



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
JANUARY 27, 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

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

APPROVAL OF THE AGENDA

Commissioner Miron moved to approve the County Board meeting agenda for January 27, 2026. Commissioner Karwoski seconded the motion, and it was adopted 5-0.

CONSENT CALENDAR

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

1. Approval of the January 6, 2026, and January 13, 2026, County Board meeting minutes.
2. Approval of **Resolution No. 2026-008** as follows:

**2026 DELEGATION OF AUTHORITY TO MAKE ELECTRONIC
FUNDS TRANSFERS TO THE DIRECTOR OF ACCOUNTING
AND FINANCE DEPARTMENT OR THEIR DESIGNEE**

WHEREAS, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

WHEREAS, one of the requirements is for the governing body to annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee; and

WHEREAS, the county desires to utilize electronic funds transfers as authorized by statute.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County delegates the authority to make electronic funds transfers to its Accounting and Finance Director, or their designee, as allowed under Minnesota Statutes 471.38.

3. Approval of **Resolution No. 2026-009** as follows:

**RESOLUTION TO SET ASIDE A PORTION OF THE
ANNUAL DISTRIBUTION OF NET REVENUE
FROM FORFEITED LAND SALES**

WHEREAS, Minnesota Statute Chapter 282 gives the county board the authority to manage tax forfeited property that is located within Washington County; and

WHEREAS, the county auditor is to distribute the net revenue in the county's tax forfeited sale fund to the local taxing districts after payment of county administrative expenses, according to one of two prescribed apportionment plans; and

WHEREAS, Minnesota Statutes Section 282.08, Subd. 4 (ii), allows the county board to set aside up to 20 percent of net proceeds for the acquisition and maintenance of county parks or recreational areas.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Commissioners directs the Washington County Department of Property Records and Taxpayer Services to set aside, as authorized pursuant to Minnesota Statutes Section 282.08, Subd. 4(ii), 20 percent of the net proceeds remaining in the tax forfeited sale fund to be used for acquisition and maintenance of county parks and recreational areas.

BE IT FURTHER RESOLVED that this 20 percent set aside shall be expended under the supervision of the county board.

4. Approval of **Resolution No. 2026-010** as follows:

**RESOLUTION APPROVING THE SALE OF TAX FORFEITED
LAND AT PUBLIC AUCTION**

WHEREAS, each year, property forfeits for the non-payment of property taxes, and the Property Records and Taxpayer Services Department, on behalf of the county board, works with the local municipalities and others to develop a plan to move the property into public ownership if there is a public use or purpose for the property, or to sell the property and return it to the tax rolls; and

WHEREAS, the parcel listed on the #2025-1 Public in-person Sale List as parcel **08.031.21.41.0013** in the City of Hugo has been identified to be offered for sale to the public through a public auction, and the attached terms for the sale have been developed; and

WHEREAS, the property identified is either a residential property with four or fewer units or is not improved with a structure. The sale of the property will first be offered for a period of 30 days to individuals who certify that they intend to own and occupy the property as a residence or to use the property for non-commercial personal use; and

WHEREAS, during this initial 30-day offering period, any prospective purchaser must sign a certification form affirming their intended qualifying use of the property; and

WHEREAS, any such parcels that remain unsold after the 30-day period shall be reoffered without the intended use certification requirement; and

WHEREAS, the department will publish a notice and advertise the public auction for at least 30 days as required by law and will notify all adjoining owners of the lands to be auctioned.

NOW, THEREFORE, BE IT RESOLVED, that the procedures described above are hereby adopted and shall govern the offering and sale of the identified parcel.

BE IT FURTHER RESOLVED, that the terms of the sale be set forth in the attached document titled as Terms for the Sale; and

BE IT FURTHER RESOLVED, that the basic sale price of parcel 08.031.21.41.0013 as listed on the #2025-1 Public in person Sale List filed with Property Records and Taxpayer Services department, is hereby approved, and the authorization for public sale is granted, pursuant to Minnesota Statute 282.01; and



BE IT FURTHER RESOLVED, that the sale be held March 6, 2026, at 1:00 p.m., in Conference Room LL13; Washington County Government Center, Stillwater Minnesota. If the property remains unsold, a second public sale shall be held on April 6, 2026, at 1:00 p.m., in Conference Room LL13, Washington County Government Center, Stillwater Minnesota, and the sale be for not less than the minimum sale price.

5. Approve grant agreement with the Washington Conservation District to enhance 15.5 acres of prairie at Pine Point Regional Park.
6. Approve Purchase Order No. 28482 with Tenvoorde Ford in the amount of \$300,716.08 for fleet vehicles.

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

SHERIFF'S OFFICE

Introduction of Therapy Dog

Washington County Sheriff's Office Commander Kyle Schenck, Detective Julia Weegman, and Tom Sweeney from Soldier's 6, introduced Penny, the new therapy dog in the Sheriff's Office. The Sheriff's Office Coordinated Response Team acquired Penny through a generous donation from Soldier's 6 and Franks' Field & Family Goldens. Penny is being trained to interact with people of all ages in the community to provide comfort and emotional support in situations that can be stressful, overwhelming, or traumatic.

OFFICE OF ADMINISTRATION

Recognition of James Honsvall

The County Board recognized and thanked Mr. James Honsvall for his service on the Washington County Audit Advisory Committee. Mr. Honsvall has served as a citizen member of the Audit Advisory Committee for the past 15 years.

GENERAL ADMINISTRATION

2025 4th Quarter Donations

County Administrator Kevin Corbid presented a resolution to accept the 2025 4th quarter donations in the amount of \$6,440.38.

Commissioner Clasen moved to adopt **Resolution No. 2026-011** as follows:

2025 FOURTH QUARTER DONATIONS, GIFTS, AND BEQUESTS

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

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

WHEREAS, the Washington County Board of Commissioners is authorized to approve donations, gifts, and bequests on a quarterly basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners does hereby approve donations and gifts of \$6,440.38 for the fourth quarter of 2025.

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.

Letter to Federal Delegation

Deputy County Administrator Jan Lucke presented two options of draft letters to be sent to the Congressional delegation regarding ICE operations in Washington County. After review and discussion, it was decided that staff will combine discussion points of both letters and rewrite into one letter, and be sent on behalf of the County Board.

County Administrator Kevin Corbid reported that the county has continued to provide additional guidance to county employees related to the immigration enforcement activities that may occur on county property or in county buildings.

Water Pipe Break

County Administrator Corbid reported that on Saturday, a water pipe froze and broke in the fire suppression system on the 2nd floor of the Government Center. The Stillwater Fire Department and staff from the Sheriff's Office and the Public Works Department responded and were able to shut off the water. The water impacted a number of areas in the Government Center and the County Courthouse. The water was extracted from the building by Sunday morning, and staff led the cleanup of the county spaces, including removing damaged ceiling tiles. The county was able to open for normal business hours on Monday morning.

COMMISSIONER REPORTS

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

BOARD CORRESPONDENCE

Board correspondence was received and placed on file.

ADJOURNMENT

There being no further business to come before the County Board, Chair Bigham adjourned the meeting at 10:15 a.m.

BOARD WORKSHOP WITH PUBLIC HEALTH AND ENVIRONMENT

The board met in workshop session to discuss Board of Water and Soil Resources funding. 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.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session for a review of Washington County's 2026 Mandates & Core Functions. Present for the workshop were Commissioners Miron, Karwoski, Cox, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

Kevin Corbid

Kevin Corbid
County Administrator

Karla Bigham

Karla Bigham
County Board Chair