is mandated to provide case management services according to Minnesota Statute 245.466. Maintaining Medical Assistance coverage for individuals receiving these services is critical to their health and stability. This coverage ensures access to essential care and supports the county in meeting our revenue goals through reimbursement. The proposed position plays a vital role in monitoring eligibility, preventing coverage lapses and ensuring compliance with state requirements.

Other Information:

The position will be jointly supervised by a Behavioral Health Supervisor and an Economic Support Supervisor to ensure expertise in both areas. The specialist will attend weekly Behavioral Health team meetings and collaborate closely with case managers while also attending all necessary Economic Support meetings and trainings. This role will also support clients served by Radials Health under Assertive Community Treatment (ACT), reducing service interruptions and preventing additional strain on county resources.

Director
Jennifer Castillo

Administrative Division	Veterans	Economic Support	Adult Social Services	Access, Aging & Disabilities	Children's Social Services	Community Resources & Partnerships	Strategy, Planning & Workforce Development
Deputy Director Beth Pierce	Veterans Service Supv Ryan Carufel	Division Manager George Stone	Division Manager Kathy Mickelson	Division Manager Denise Landry	Division Manager Sarah Amundson	Division Manager Sarah Tripple	Strategy Planning Mgr Ryan Selock
Planning & Program Mgr Andrea Burke	Veterans Service Officer Sr. 1	Sr. Planner 1	Sr. Planner (AMHI Coord) 1	Sr. Planner 1	Sr. Planner 1	Policy Analyst 1	Communications Specialist 1
Collections Officer Sr. 1	Veterans Service Officer 3	SNAP Planning & Program Mgr Ellen Mason	Embedded Co-Response Traci Thompson	MNChoices Reassessment Katie Barton	Intake & Investigation Chris Murphy	Family Service Worker 1	Strategy & Planning Supv Robyn DeMars
Collections Officer 1		METS Jennifer Trom	Clin Social Worker 3	Social Worker Sr. 1	Social Worker I/II 8	Adult Foster Care Sarah Tripple	Planner II 2
Accountant II 3		Eligibility Specialist 8	Clin Soc Worker Sr. 2	Social Worker I/II 7	Social Worker Sr. 1	Social Worker I/II 2	Policy Analyst 1
Accountant Sr. 2		Eligibility Spec Sr. 2	Social Worker I/II 2	Registered Nurse 1	Office Specialist 1	Social Worker Sr. 1	Office Aide .25
Financial Tech II 1		Program Trainer 1	Social Svc Worker 1	Case Aide 1	Ongoing Child Protection Becky Motzko	Community Engagement Murugi Mutiga	Employment & Training Svcs Tatum Heller
Financial Tech Sr. 4		METS Amy Renfrow	Embedded Jail & AMHI Community Outreach Anne Rooney	MNChoices Reassessment Caitlin McNamara	Social Worker I/II 3	Community Health Worker 4	Career Services Specialist Sr. 1
Procure Spec Sr. 1		Eligibility Specialist 8	Clin Soc Worker Sr. 1	Social Worker I/II 9	Social Worker Sr. 2	Housing & Homeless Svcs Manager Amy Blair	Career Services Specialist 2
Office Support Sr. 1		Program Trainer 1	Clin Soc Worker I/II 1	Case Aide 2	Family Service Worker 4	Permanency Queeta Kekulah	Employment Counselor 5
Accounting & Contracts Supv Rebecca Conroy		Case Aide 3	Social Worker I/II 1	Intake & Assess Molly Henningsgard	Social Worker I/II 6	Policy Analyst 2	Office Specialist 2
Access Navigators Dana McNeal		Families Angela Seidling	Social Worker Sr. 2	Social Worker Sr. 1	Social Worker Sr. 2	Case Aide 1	MFIP/SNAP Cory Sindt
Social Worker I 1		Eligibility Specialist 6	Adult Investigation & Assessment Daniel Stack	Social Worker I/II 10	Social Worker Sr. 2	Homeless Outreach VACANT	Employment Counselor Sr. 1
Case Aide 10		Eligibility Spec Sr. 2	Social Worker I/II 9.6	Registered Nurse 1	Family Assessment Nissa Knutson	Social Worker I/II 2	Employment Counselor 6
Internal Supports Michelle Schoeder		Program Trainer 2	Mental Health Case Mgmt North Kristi Gullett	Case Aide 1	Social Worker I/II 8	Social Worker Sr. 2	
Administrative Assistant 4		Welfare Fraud Coord 1	Social Worker Sr. 1	MNChoices Coverage Laura Baker	Social Worker Sr. 1	Social Worker I/II 6	
Office Support Sr. 2		Case Aide 4	Social Worker I/II 8.8	Social Worker I/II 10	Adolescent Services Leigh Bartels	Social Service Worker 1	
Office Aide .75		Office Support II 1	Case Aide 1	CM Mental Health Waiver Noreen Nazir	Social Worker I/II 5		
Child Support Leah Bruch		Families Heidi Norvold	Mental Health Case Mgmt South Crystal Klarich	Social Worker I/II 7	Social Worker Sr. 1	Prevention Megan Roy	
Child Support Officer 3		Eligibility Specialist 13	Clin Soc Worker Sr. 1	Social Worker Sr. 1	Social Service Worker 1		
Child Support Off Sr. 8		Eligibility Spec Sr. 1	Social Worker I/II 9	CM North Disability Lisa Glasspoole			
Child Support Spec. 1		Adults Stephanie Schlageter	Crisis Response Beth Reitzel	Social Worker I/II 8	Social Worker I/II 5		
Case Aide 2		Eligibility Specialist 12	Social Worker Sr. 1	Social Worker Sr. 1	Social Worker Sr. 2		
Child Support Amber Clark		Eligibility Spec Sr. 2	Social Worker I/II 5.5	CM Aging & Disability Rachel Carpenter	Family Service Worker 1		
Child Support Officer 11		Adults Kristyn Stephens	Crisis Response Jennifer Mathews	Social Worker I/II 6	Licensing Michelle McIntosh		
Child Support Spec 1		Eligibility Specialist 13	Clin Social Worker Sr. 1	Social Worker Sr. 2	Social Worker I/II 4.50		
		Program Trainer 3	Social Worker Sr. 1	Public Health Nurse II .60	Social Worker Sr. 2		
		Adults VACANT	Social Worker I/II 4.9	Registered Nurse 1	Case Aide 1		
			Case Aide 1	Case Aide 1	Office Specialist 1		
			Mental Health Stab, Peer Support & Forensics Samantha Axt	CM South Disability Lori Butler	Hiring, Onboarding & Training Heidi Bischoff		
			Clin Social Worker Sr. 1	Social Worker Sr. 1	Social Worker Sr. 1		
			Social Worker I/II 4	Social Worker I/II 7	Social Worker I/II 3		
			Case Aide 1	Family Service Worker 1	Social Service Worker 1		
				Case Aide 1			



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.F

Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Rebecca Conroy, Senior Planner	REQUESTOR PHONE: 651-430-6483
PRESENTER(S):	MEDIA CONTACT: Sarah Amundson, 651-430-6597 651-430-6597	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Amendment No. 1 to Contract No. 17792 with Corrie's House, Inc. to add \$300,000 to the contract total.		
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: Corrie's House is a DHS licensed facility providing shelter services in a group residential setting specializing in providing care and supportive services for youth who have been or are at risk of becoming victims of sex trafficking or commercial sexual exploitation. There are no other shelter/group residential providers located in Washington County that specialize in supportive services for victims of sex trafficking/sexual exploitation. Corrie's House requested a contract with Washington County to allow Washington County to place children at their facility, as well as allow other counties to place children. Since Corrie's House is located within Washington County, MN statute 256.0112 designates Washington County as the lead county. Washington County entered into a contract with Corrie's House as a single source for competitive solicitation purposes. Contract No. 17792 was approved by the Community Services Director on October 21, 2025, in an amount not to exceed \$100,000 total, or \$50,000 for 2025-2026 and \$50,000 for 2027. Corrie's House opened in December 2025 and has started serving youth. It has been determined that additional funds need to be added to the contract "not to exceed" amount if a placement is made with this provider. Placement costs are included in the 2026 budget and are funded through a mix of federal, state and county dollars. Community Services recommends approval of Amendment No. 1 to Contract No. 17792 with Corrie's House, Inc. to add \$300,000 to the contract total, increasing the amount to \$400,000 through December 31, 2027.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? 10/21/2025 - CSD Director approved Contract No. 17792 in the amount of \$100,000.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Levy funds are used for child/youth placements.	

Approvals

Jennifer Castillo, Director	02/06/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Kevin Corbid, County Administrator	02/12/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.G

Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Rebecca Conroy, Senior Planner	REQUESTOR PHONE: 651-430-6483
PRESENTER(S):	MEDIA CONTACT: Sarah Tripple 651-430-6480	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to receive a donation from The Fred C. & Katherine B. Andersen Foundation in the amount of \$25,000.		
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 Fred C. & Katherine B. Anderson Foundation provides resources to nonprofit organizations that build thriving communities and improve the quality of life in the St. Croix Valley area. They have agreed to give Washington County a donation in the amount of \$25,000 to support work that will be done by Trusted Messenger agencies to support Washington County community partners in distributing emergency rental assistance in our community. Washington County community partners have received funding for emergency rental assistance for our community. Funds donated from The Fred C. & Katherine B. Anderson Foundation will support this effort by providing communication and navigation support to those households that are currently in need of rental assistance, through organizations contracted with Washington County as Trusted Messenger agencies. The Trusted Messenger agencies were selected through an RFP process, to build department(s) capacity for community engagement work, build relationships with community organizations and cultural communities, craft culturally relevant messaging on department programs, and partner to provide low-barrier opportunities for health improvement. Community Services recommends the County Board adopt a resolution to receive a donation from The Fred C. & Katherine B. Andersen Foundation in the amount of \$25,000.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? None		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Donation from The Fred C. & Katherine B. Anderson Foundation	

Approvals

Jennifer Castillo, Director	02/09/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Kevin Corbid, County Administrator	02/12/2026

BOARD OF COUNTY COMMISSIONERS
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. _____

DATE February 17, 2026
MOTION
BY COMMISSIONER _____

DEPARTMENT Community Services
SECONDED BY
COMMISSIONER _____

DONATION FROM THE FRED C. & KATHERINE B. ANDERSEN FOUNDATION

WHEREAS, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

WHEREAS, any gift, donation or bequest becomes the property of Washington County; and

WHEREAS, the Washington County Board is authorized to approve donations, gifts and bequests.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept a donation from The Fred C. & Katherine B. Andersen Foundation in the amount of \$25,000.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES NO

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



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.H

Department Information

ORIGINATING DEPARTMENT: Property Records and Taxpayer Services	REQUESTOR: Kimberly McCutcheon, Sr. Taxpayer Services Technician	REQUESTOR PHONE: 651-430-6180
PRESENTER(S):	MEDIA CONTACT: Amy Stenftenagel 651-430-6182	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of an application for renewal of an on-sale and Sunday liquor license for the Disabled Veteran's Rest Camp Association, located in May Township.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: M.S. 340A.404, allows a county board to issue an annual on-sale intoxicating liquor license within the area of the county that is unorganized or unincorporated to a bowling center, restaurant, club, or hotel with the approval of the commissioner. In addition, according to M.S. 340A.504, the county may only issue a Sunday liquor license if the township has previously authorized the issuance of Sunday licenses by the vote of the township residents. May Township has previously authorized the issuance of Sunday licenses as required.	
BACKGROUND/JUSTIFICATION: On January 14, 2026, Washington County received an application for the renewal of an on-sale and Sunday liquor license from the Disabled Veteran's Rest Camp Association located in May Township at 11300 180th St. N., Marine on St. Croix, MN 55047. Washington County processes all liquor licenses for the townships located within the county. The county is required by the State of Minnesota to review the Liquor Liability Insurance Certification provided by the applicant. In order to meet the requirements in law, the insured name on the insurance certification needs to match the applicant name, insurance dates have to be the same as on the license, and the address on the insurance certification needs to match the premise address. In addition, the County Sheriff's Office, County Attorney's Office and the Public Health and Environment Department need to complete compliance/verification checks. These requirements have all been completed. The appropriate fee has been provided by the applicant. The license fees pay for the administrative cost of the county's administration, compliance, and verification checks. The department recommends approval of this application.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Previous action was approved on February 18, 2025.		

Budget Impact

YEAR:

UNBUDGETED AMOUNT:

\$

FUNDING DESCRIPTION:

Approvals

Amy Stenftenagel, Director	02/07/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Jennifer Wagenius, Deputy County Administrator	02/10/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.I

Department Information

ORIGINATING DEPARTMENT: Property Records and Taxpayer Services	REQUESTOR: Kimberly McCutcheon, Sr. Taxpayer Services Technician	REQUESTOR PHONE: 651-430- 6180
PRESENTER(S):	MEDIA CONTACT: Amy Stenftenagel 651-430-6182	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of an application for renewal of an on-sale and Sunday liquor license for Keystone Weddings and Events LLC in May Township, Minnesota.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Minnesota Statute 340A.404, allows a county board to issue an annual on-sale intoxicating liquor license within the area of the county that is unorganized or unincorporated to a bowling center, restaurant, club, or hotel with the approval of the commissioner. Minnesota Statute 340A.504, the county may only issue a Sunday liquor license if the township has previously authorized the issuance of Sunday licenses by the vote of the township residents. May Township has previously authorized the issuance of Sunday licenses as required.	
BACKGROUND/JUSTIFICATION: On January 23, 2026, Washington County received an application for the renewal of an on-sale and Sunday liquor license from Keystone Weddings and Events LLC in May Township, 12169 Keystone Ave N., Hugo, MN 55038. Washington County processes all liquor licenses for the townships located within the county. The county is required by the State of Minnesota to review the Liquor Liability Insurance Certification provided by the applicant. In order to meet the requirements in law, the name on the Insurance Certification needs to match, insurance dates have to be the same as on the license, and the address on the Insurance Certification needs to match the premises address. In addition, the County Sheriff's Office, County Attorney's Office and the Public Health and Environment Department need to complete compliance/verification checks. These requirements have all been completed. The appropriate fee has been provided by the applicant. The license fees pay for the administrative cost of the county's administration, compliance, and verification checks. The department recommends approval of this application.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Previous action was approved on March 11, 2025.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Amy Stenftenagel, Director	02/07/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Jennifer Wagenius, Deputy County Administrator	02/10/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.J

Department Information

ORIGINATING DEPARTMENT: Property Records and Taxpayer Services	REQUESTOR: Kimberly McCutcheon, Sr. Taxpayer Services Technician	REQUESTOR PHONE: 651-430- 6180
PRESENTER(S):	MEDIA CONTACT: Amy Stenftenagel 651-430-6182	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of an application for renewal of an on-sale, off-sale, and Sunday liquor license for the Stoneridge Golf Club Inc. located in West Lakeland Township.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: M.S. 340A.404 Subd. 6(a) states a county board may issue an annual on-sale intoxicating liquor license with the area of the county that is unorganized or unincorporated to a bowling center, club, hotel or resort with the approval of the commissioner. M.S. 340A.405 Subd. 2(a) states a county may issue an off-sale intoxicating license with the approval of the commissioner to exclusive liquor stores located within unorganized territory of the county. M.S. 340A.504 Subd. 3(a) states a county may only issue a Sunday liquor license if the township has previously authorized the issuance of Sunday licenses by the vote of the township residents. West Lakeland Township has previously authorized the issuance of Sunday licenses as required.	
BACKGROUND/JUSTIFICATION: On January 14, 2026, Washington County received an application for the renewal of an on-sale, off-sale, and Sunday liquor license from the Stoneridge Golf Club Inc. located at 13600 N Hudson Boulevard, in West Lakeland Township. Washington County processes all liquor licenses for the townships located within the county. The county is required by the State of Minnesota to review the Liquor Liability Insurance Certification provided by the applicant. In order to meet the requirements in law, the insured name on the insurance certification needs to match the applicant name, insurance dates have to be the same as on the license, and the address on the insurance certification needs to match the premise address. In addition, the County Sheriff's Office, County Attorney's Office, and the Public Health and Environment Department need to complete compliance/verification checks. These requirements have all been completed. The appropriate fee has been provided by the applicant. The license fees pay for the administrative cost of the county's administration, compliance, and verification checks.		

The department recommends approval of this application.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

Previous action was approved on February 18, 2025.

Budget Impact

YEAR:

UNBUDGETED AMOUNT:

\$

FUNDING DESCRIPTION:

Approvals

Amy Stenftenagel, Director	02/10/2026
John Ristad, County Attorney Civil Division Chief	02/11/2026
Jennifer Wagenius, Deputy County Administrator	02/11/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.K

Department Information

ORIGINATING DEPARTMENT: Public Health and Environment	REQUESTOR: Stephanie Souter, Sr Community/Environmental Health Program Manager	REQUESTOR PHONE: 651-430-6071
PRESENTER(S):	MEDIA CONTACT: Stephanie Souter 651-430-6071	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution designating staff to attend and participate in convene meetings for Board of Water and Soil Resources (BWSR) funding and affirm board direction on use of Lower St Croix metro funding.		
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: As a county with an adopted County Groundwater Plan, Washington County is an eligible participant in Watershed Based Implementation Funding discussions.	
BACKGROUND/JUSTIFICATION: The Minnesota Board of Water and Soil Resources (BWSR) provides biennial funding through the Clean Water Fund, to advance Minnesota's water resource goals through prioritized, targeted and cost-effective actions. This funding program is referred to as Watershed Based Implementation Funding (WBIF). The primary purpose of activities funded through WBIF is to implement projects and programs that protect, enhance, and restore surface water quality in lakes, rivers, and streams; protect groundwater from degradation; and protect drinking water sources. WBIF is available for state-approved water plans to implement projects, and projects must also be an eligible activity per BWSR guidance. The eligible plans include comprehensive watershed management plans (One Watershed One Plan), watershed management plans (metro watersheds), county groundwater plans and soil and water conservation district comprehensive plans. Washington County, as a county with an approved Groundwater Plan, is an eligible participant in funding discussions called "convene meetings" for 4 different funding allocations: the Lower St Croix (Metro) One Watershed One Plan, Ramsey Washington Metro, Rice Creek and South Washington. The convene meetings, which include partners such as watershed districts, solid and water conservation districts, and cities/townships, will result in the prioritization and selection of projects for WBIF use. Washington County is also a member of the Joint Powers Collaborative for the Lower St Croix Partnership, which receives another allocation of non-metro funds. For the past two WBIF cycles, the majority of the funding for the metro Lower St Croix planning area has been provided to the LSC partnership to fund activities within the full watershed (includes multiple counties). For previous funding cycles, the County Board has delegated authority to staff to attend and participate in convene meetings. The enclosed memo provides additional details regarding the current WBIF cycle and past efforts. Staff request approval of a resolution to delegate authority for staff to attend and represent the		

county at WBIF convene meetings. The resolution also affirms County Board support for maximizing the amount of metro Lower St Croix funds that are provided to the Lower St Croix Partnership.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

1/27/26: Board workshop on FY26-27 BWSR funding

7/22/25: County Board adoption of Groundwater Plan

5/20/25: County Board approval of Lower St Croix Management Plan and workplan revision

11/26/24: County Board approval of Lower St Croix biennial workplan

1/16/24: Resolution 2024-003 on FY24-25 Watershed Funding

12/1/20: Approval of Joint Powers Agreement for Lower St Croix Partnership and LSC Plan

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
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FUNDING DESCRIPTION:

Approvals

David Brummel, Director	02/09/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Kevin Corbid, County Administrator	02/12/2026

DATE February 17, 2026
MOTION
BY COMMISSIONER _____

DEPARTMENT Public Health and Environment
SECONDED BY
COMMISSIONER _____

**RESOLUTION TO AUTHORIZE DELEGATION TO THE WATERSHED-BASED
IMPLEMENTATION FUNDING CONVENE MEETINGS**

WHEREAS, the Minnesota Board of Water and Soil Resources (BWSR) on August 28, 2025, approved the availability, use of funds, and policy for the fiscal year 2026-2027 Watershed-Based Implementation Funding (WBIF), established by The Laws of Minnesota 2025, Chapter 36, Article 2, Section 6; and

WHEREAS, the funding may be used to implement activities identified in the implementation section of a state approved and locally adopted watershed management plan as required under §103B.231, county groundwater plan authorized under §103B.255, or soil and water conservation district comprehensive plan under Minnesota Statutes §103C.331, Subd. 11; and

WHEREAS, by Resolution 2025-072, adopted July 22, 2025, the Washington County Board of Commissioners approved the Washington County Groundwater Plan; and

WHEREAS, by Resolutions 2020-142 and 2020-143, Washington County is an active participant in the Lower St Croix Partnership under a Joint Powers Agreement, and has adopted the Lower St Croix Watershed Comprehensive Management Plan; and

WHEREAS, the county is an eligible participant in discussions on allocations for Lower St Croix River (Metro) funding, Ramsey Washington Metro, Rice Creek, and South Washington Watershed Planning Areas; and

WHEREAS, the county is required to designate a representative to participate in WBIF “Convene Meetings” for the four planning areas described above, to establish a method to make decisions, pick a method for selecting funded activities and through a collaborative process select the highest priority targeted, measurable and eligible activities to be submitted to BWSR; and

WHEREAS, the county intends to participate in the WBIF convene meetings; and

WHEREAS, the county’s Department of Public Health and Environment oversees implementation of the county’s Groundwater Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners delegates authority to the director of the Department of Public Health and Environment to appoint staff as the county’s official representative(s) for the WBIF Convene meetings; and

BE IT FURTHER RESOLVED, that as a participant in the Lower St Croix One Watershed One Plan partnership, the Washington County Board of Commissioners directs staff to support maximum use of the metro portion of Lower St Croix WBIF towards implementation of activities identified in the Lower St Croix Comprehensive Watershed Management Plan.

ATTEST:

COUNTY ADMINISTRATOR

YES

NO

**MIRON
KARWOSKI
COX
BIGHAM
CLASEN**

COUNTY BOARD CHAIR

Memorandum

Date: February 6, 2026

To: Washington County Board of Commissioners

From: Public Health and Environment staff

Subject: Watershed Based Implementation Funding background

Purpose: This memo provides background information on Watershed Based Implementation Funding provided by the Board of Water and Soil Resources (BWSR).

WBIF Background

- Watershed Based Implementation Funding (WBIF) is a grant program administered by the Board of Water and Soil Resources (BWSR).
- This funding originates from the Clean Water Fund, which is part of the Clean Water Land and Legacy Constitutional Amendment State Sales Tax. There are many other uses of Clean Water Fund across state agencies. The intention of this grant funding is to implement projects and initiatives in state-approved local water plans, following eligibility criteria BWSR determines.
- For the State Fiscal Year 2026-2027, BWSR developed funding [allocations](#) based on watershed planning areas (WPAs) around the state. [26-27 Program Requirements](#) were also adopted by BWSR, to set eligibility criteria for projects.
- BWSR requires eligible partners within each of the WPAs to “convene” and determine how to spend the funding. Projects must be in a state-approved water plan, and also be an eligible activity under BWSR program requirements.

Lower St Croix Partnership Background

- The Lower St Croix (LSC) Partnership is a joint powers collaborative that exists to implement activities under the One Watershed One Plan framework. (see map on page 3)
- The partnership is made up of 15 local units of government, including Washington County.
- The LSC Partnership utilizes WBIF to support activities in the entire basin.
- The LSC Partnership has funded a number of projects throughout the watershed using WBIF. Anything funded with these dollars must be in the LSC plan, which is ultimately focused on improving the health of the St Croix River and its watershed area.
- Funded projects are listed [here](#). They are also found in the workplan described below. Some examples funded within Washington County (there are also others in Chisago and Pine Counties) include:
 - Shoreline restorations along Big Marine and Big Carnelian Lakes
 - Browns Creek stream restoration
 - Cost-share funding for several smaller communities in Chisago and Washington Counties to implement street sweeping plans
 - Ravine stabilization and trout stream restoration projects directly adjacent to the St Croix River in Denmark Township



- In addition to on the ground projects, some of the pooled funding goes towards non-administrative staff positions that support watershed wide activities, namely an agronomist, water educator, and an engineering tech. Those positions are housed with the Washington Conservation District or Chisago Soil and Water Conservation District.
- All projects and funding allocations can also be found in the [Biannual Work Plan](#). This document outlines all activities and funding sources, including WBIF.
- There is a robust process by which local partners submit projects and initiatives for consideration, found [here](#). It includes project criteria vetted by staff, and several steps necessary to advance projects to the Policy Committee, made up of elected officials from all participating organizations. Approved projects make it into the overall workplan, which is adopted by all local boards.
- The County Board approved the 2025-2026 workplan in [November 2024](#), with an amendment approved in [May 2025](#). A new workplan will be developed this summer, outlining projects and activities for 2027-2028, once funding amounts are determined.

FY 26-27 funding and Watershed Planning Areas

Washington County, as a county with an adopted Groundwater Plan, is an eligible participant in 4 convene meetings for FY26-27: (See map on page 4)

- Rice Creek WPA \$448,014
- Ramsey Washington WPA \$230,181
- South Washington WPA \$228,538
- Lower St Croix Metro \$1,266,376
 - The metro portion of the LSC is within the 7 county metro area and includes portions of Washington, Anoka, and Ramsey Counties

There is also an allocation for the non-Metro Portion of the Lower St Croix, \$782,706, which is awarded directly to the LSC partnership.

Past Process

- County Board delegated staff from PHE to attend convene meetings to vet and determine projects with relevant partners for the Watershed Planning Areas, as well as the Lower St Croix Metro discussion.
- For **Watershed Planning Areas**,
 - The convene process is generally led by the relevant watershed district, with participation from all eligible partners (e.g. counties, SWCDs, 2 cities/town representatives).
 - Projects are determined based on eligibility, readiness, cost effectiveness, and impact.
 - Funding goes to implementing partner – that could mean a county, watershed district, WCD, or city/township.
- For **Lower St Croix** includes two pots of WBIF: Non-metro and Metro.
 - Non-metro funding is awarded directly to the LSC Partnership and used to implement the plan.
 - County Board delegated staff from PHE to attend convene meeting to determine use of metro funding.
 - FY22/23: Partners voted for all metro funding to go to broader LSC partnership.
 - FY24/25: Partners voted for majority of metro funds to go to broader LSC partnership, \$75,000 directed to Sunrise Water Management Organization.



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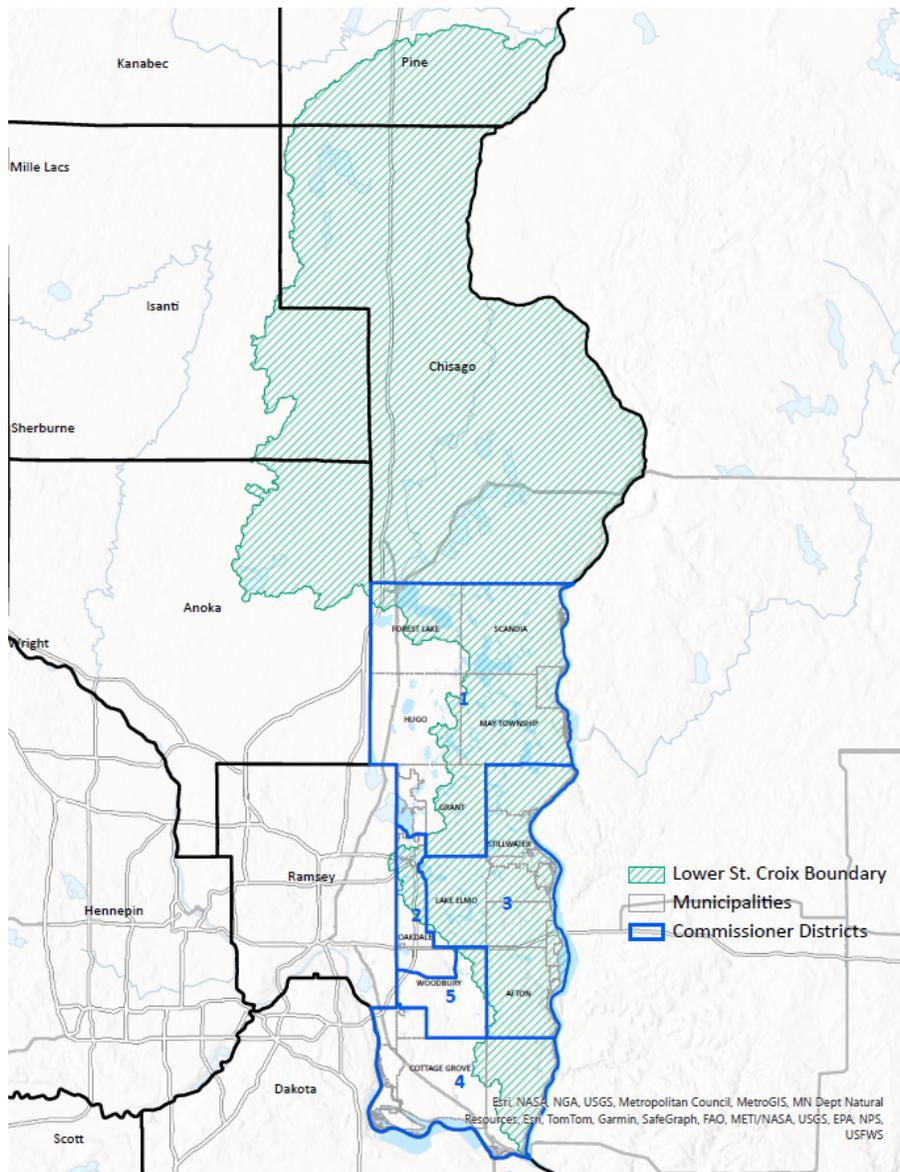
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Staff recommendation

- Follow past precedent and request Board delegation to staff to attend convene meetings.
- Lower St Croix Metro funding should be provided to the overall Lower St Croix Partnership, to the maximum extent possible.
 - Robust process in place for LSC partners to request and utilize funding for projects/programs.
 - Funding can be directed to projects with highest return on investment, which may include those in more rural (non-metro) areas of the watershed.
 - All local partners participate in recommendation and approval process for the budget and projects via the Steering Committee (staff) and Policy Committee (elected officials).

Map 1: Lower St Croix boundaries

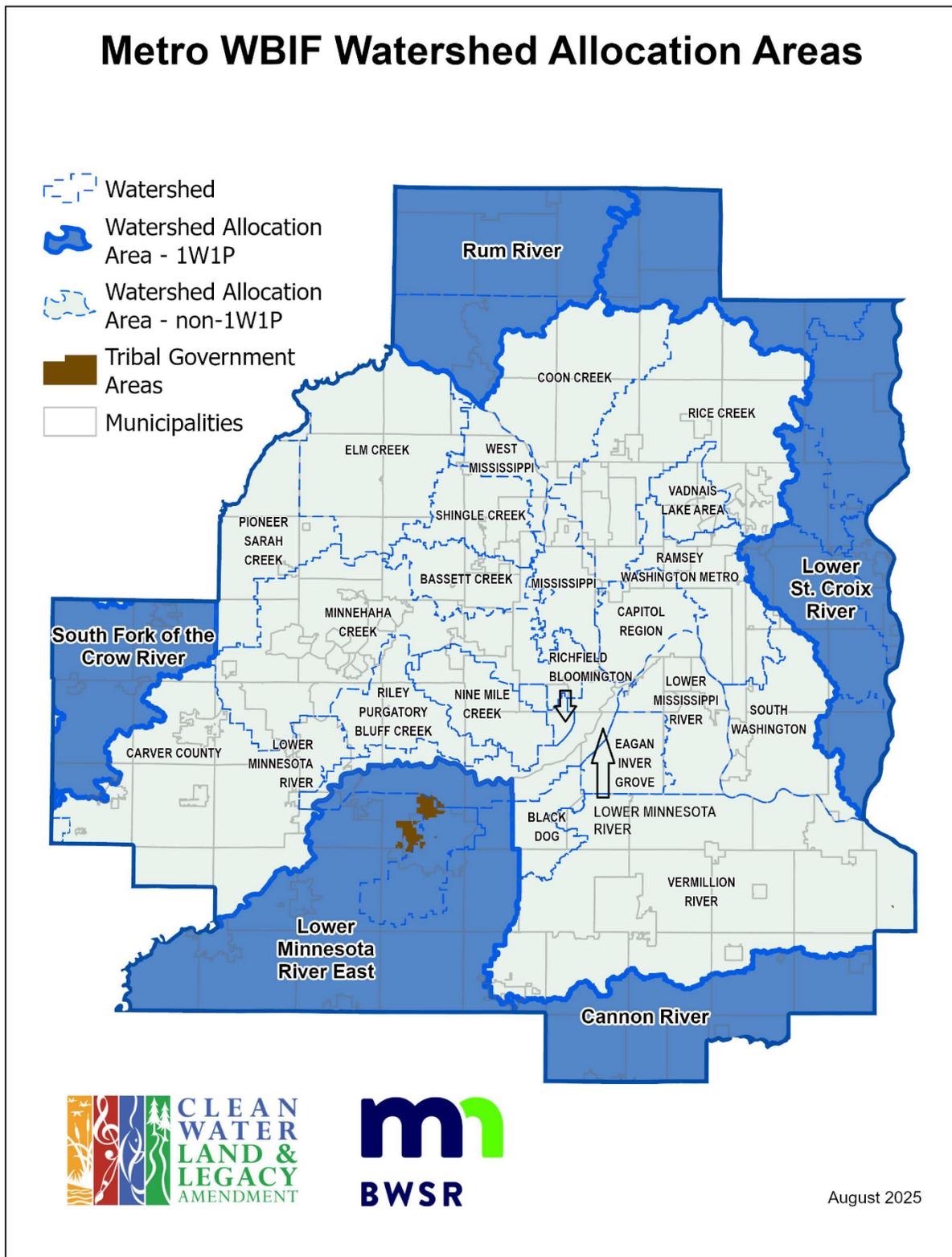


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Map 2: BWSR map showing boundaries for Metro WBIF allocation areas



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Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.L

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to submit a grant application for a chloride reduction system at the Public Works South Shop and trail stabilization at St Croix Bluffs Regional Park through the South Washington Watershed District Coordinated Capital Improvements Program.		
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: Public Works is requesting authorization from the county board to pursue grant funding for two separate applications through the South Washington Watershed District (SWWD) Coordinated Capital Improvements Program (CCIP). The SWWD CCIP provides grants to local governments, schools, and non-profits for stormwater, water quality, and infrastructure projects. The proposed projects meet the eligibility requirements for this grant. The CCIP grant may be awarded for up to 50% of the total project cost. The first project is for a chloride reduction system to be located at the new Public Works South Shop facility. This project will include the construction of an 807-square-foot brine bay and installation of a professional-grade salt brine truck filling station, brine mixing system, double-wall storage tank, and pre-treatment equipment. The request is up to \$231,003.60 through the SWWD CCIP and the total project cost is \$462,007.20. The proposed project advances chloride reduction goals as outlined in the 2025-2035 Groundwater Plan the board approved on July 22, 2025, and is budgeted through BSD-MSS-2001. The second project is to make stabilization improvements to the River Trail at St Croix Bluffs Regional Park. This project will build off previous work and will include identifying solution to mitigate erosion along the trail that runs near the St Croix River. The request is up to \$25,000 through the SWWD CCIP and the total project cost is \$50,000. The county match is budgeted in PARK-1003. South Washington Watershed District Coordinated Capital Improvements Program Grant applications are due on March 10, 2026.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? December 16, 2025 — The Board adopted the Capital Improvement Plan (CIP) that includes these projects (BSD-MSS-2001; PARK-1003). July 22, 2025 – Board adopted the 2025-2035 Groundwater Plan, which outlines chloride reduction goals that this project aligns with.		

August 6, 2024 – Board adopted the 2024-2029 Countywide Strategic Plan, outlining strong and sustainable environmental priorities which this project aligns with.

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Wayne Sandberg, Director	02/09/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Jennifer Wagenius, Deputy County Administrator	02/10/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.M

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Erik Jalowitz 651-430-6227	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

1. Approve Permanent Hydrant Access Easement with the City of Cottage Grove for construction of the Park Grove Library Project (CIP #BSD-PGL-2001).
2. Approve Stormwater Management Facilities Agreement with the City of Cottage Grove for construction of the Park Grove Library Project (CIP #BSD-PGL-2001).

AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
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IS THIS MANDATED? No	EXPLANATION OF MANDATE:
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BACKGROUND/JUSTIFICATION:

The Park Grove Library Improvements project (Project BSD-PGL-2001) is a major facility renovation programmed in the County's 2026–2030 Capital Improvement Plan (CIP). The existing Park Grove Library has become outdated and requires significant redesign to meet today's expectations for energy efficiency, sustainability, community space, and modern program delivery. As currently configured, the building lacks the flexibility needed to support current and future library services.

The approved redesign addresses these deficiencies by improving site access, visibility, and parking, and by creating a more functional and welcoming public environment. The interior layout has been planned to maximize flexibility while providing multiple small meeting rooms, a dedicated teen gaming area, a quiet study hub, a large community room, and more efficient staff support spaces.

As part of the planned improvement project, the City of Cottage Grove requires several development-related agreements. The County Board approved the primary Developer's Agreement on October 10, 2025. Two additional agreements are now required for the project to move forward.

The first agreement is a Permanent Hydrant Access Easement. To meet fire code requirements, a city-owned hydrant will be installed on County property within a landscaped island in the parking lot. The easement provides the City of Cottage Grove with permanent access to maintain and repair the hydrant. This ensures the city retains access in perpetuity, including in the event of future changes in property ownership.

The second agreement is a Stormwater Management Facilities Agreement, which outlines the responsibilities of the City and Washington County related to the construction, operation, and long-term maintenance of the site's stormwater management systems. These facilities include all basins, infiltration areas, piping, and underground stormwater structures necessary to meet

regulatory requirements.

The current library will remain open through February 28, 2026. Temporary library services will be available at the Washington County South Service Center in Cottage Grove starting March 2, 2026. Construction will begin upon final move out of library materials and will run through February 2027.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

1/27/2025 – Contract Award – Alliance Architects for Architectural and Engineering Services

5/6/2025 – Contract Award – Kraus Anderson Construction for Construction Management Services

10/10/2025 – Contract Award – City of Cottage Grove for Developer’s Agreement

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
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FUNDING DESCRIPTION:

Approvals

Wayne Sandberg, Director	02/09/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Jennifer Wagenius, Deputy County Administrator	02/11/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.N

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

1. Approve Cooperative Cost Agreement No. 17975 between the City of Scandia and Washington County for construction of County Road 52 (Oakhill Road) as it relates to the City-led construction of a portion of the Minnesota Department of Natural Resources Gateway Trail.
2. Approve Cooperative Maintenance Agreement No. 17976 between the City of Scandia and Washington County for maintenance of County Road 52 (Oakhill Road) and permanent infrastructure within the county's right-of-way as it relates to the City-led construction of a portion of the Minnesota Department of Natural Resources Gateway Trail.

AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
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IS THIS MANDATED? No	EXPLANATION OF MANDATE:
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BACKGROUND/JUSTIFICATION:

Washington County Public Works has identified in the Capital Improvement Plan (RB-2582) construction of a segment of the Gateway Trail, located within the City of Scandia.

The project scope includes the construction of a segment of the Gateway Trail, including a parking lot, paved off-road multi-use facility, adjacent horse trail parallel to County Highway 52 (Oakhill Road North), and a pedestrian tunnel under County Road 52. Construction is planned for 2026.

This project is being led by the City of Scandia, in partnership with the Minnesota Department of Natural Resources (DNR), and Washington County.

This project is being funded by a \$2,689,000 city-secured state grant, \$400,000 in funding from Washington County through TAA-Safety & Trails funds (programmed in the 2025 Capital Improvement Plan), \$400,000 in funding from Washington County through TAA-Other (programmed in the 2025 Capital Improvement Plan), and \$750,000 in funding from the DNR.

The City of Scandia has approved these agreements, and they are ready for final approval from the County Board.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

03/2022 – County Board sent a letter of support to the City of Scandia, supporting their grant application for for this project.

12/2023 – County Board adopted the 2024-2028 Capital Improvement Plan that identified this project (RB-2582).

12/2024 – County Board adopted the 2025-2029 Capital Improvement Plan that identified this

project (RB-2582).
12/2025 – County Board adopted the 2026-2030 Capital Improvement Plan that identified this project (RB-2582).

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: TAA (I & III) and Local Contributions (2026)	

Approvals

Wayne Sandberg, Director	02/09/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Jennifer Wagenius, Deputy County Administrator	02/11/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.0

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Dan MacSwain 651-430-4323	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

1. Reject all bids received for the lease of agricultural land in Big Marine Park Reserve.
2. Approve Lease Agreement No. 13942 with Terry Herman for the lease of agricultural land located in St. Croix Bluffs Regional Park in the amount of \$100,922.40 and Lake Elmo Park Reserve in the amount of \$88,553.10.

AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
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IS THIS MANDATED? No	EXPLANATION OF MANDATE:
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BACKGROUND/JUSTIFICATION: When Washington County acquires farmland within one of its regional parks, some of the land is often kept as cropland until it is needed for park purposes. The previous five-year agriculture leases for Big Marine Park Reserve, Lake Elmo Park Reserve, St. Croix Bluffs Regional Park, and Pine Point Regional Park expired in 2025.

In 2025, the cropland available for lease was 250.3 acres, and in 2026, there will be 280.8 acres of land leased, a 10.9 % increase due to recent park acquisitions (Booren) at Big Marine Park Reserve.

Cropland will be discontinued at Pine Point Regional Park as the remaining 19 acres were planted into prairie in the fall of 2025.

Table 1 below shows the amount of cropland in acres that will be farmed in each park throughout the upcoming five-year period.

Park	Crop Acres
Big Marine Park Reserve	74.4
Lake Elmo Park Reserve	88.5
St. Croix Bluffs Regional Park	117.9

Table 1: Cropland acres by park for five-year period

New requirements that were added to the cropland bid this year included the following:

- Minnesota Agriculture Water Quality Certification Program Requirements
- Increased diversity of crops grown as part of the five-year lease

Bid Results

Bids for the lease of cropland were requested with the bid sent out to interested farmers via letter on December 29, posted to the Washington County website, and with an ad in the County Messenger. The public bid opening was held at 2:00 pm on Tuesday, January 20 at the Washington County Government Center in conference room LL12.

Table 2 below shows the results of the bid opening.

Bidder	Big Marine Park Reserve Bid Price	Lake Elmo Park Reserve Bid Price	St. Croix Bluffs Regional Park Bid Price
Terry Herman	**\$20,906.40	*\$88,553.10	*\$100,922.40
Mathew Wohlman			\$78,256.11
Jacob Keifenheim	**\$19,716.00	\$44,338.50	\$73,098.00
Michael Slater	**\$25,668.00	\$44,692.50	
David See Farms		\$84,575.03	

*Apparent High Bidder for St. Croix Bluffs Regional Park and Lake Elmo Park Reserve

**Due to the recent modification for Big Marine Park Reserve cropland specifications and timing discrepancy related to Addendum 1, Big Marine Park Reserve will be rebid. All bidders were notified when the new bid solicitation was posted.

Table 2: Total sum of bid results by park

Staff recommendations for the Board:

1. Bid rejection is recommended for Big Marine Park Reserve. The addendum, which was released on a holiday weekend, contained a modification that impacted only Big Marine Park Reserve and was not seen and acknowledged by all prospective bidders ahead of the bid opening. The language within the addendum clarified the cultivation practices and whether the alfalfa crop had to be 100% alfalfa or if it could also include grass. The addendum gave flexibility to the farmer to make this decision, but impacted how a farmer would have bid on the land. This bid was reposted on January 26 and will be publicly opened on February 24, 2026.

2. Bid award is recommended to Terry Herman in the amount of \$88,553.10 for Lake Elmo Park Reserve and Terry Herman in the amount of \$100,922.40 for St. Croix Bluffs Regional Park.

Revenue from the lease of cropland goes into the Park Stewardship Budget, which pays for natural resource stewardship contracts and program supplies.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

February 16, 2021 – Awarded five-year lease agreements for land in Big Marine Park Reserve, Pine Point Regional Park, Lake Elmo Park Reserve and St. Croix Bluffs Regional Park

Budget Impact

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

Approvals

Wayne Sandberg, Director	02/10/2026
John Ristad, County Attorney Civil Division Chief	02/11/2026
Jennifer Wagenius, Deputy County Administrator	02/11/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.P

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Dan MacSwain 651-430-4323	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

1. Approve agreement with the Minnesota Department of Agriculture for Agricultural Water Quality Certification of Washington County-Owned Agricultural Land.
2. Authorize Minnesota Department of Agriculture Informed Consent to Release Private Data to the public related to the Agricultural Water Quality Certification.

AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
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IS THIS MANDATED? No	EXPLANATION OF MANDATE:
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BACKGROUND/JUSTIFICATION:

About the Minnesota Agriculture Water Quality Certification Program (MAWQCP)

The MAWQCP is a voluntary program that helps landowners and producers assess and reduce ground and surface water quality risks associated with agricultural operations. To be eligible for certification, farming practices such as nutrient management, tillage, and pest management must meet minimum standards based on the best available science for protecting water quality.

Washington County's participation in the MAWQCP is a way of demonstrating the county's commitment to implementing voluntary conservation measures on cropland that protect and preserve water quality. Many of these conservation measures have been included in past and current lease agreements, so this certification will serve to formalize what have long been best practices on Washington County-owned cropland.

Certification is completed by a licensed certifier who works with the landowner or operator to evaluate water quality risks. Certification is valid for 10 years, during which the landowner or operator agrees to maintain at least the level of conservation practices in place at the time of certification.

Certified operations are considered to be in compliance with state water quality regulations for the duration of the 10-year certification period. Certification also highlights the county's commitment to environmental stewardship and leadership in conservation efforts. The program also offers support through technical and financial assistance for the implementation of practices that enhance soil health and water quality.

The Informed Consent form gives the Minnesota Department of Agriculture permission to tell the public that the county is certified with the MAWQCP. The cropland tenants do not need to sign the document, as they will be operating under the County with a separate contract that outlines the

requirements for the County to participate in the program.

About Washington County Owned Cropland

Washington County owns and leases agricultural land within Big Marine Park Reserve, Lake Elmo Park Reserve, and St. Croix Bluffs Regional Park until such lands are needed for park purposes. Revenue from the lease of this land is deposited in the Parks Stewardship budget and is used to help steward the parks' natural areas via contracts and purchase of program supplies.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

February 16, 2021 – Awarded five-year lease agreements for land in Big Marine Park Reserve, Pine Point Regional Park, Lake Elmo Park Reserve and St. Croix Bluffs Regional Park

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
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FUNDING DESCRIPTION:

Approvals

Wayne Sandberg, Director	02/10/2026
John Ristad, County Attorney Civil Division Chief	02/11/2026
Jennifer Wagenius, Deputy County Administrator	02/11/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
4.Q

Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Jennifer Flores, Sr. Procurement Specialist	REQUESTOR PHONE:
PRESENTER(S):	MEDIA CONTACT: Public Safety Radio Manager Nate Timm	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Amendment No. 2 to Lease Agreement No. 4416 with the City of Hudson, Wisconsin, to reduce the rent at the Hanley Road water tower.		
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 Public Safety Radio System rents space on the water tower located at 1361 Hanley Road in Hudson, Wisconsin. The rent is \$1,000 per month. The City of Hudson has agreed to reduce the rent to \$1 per year, resulting in annual savings of \$12,000. This is due to a change implemented where the St. Croix County radio technician will begin maintaining their 800mhz radios rather than us. We currently have 13 radios between the City of Hudson and St. Croix County that will leave our network, resulting in a loss of \$5,200 in user fee revenue per year. The combined net effect is \$6,800 in savings per year.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Lease Agreement No. 4416 was approved by the County Board on November 6, 2007.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: User fees	

Approvals

Dan Starry, County Sheriff	02/05/2026
John Ristad, County Attorney Civil Division Chief	02/09/2026
Kevin Corbid, County Administrator	02/12/2026



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
5.A

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S): Erik Jalowitz	MEDIA CONTACT: Erik Jalowitz 651-430-6227	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

Approval of thirteen contracts for construction of the Park Grove Library Project (CIP #BSD-PGL-2001):

1. Approve Contract No. 17995 in the amount of \$300,000 with Ramsey Companies for demolition.
2. Approve Contract No. 17992 in the amount of \$824,100 with B&D Associates, LLC for concrete and masonry.
3. Approve Contract No. 17990 in the amount of \$279,900 with Noble X Welding & Fabrication for structural steel.
4. Approve Contract No. 17994 in the amount of \$262,541 with Gustav & Rudy Contractors, Inc. for carpentry.
5. Approve Contract No. 17985 in the amount of \$1,637,070 with Berwald Roofing Company, Inc. for metal panels and roofing.
6. Approve Contract No. 17989 in the amount of \$366,954 with Artic Glass Company for glass and glazing.
7. Approve Contract No. 17987 in the amount of \$527,900 with Pinnacle Wall Systems, Inc. for drywall.
8. Approve Contract No. 17984 in the amount of \$496,100 with Sonus Interiors, Inc. for ceilings and acoustics.
9. Approve Contract No. 17983 in the amount of \$371,000 with Wenzel-Plymouth Plumbing, LLC for plumbing.
10. Approve Contract No. 17986 in the amount of \$1,450,300 with Thelen Heating & Roofing, Inc. for HVAC.
11. Approve Contract No. 17991 in the amount of \$888,000 with Bloomington Electric for electrical.
12. Approve Contract No. 17988 in the amount of \$628,000 with Kamish Excavating, Inc. for

site and earthwork.

13. Approve Contract No. 17993 in the amount of \$236,755 with Windsor Companies for landscaping.

AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 15 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	

BACKGROUND/JUSTIFICATION:

The Park Grove Library Improvements project (Project BSD-PGL-2001) is a major facility renovation programmed in the County’s 2026–2030 Capital Improvement Plan (CIP). The existing Park Grove Library has reached the end of its functional life and requires significant redesign to meet today’s expectations for energy efficiency, sustainability, community space, and modern library programming. As currently configured, the building lacks the flexibility needed to support evolving service models and future program growth.

The redesign addresses these deficiencies by improving site access, visibility, and parking, and by creating a more welcoming and functional public environment. The interior layout has been re-envisioned to maximize flexibility while providing a range of dedicated spaces, including multiple small meeting rooms, a teen gaming area, a quiet study hub, a large community room, and more efficient staff support areas. These improvements reflect community input gathered during both the 2018 engagement process and the recent design phase.

Public bidding for construction was advertised on November 19, 2025, and competitive bids were opened on December 23, 2025. A total of 158 bids were received across 24 work scopes, demonstrating strong market interest and competitive pricing.

Thirteen (13) contracts require County Board approval. The lowest responsible bids received are as follows:

Work Scope	Lowest Responsible Bidder	Contract Amount
Demolition	Ramsey Companies	\$300,000
Concrete & Masonry	B&D Associates, LLC	\$824,100
Structural Steel	Noble X Welding and Fabrication	\$279,900
Carpentry	Gustav & Rudy Contractors, Inc.	\$262,541
Metal Panels & Roofing	Berwald Roofing Company, Inc.	\$1,637,070
Glass & Glazing	Artic Glass Company	\$366,954
Drywall	Pinnacle Wall Systems, Inc.	\$527,900
Ceiling & Acoustical	Sonus Interiors, Inc.	\$496,100
Plumbing	Wenzel-Plymouth Plumbing, LLC	\$371,000
HVAC	Thelen Heating & Roofing, Inc.	\$1,450,300
Electrical	Bloomington Electric Company	\$888,000
Site & Earthwork	Kamish Excavating, Inc.	\$628,000
Landscaping	Windsor Companies	\$236,755

Eleven (11) additional contracts were awarded per County Procurement Policy #1202 and signed by the Public Works Director.

Work Scope	Lowest Responsible Bidder	Contract Amount
Final Cleaning	Elite Maid Solutions	\$10,170
Steel Erection	Top Line Steel Corporation	\$169,500

Architectural Millwork	Reiling Construction, Inc.	\$102,862
Doors & Hardware	Bredemus Hardware Co., Inc.	\$108,964
Tile	Commercial Flooring Services, LLC	\$55,555
Flooring	Multiple Concepts Interiors	\$154,802
Painting & Wall Covering	Mulcahy Nickolaus, LLC	\$81,450
Fire Suppression	Nasseff Mechanical Contractors	\$129,000
Temperature Controls	St. Cloud Refrigeration	\$164,900
Asphalt Paving	Northwest Total Site	\$89,900
Fence	Keller Fence, Inc.	\$64,740

Beginning Budget	\$18,289,300
Cost Incurred and Cumulative Open Contracts	(\$3,035,660)
<i>Project Balance (including contingency)</i>	<i>\$15,253,640</i>
Pending Contract Approvals (including Department Head approvals)	(\$9,400,463)
Remaining Project Balance (including pending contracts)	\$5,853,177

The remaining project balance will be used for furniture, technology, moving expenses, electric vehicle charging stations, and material handling equipment.

The current library will remain open through February 28, 2026. Temporary library services will be available at the Washington County South Service Center in Cottage Grove starting March 2, 2026. Construction will begin upon final move out of library materials and will run through February 2027.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

- 1/27/2025 – Contract Award – Alliance Architects for Architectural and Engineering Services
- 5/6/2025 – Contract Award – Kraus Anderson Construction for Construction Management Services
- 10/10/2025 – Contract Award – City of Cottage Grove for Developer’s Agreement

Budget Impact

YEAR:	UNBUDGETED AMOUNT:
	\$
FUNDING DESCRIPTION:	

Approvals

Wayne Sandberg, Director	02/09/2026
John Ristad, County Attorney Civil Division Chief	02/11/2026
Jennifer Wagenius, Deputy County Administrator	02/12/2026



Park Grove Library Project

BSD-PGL-2001 Bid Award

Erik Jalowitz | Capital Projects Manager

Public Works | Building Services



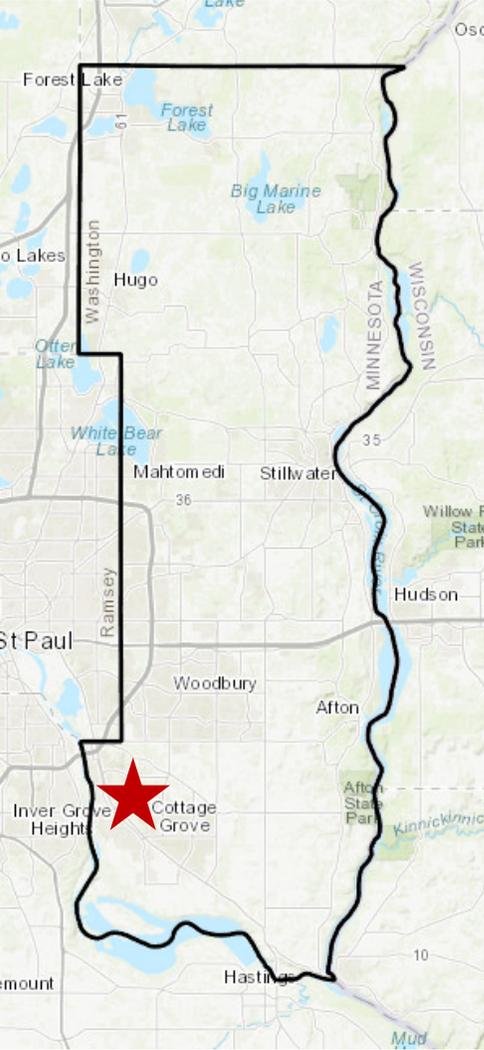
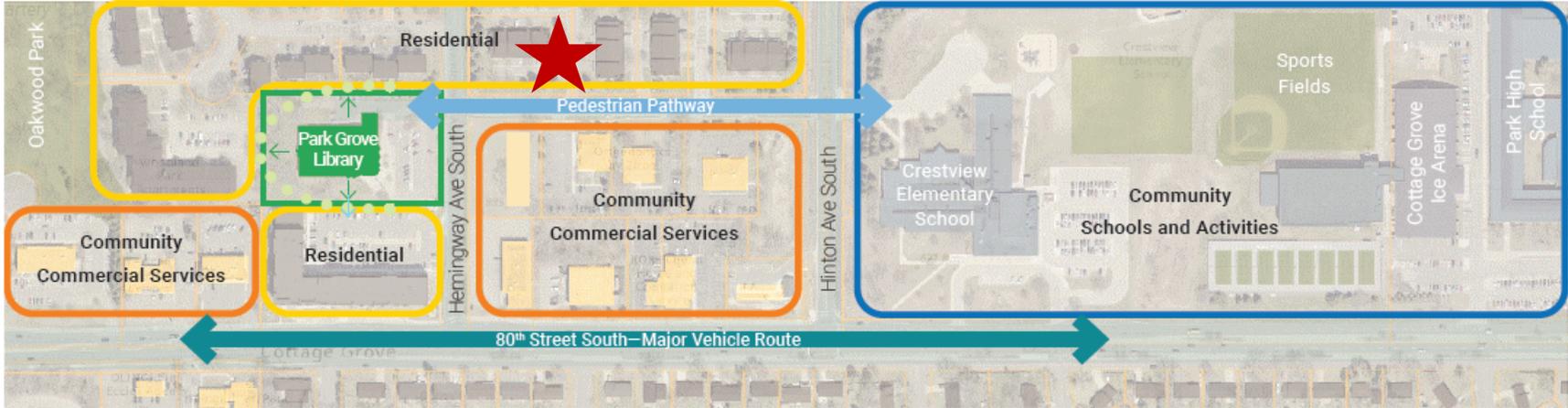
Agenda

- Location
- Project Schedule
- Bid Summary
- Project Budget
- Recommended Board Actions

Location

Project Location:

- City of Cottage Grove
 - The Library is located off 80th Street and Hemingway Avenue



Project Schedule

Task	Date
Bid award	February 2026
Library closed	February 28, 2026 (Last day open)
Temporary Library opens	March 2, 2026
Construction	April 2026 - February 2027
Library re-opens	Spring 2027

Bid Summary

158 bids received over 24 total bid scopes

Contracts to be approved by County Board	\$8,268,620
Contracts approved by Department Head	\$1,131,843
Total contract amount	\$9,400,463
<i>Construction Manager estimate</i>	<i>\$9,884,301</i>

Bid Summary

Lowest Responsible Bids Received for 13 Work Scopes to be approved by County Board:

1. Demolition	Ramsey Companies	\$300,000
2. Concrete & Masonry	B&D Associates, LLC	\$824,100
3. Structural Steel	Noble X, Inc.	\$279,900
4. Carpentry	Gustav & Rudy Contractors, Inc.	\$262,541
5. Metal Panels & Roofing	Berwald Roofing Company, Inc.	\$1,637,070
6. Glass & Glazing	Artic Glass Company	\$366,954
7. Drywall	Pinnacle Wall Systems, Inc.	\$527,900
8. Ceiling & Acoustical	Sonus Interiors, Inc.	\$496,100
9. Plumbing	Wenzel-Plymouth Plumbing, LLC	\$371,000
10. HVAC	Thelen Heating & Roofing, Inc.	\$1,450,300
11. Electrical	Bloomington Electric Company	\$888,000
12. Site & Earthwork	Kamish Excavating, Inc.	\$628,000
13. Landscaping	Windsor Companies	\$236,755

TOTAL = \$8,268,620

Bid Summary

Contracts Awarded per County Procurement Policy, Signed by Department Head:

1. Final Cleaning	Elite Maid Solutions	\$10,170
2. Steel Erection	Top Line Steel Corporation	\$169,500
3. Architectural Millwork	Reiling Construction, Inc.	\$102,862
4. Doors & Hardware	Bredemus Hardware Co., Inc.	\$108,964
5. Tile	Commercial Flooring Services, LLC	\$55,555
6. Flooring	Multiple Concepts Interiors	\$154,802
7. Painting & Wall Covering	Mulcahy Nickolaus, LLC	\$81,450
8. Fire Suppression	Nasseff Mechanical Contractors	\$129,000
9. Temperature Controls	SCR, Inc. (St. Cloud Refrigeration)	\$164,900
10. Asphalt Paving	Northwest Total Site	\$89,900
11. Fence	Keller Fence, Inc.	\$64,740

TOTAL = \$1,131,843

Project Budget



Funding	Amount
Beginning Budget (2027 Bond, Planned Use of Fund Balance, Capital Redirect)	\$18,289,300
Cost Incurred and Cumulative Open Contracts	(\$3,035,660)
<i>Remaining Project Balance (including contingency)</i>	<i>\$15,253,640</i>
Pending Contracts (including current board actions)	(\$9,400,463)
Remaining Project Balance (minus pending contracts)	\$5,853,177

Recommended Board Actions

1. Approve Contract No. 17995 in the amount of \$300,000 with Ramsey Companies for demolition.
2. Approve Contract No. 17992 in the amount of \$824,100 with B&D Associates, LLC for concrete and masonry.
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Recommended Board Actions, continued

6. Approve Contract No. 17989 in the amount of \$366,954 with Artic Glass Company for glass and glazing.
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Recommended Board Actions, continued

11. Approve Contract No. 17991 in the amount of \$888,000 with Bloomington Electric for electrical.
12. Approve Contract No. 17988 in the amount of \$628,000 with Kamish Excavating, Inc. for site and earthwork.
13. Approve Contract No. 17993 in the amount of \$236,755 with Windsor Companies for landscaping.



Request for Board Action

BOARD MEETING DATE:
February 17, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
10.A

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Xai Thao, Budget/Financial Analyst	REQUESTOR PHONE: 651-430-6028
PRESENTER(S): Jan Lucke, Adam Larson, Trung Le	MEDIA CONTACT: Jan Lucke 651-430-6003	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review the projects included in the 2026-2030 Capital Equipment and Fleet (CEFP) and Technology Plans.		
AGENDA YOU ARE REQUESTING TIME ON: Workshop	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 40 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: In order to plan and budget for major operational projects, equipment, and technology, county staff prepare five-year Capital Equipment and Fleet (CEFP) and Technology Plans. The CEFP and Technology Plans are similar to the county's Capital Improvement Plan (CIP), but the CEFP includes equipment and fleet projects only, while the Technology Plan includes only technology-related projects, and neither of these plans requires a public hearing nor formal adoption by the board. The CEFP and Technology Plan have become an important tool for identifying and planning for major technology projects and upgrades and have been very helpful in the budgeting process. This workshop will provide the Board with details of the major equipment, fleet and technology projects included in this year's 2026-2030 plans.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Capital Equipment and Technology Plans have been created each year since 2015.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Trung Le, Budget/Financial Analyst	02/11/2026
Xai Thao, Budget/Financial Analyst	02/11/2026
John Ristad, County Attorney Civil Division Chief	02/11/2026
Jan Lucke, Deputy County Administrator	02/12/2026



2026-2030 County Planning Documents

February 17, 2026

Washington
County

County Planning Documents

1

County Technology Plan (CTP)
Capital Equipment & Fleet Plan (CEFP)

2

Covers a five-year period: 2026-2030

3

First year of projects included in the 2026 budget

4

Projects costing over \$50,000 individually
(or as a group if routinely purchased or CTP
projects funded thru the County Technology
Fund)

County Planning Documents

County Technology Plan (CTP) and Capital Equipment & Fleet Plan (CEFP)

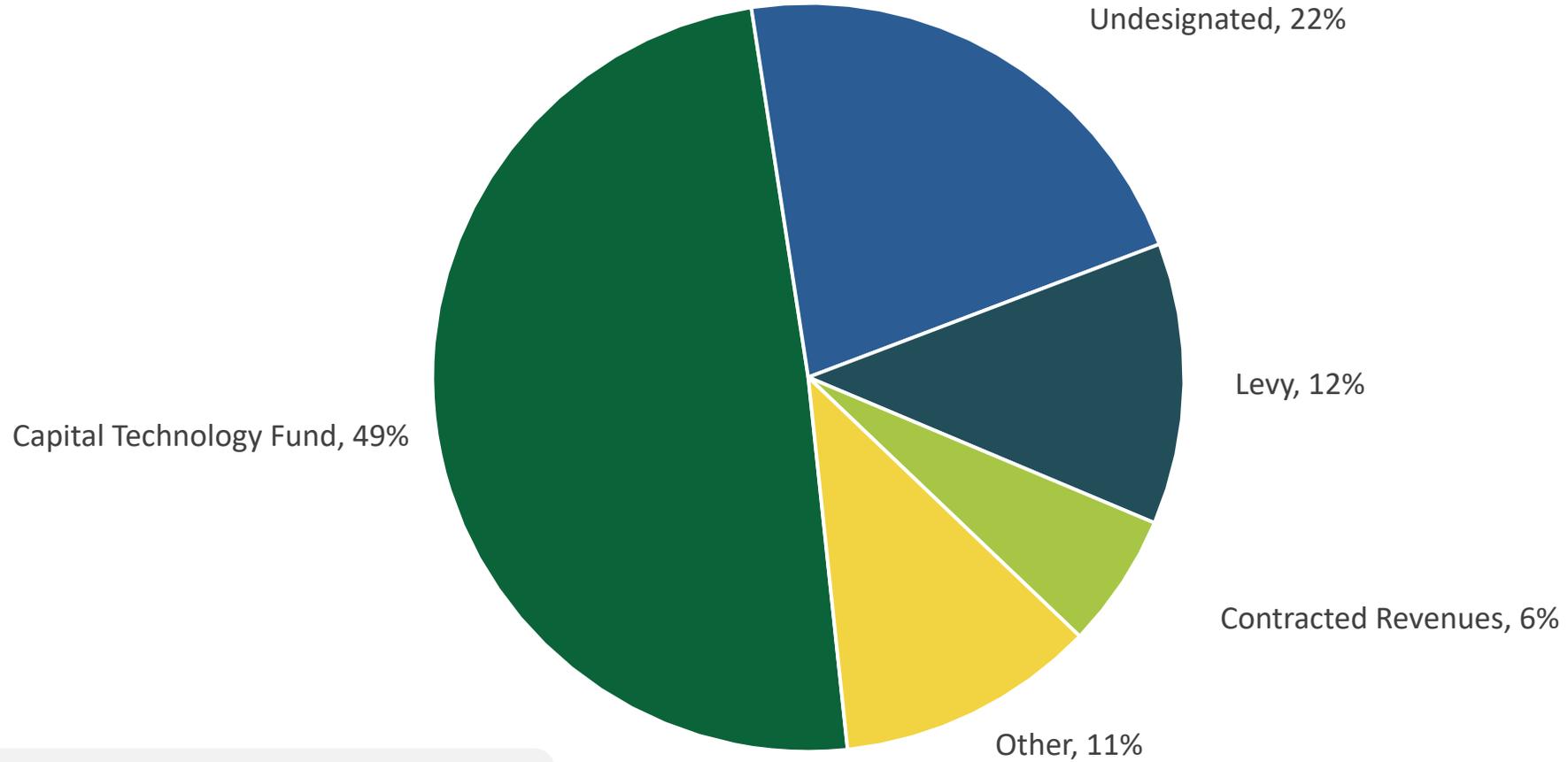
- Include all current & future projects
- Board workshop review
- Pay as you go plans

Capital Improvement Plan (CIP)

- Fiscally constrained
- Formal public hearing and adoption
- May include GO Bonding

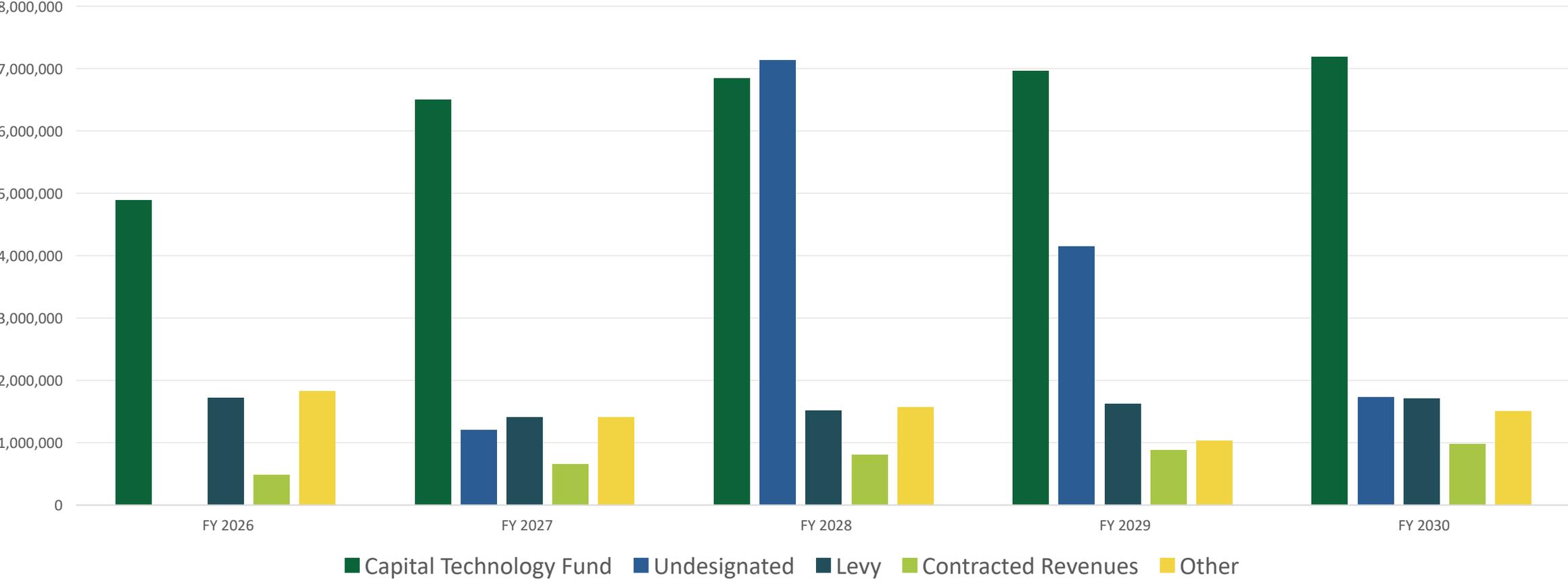
County Technology Plan

2026–2030 County Technology Plan Funding

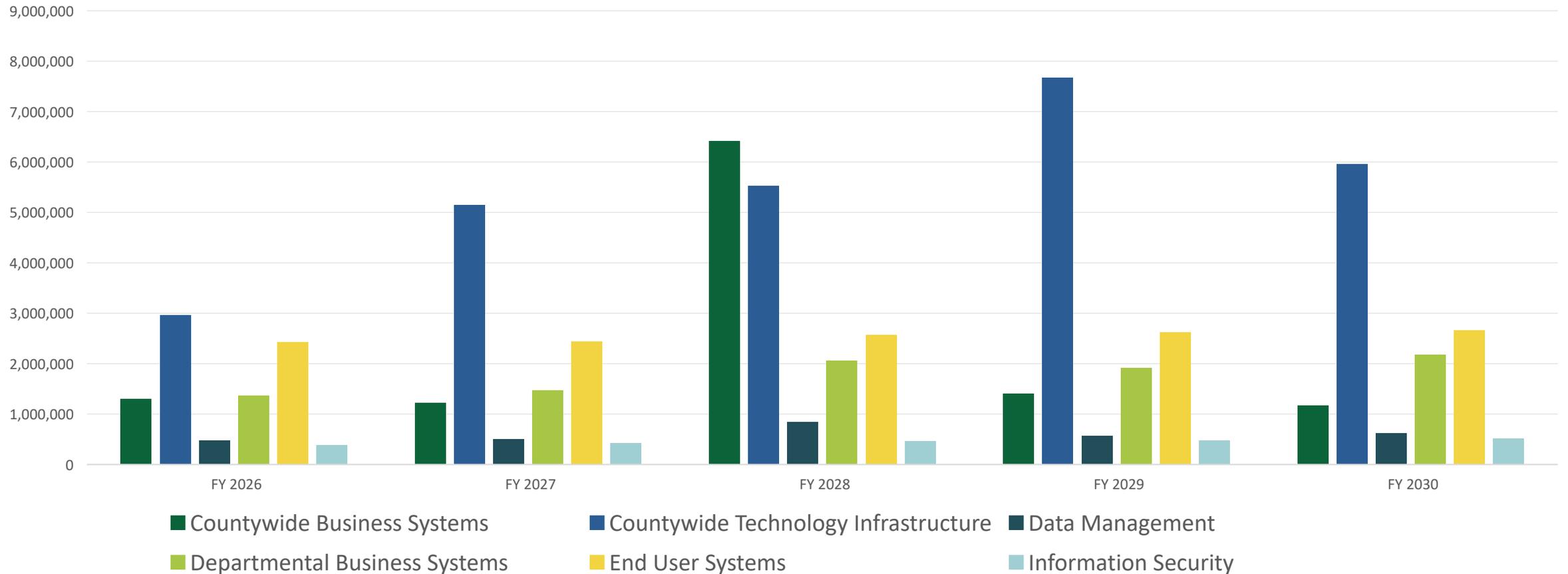


2026-2030 Total: \$65,772,600

Funding Source 5-Year Comparison



Technology Category 5-Year Comparison



Data Management

Allows for the collecting, storing, and using data securely, efficiently and cost effectively for the purpose of supporting critical business processes and assisting decision making.

- Axon Justice Premier
- Enterprise Content Management (ECM) Tools
- Technical Integration Capability
- Library Technology License & Maintenance
- Property Records Recording System
- CAMA System
- Fire and Siren Paging System
- Records Management System
- Jail Security System
- 911 Phone System

5 Year Cost Trend: Modest increase
Total: \$3M Average per Year: \$600K

End User Systems

Provides county employees the ability to access the information technology resources to provide quality services to internal and external customers.

- Facility Management System
- Endpoint Equipment Replacements
- Voice/Telephony Systems
- Service Desk
- Microsoft Productivity Suite Licensing
- Mobile Access
- Non-Employee Microsoft Licensing
- Virtual Court Hearings

5 Year Cost Trend: Significant Increase
Total: \$12.7M Average per Year: \$2.5M

Information Security

Safeguards county data by identifying and mitigating all risks through planning, policy and program management.

- Technology Security
- Data Security/Vendor Risk Management

5 Year Cost Trend: Modest Increase
Total: \$2.3M Average per Year: \$457K

Countywide Business Systems

Integrated solutions and applications used to execute cross-functional responsibilities for all departments. These solutions and applications are partially or fully funded by the Capital Technology Fund (CTF) and have been assessed to be supported by the IT Department.

- Budget Management Tool (OpenGov)
- Financial Management System (E1)
- GIS Managed Services
- Human Resources Information System (HRIS)
- Distributed Antenna System
- Point of Sale
- Enterprise Electronic Signature

5 Year Cost Trend: Flat with significant spend in 2028
Total \$11.5M Average per Year: \$2.3M

Countywide Technology Infrastructure

Any system, connectivity, or server technology used in the general operation for Washington County, including network, telecommunication, compute, and storage hardware. A variety of equipment and/or services support the foundation of information technology throughout Washington County.

- Server Hardware Replacements
- Network Infrastructure
- Virtual Machine (VM) Software Licenses
- Firewalls
- ESRI Licenses/Support
- Enterprise Storage & Backup
- Backup Systems
- LAN (Local Area Network) Controllers
- Microsoft Server Licensing
- Cloud Services
- Uninterruptable Power Supply
- VPN
- Audio visual
- .Gov Conversion
- Plat Submittal Application
- Ward Telematics and Fuel Control

5 Year Cost Trend: Significant Increase
Total: \$27.3M Average per Year: \$5.5M

Departmental Business Systems

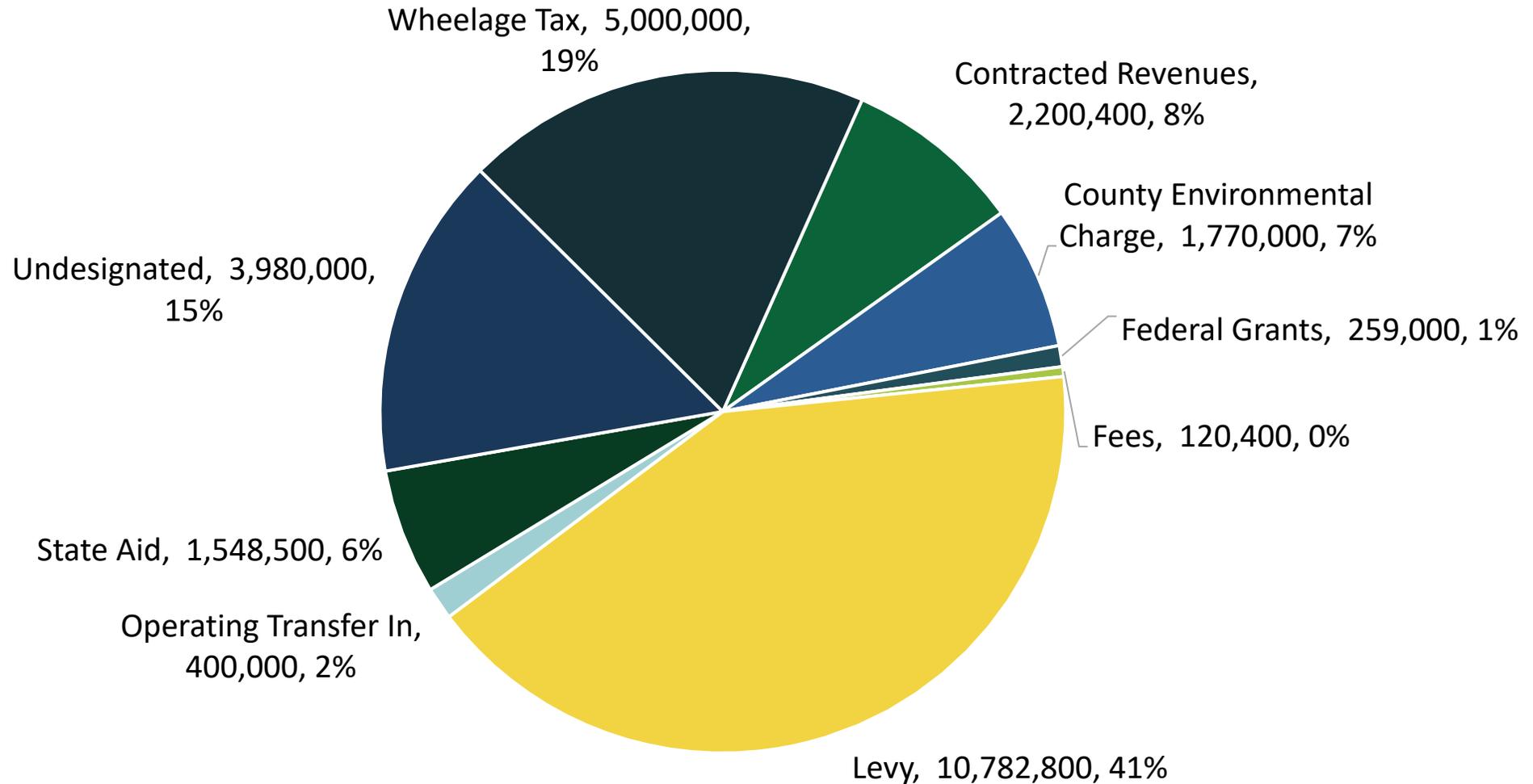
Line of business focused solutions and applications used to facilitate departmental functions. These solutions and applications are partially or fully funded by the Capital Technology Fund.

- Case Management Program
- Access Point Enhancements
- CaseWorks Software Support
- NeoGov Systems
- Public Computer Replacements
- Library Express Lockers
- Property Tax System

5 Year Cost Trend: Modest increase
Total: \$9M Average per Year: \$1.8M

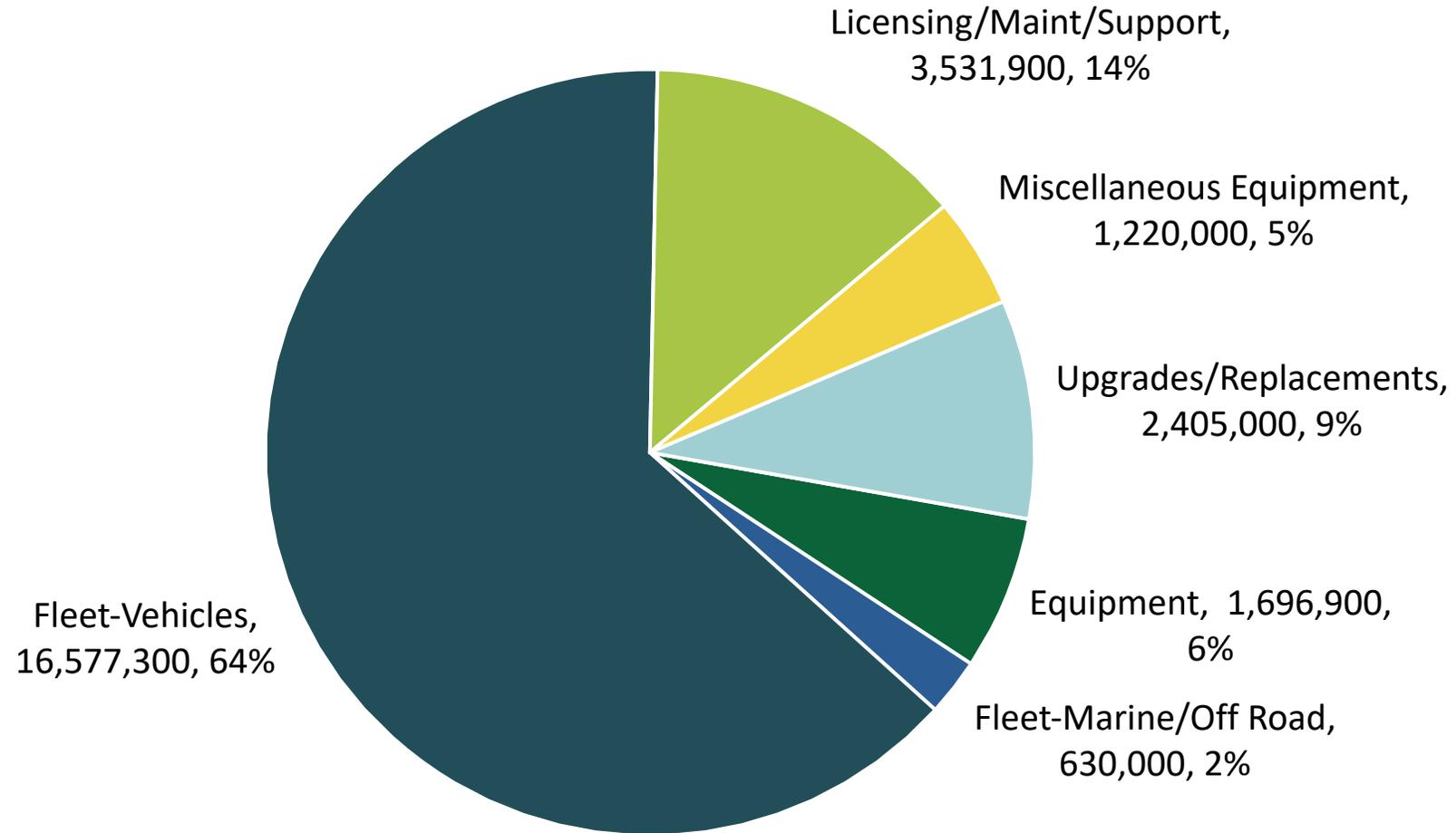
Capital Equipment & Fleet Plan

2026 – 2030 CEFP Funding Sources



2026-2030 Total: \$26,061,100

2026 – 2030 CEFP Expenditures



CEFP Comparisons

	2024-2028	2025-2029	2026-2030
Fleet			
Community Corrections	198,000	283,000	288,000
Community Services	260,100	200,000	320,000
Public Health & Environment	0	0	550,000
Public Works	8,701,500	8,747,900	9,719,300
Sheriff	7,906,000	6,250,000	6,330,000
Equipment			
Public Health & Environment	0	0	1,220,000
Sheriff/Public Safety Radio	5,269,500	6,077,300	7,633,800
Total	22,335,100	21,558,200	26,061,100

Question/Discussion