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 secretary 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 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  Consent Calendar – Roll Call Vote

4.  9:10  Public Works – Frank Ticknor, Design Engineer and Wayne Sandberg, County Engineer
   A. Approval of Work Orders #3, #6 and #7 to Contract 9010 with Valley Paving Inc. for Work on the County State Aid Highway (CSAH) 13 and CSAH 20 Roundabout Construction Project
   B. Approval of the Union Pacific Railroad Company’s Public Highway At-Grade Crossing Improvement Agreement
   C. Approval of Contract with Dresel Contracting Inc. in the Amount of $72,000 to Crush and Blend Recycled Road Maintenance Material
   D. Approval of Contract with Global Specialty Contractors, Inc. for Signage and Benches Along the Hardwood Creek Regional Trail in the Amount of $244,792.50
   E. Approval of Permanent Use of Fund Balance in an Amount Not to Exceed $193,500 from the Parks Operations Fund 211 for the Hardwood Creek Regional Trail

5.  9:45  General Administration – Molly O’Rourke, County Administrator

6.  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.

7.  Board Correspondence

8.  10:10  Executive (Closed Session) with the Office of Administration – Sharon Price, Land Acquisition Manager
Review Counteroffer on a Potential Purchase of a Property in the City of Grant through the County Land and Water Legacy Program

9.  10:25  Adjourn

10.  10:30-11:50  2017 Proposed Budget Workshops
   - Property Records and Taxpayer Services – Jennifer Wagenius, Director
   - Public Works, Capital Funds, and Regional Railroad Authority – Don Theisen, Director

11.  11:55-12:15  Board Workshop with the Office of Administration
Review Outstanding Issues, Concerns, and Opportunities Related to the Proposed 2017 Washington County Budget
The following items are presented for Board approval/adoption:

<table>
<thead>
<tr>
<th>DEPARTMENT/AGENCY</th>
<th>ITEM</th>
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<tbody>
<tr>
<td>Administration</td>
<td>A. Approval of August 16, 2016 County Board Meeting Minutes.</td>
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<tr>
<td></td>
<td>B. Approval of reappointment of Craig Leiser, Grant, to the Brown’s Creek Watershed District Board of Managers to a three-year term expiring October 21, 2019.</td>
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<td>C. Approval of appointment of Chris Eng, to the economic development representative position of the Workforce Development Board to a first term expiring June 30, 2019.</td>
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<td>D. Approval to set a public hearing for September 27, 2016 regarding the modification of the enabling resolution of the Washington County Community Development Agency.</td>
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<td>E. Approval of resolution recognizing the 100th anniversary of the Houle Feed Mill.</td>
</tr>
<tr>
<td>Public Works</td>
<td>F. Approval of a lease agreement with Scott and Moira Schomburg for the county-owned house located at 15330 Afton Hills Court South, Afton.</td>
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<tr>
<td>Sheriff’s Office</td>
<td>G. Approval of a resolution accepting fundraiser proceeds for the Washington County Sheriff’s Office Explorers Program.</td>
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<td>H. Approval of a resolution authorizing the Washington County Sheriff’s Office to accept a grant in the amount of $10,000 from the Metropolitan Regional Arts Council for a creative writing program for female offenders.</td>
</tr>
<tr>
<td></td>
<td>I. Approval of a resolution authorizing the Washington County Sheriff’s Office to accept a donation of Automatic External Defibrillator (AED) pads and batteries from Mark Altmann.</td>
</tr>
</tbody>
</table>

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.
September 07, 2016
Wednesday

2:00 PM - Water Consortium Meeting -- LL14 of the Washington County Government Center, 14949 62nd Street North, Stillwater

September 08, 2016
Thursday

6:00 PM - Sheriff’s Office Recognition Ceremony -- Historic Court House, 101 Pine Street West, Stillwater

Meeting dates, times and locations may change. Contact the Office of Administration or individual agencies for the most current information.
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 were Commissioners Bigham, Kriesel, Miron and Weik. Board Chair Miron presided. Also present were Molly O’Rourke, County Administrator; George Kuprian, County Attorney Division Chief; Becky Sells, Board Secretary; county residents; media; outside agencies; and county staff.

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

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

CONSENT CALENDAR

Commissioner Weik moved, seconded by Commissioner Kriesel, to adopt the following Consent Calendar.

1. Approval of August 2, 2016, County Board Meeting Minutes.


4. Approval of Resolution No. 2016-107 as follows:

   METROPOLITAN COUNCIL GRANT AGREEMENT SG-04341

   WHEREAS, the Minnesota Legislature appropriated funds for State Fiscal Year 2016 and 2017 from the Constitutional and Land Legacy Amendment’s Parks and Trails Fund to the Metropolitan Council for grants to implementing agencies as required under the new Minn. Stat. § 85.53 for parks and trails resources (“Parks and Trails Fund Appropriation”); and,

   WHEREAS, the Metropolitan Council has expressed its commitment to issue bonds for acquisition and betterment of regional recreation open space lands (“Council Park Bonds”); and,

   WHEREAS, the Metropolitan Council is authorized by Minn. Stat. § 473.301 to make grants to eligible governmental units for the purpose of acquisition of regional recreation open space in accordance with the Metropolitan Council’s Recreation Open Space Policy Plan; and,
WHEREAS, Washington County is a governmental unit eligible for a Parks and Trails Fund Appropriation Grant; and,

WHEREAS, Washington County Parks applied to Metropolitan Council for a Parks and Trails Fund Appropriation Grant for the partial reimbursement of the purchase price for the property at 1446 Lake Elmo Avenue within the planned boundary of Lake Elmo Park Reserve.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners accepts the aforementioned grant from the Metropolitan Council and authorizes its County Board Chair and County Administrator to execute on behalf of the county a Metropolitan Council Grant Agreement SG-04341 conditioned upon approval as to form by the Washington County Attorney’s office.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners hereby accepts the restrictive covenants to be imposed upon the property at 1446 Lake Elmo Avenue by the Metropolitan Council as a condition of the grant and authorizes Washington County to enter into the restrictive covenant agreement through the execution of the County Board Chair and County Administrator.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners hereby authorizes the recording of said restrictive covenant agreement with the Washington County Recorder’s Office.

5. Approval of Resolution No. 2016-108 as follows:

METROPOLITAN COUNCIL GRANT AGREEMENT SG-04527

WHEREAS, the Minnesota Legislature appropriated funds for State Fiscal Year 2016 and 2017 from the Constitutional and Land Legacy Amendment’s Parks and Trails Fund to the Metropolitan Council for grants to implementing agencies as required under the new Minn. Stat. § 85.53 for parks and trails resources (“Parks and Trails Fund Appropriation”); and,

WHEREAS, the Metropolitan Council has expressed its commitment to issue bonds for acquisition and betterment of regional recreation open space lands (“Council Park Bonds”); and,

WHEREAS, the Metropolitan Council is authorized by Minn. Stat. § 473.301 to make grants to eligible governmental units for the purpose of acquisition of regional recreation open space in accordance with the Metropolitan Council’s Recreation Open Space Policy Plan; and,

WHEREAS, Washington County is a governmental unit eligible for a Parks and Trails Fund Appropriation Grant; and,

WHEREAS, Washington County Parks applied to Metropolitan Council for a Parks and Trails Fund Appropriation Grant for the partial reimbursement of the purchase price for the property at 1756 Lake Elmo Avenue within the planned boundary of Lake Elmo Park Reserve.

NOW, THEREFORE, BE IT RESOLVED that the Washington County Board of Commissioners accepts the aforementioned grant from the Metropolitan Council and authorizes its County Board Chair and County Administrator to execute on behalf of the county a Metropolitan Council
Grant Agreement SG-04527 conditioned upon approval as to form by the Washington County Attorney’s office.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners hereby accepts the restrictive covenants to be imposed upon the property at 1756 Lake Elmo Avenue by the Metropolitan Council as a condition of the grant and authorizes Washington County to enter into the restrictive covenant agreement through the execution of the County Board Chair and County Administrator.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners hereby authorizes the recording of said restrictive covenant agreement with the Washington County Recorder’s Office.

The motion was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Bigham, Kriesel, Weik, and Miron; Nays, none.

PUBLIC WORKS – CONTINUED PUBLIC HEARING FROM AUGUST 2, 2016

Request for Amendments to the Washington County Subdivision Ordinance No. 131, and to the Washington County Comprehensive Plan

The County Board Chair indicated that today’s public hearing was a continuation from August 2, 2016 on resolutions adopting amendments to the Washington County Subdivision Ordinance No. 131, and to the Washington County Comprehensive Plan. After receiving testimony on the proposed amendments, the Board acted to hold the record open and continue the hearing on August 16, 2016.

Don Theisen, Public Works Director, presented the request to enact amendments to the Washington County Subdivision Ordinance No. 131, and to the Washington County Comprehensive Plan, allowing the county’s townships to manage their land use responsibilities. The effective transition date would be January 1, 2017.

Should the changes be approved, townships would have full land-use responsibilities for: agricultural areas; large lot residential areas; commercial areas; standards for uses; density and lot requirements; and performance standards. The county will continue to have a role in: mining operations; Lower St. Croix bluffland and shoreland areas; shoreland management areas; floodplain areas; subsurface sewer treatment systems (septic systems); and the county’s official map areas.

In 2014, the County Board discussed removing land use responsibilities in township areas and directed county staff to work collaboratively with the townships on this issue. Through 2014 and 2015, county staff and individual commissioners met with their respective townships on multiple occasions to discuss
this issue. During the process, it was discovered that this transition could be made cooperatively through township and County Board actions, with no need to amend legislation. Over the past year, Washington County has been coordinating with the townships on changing land use authority.

The county has received resolutions from all six townships: Baytown, Denmark, May, Grey Cloud Island, Stillwater, and West Lakeland, in support of amending the County Comprehensive Plan, and have received resolutions from five out of the six townships in support of the Subdivision Ordinance 131 revision. May Township will continue under Ordinance 131.

The Board Chair asked for comments from the public; none were heard. The Board chair closed the public hearing.

**Resolution to Amend Chapter Three, Subdivision Regulations, Ordinance 131, Section 2.1 Scope and Applicability**

Commissioner Bigham moved to adopt Resolution No. 2016-109 as follows:

RESOLUTION AMENDING THE WASHINGTON COUNTY DEVELOPMENT CODE SECTION THREE, SUBDIVISION REGULATIONS, ORDINANCE 131

ORDINANCE NO. 197

WHEREAS, Washington County is authorized to carry out County planning and zoning activities in the unincorporated areas of the County pursuant to Minn. Stat. Chapt. 394; and

WHEREAS, Minn. Stat. 473.865 requires each local governmental unit in the metropolitan area to adopt official controls conforming to their comprehensive plans; and

WHEREAS, the Washington County Development Code was adopted by the Washington County Board of Commissioners and became effective on October 20, 1997 as Washington County ordinance No. 127; and

WHEREAS, the Townships of Baytown, Denmark, Grey Cloud Island, Stillwater, and West Lakeland have enacted subdivision regulations pursuant to their authority under Minn. Stat. 462.358 and have requested the County to except them from the County’s subdivision official control.

NOW, THEREFORE BE IT RESOLVED that Washington County hereby amends the Chapter Three, Subdivision Regulations, Ordinance 131, Section 2.1 Scope and Applicability to read:
The resolution contained in this chapter shall apply in the unincorporated areas of Washington County except this chapter shall not apply in the townships of Baytown, Denmark, Grey Cloud Island, Stillwater and West Lakeland. In those unincorporated areas where this chapter applies, it shall apply to any division of land into two or more parcels for the purpose of transfer of ownership, building development or tax assessment purposes by platting, replatting, registered land survey, conveyance, sale, contract for sale, or other means by which beneficial interest in land is transferred.

BE IT FURTHER RESOLVED, that the Washington County Zoning Administrator is directed to make the changes set forth in the Washington County Development Code after the effective date of this Ordinance, dated August 16, 2016 and cause the same to be published and codified according to law.

Commissioner Kriesel seconded the motion and it was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Bigham, Kriesel, Weik, and Miron; Nays, none.

Resolution Amending the Washington County Comprehensive Plan 2030

Commissioner Bigham moved to adopt Resolution No. 2016-110 as follows:

RESOLUTION AMENDING THE WASHINGTON COUNTY COMPREHENSIVE PLAN 2030

ORDINANCE NO. 198

WHEREAS, Washington County is authorized to carry out County planning and zoning activities in the unincorporated areas of the County pursuant to Minn. Stat. 394; and

WHEREAS, the Washington County 2030 Comprehensive Plan was adopted by the Washington County Board of Commissioners on September 7, 2010 as Washington County Ordinance No. 184; and

WHEREAS, all the Townships in the County have adopted Comprehensive Land Use Plans under the 2030 Regional Development Framework pursuant to the authority contained in Minn. Stat. 473.861, which has been found by the Metropolitan Council to conform to the regional system plans for transportation, water, resources management, and parks; and

WHEREAS, Minn. Stat. 473.865 requires each local governmental unit in the metropolitan area to adopt official controls conforming to their comprehensive plans; and

WHEREAS, the Washington County Development Code was adopted by the Washington County Board of Commissioners and became effective on October 20, 1997 as Washington County ordinance No. 127; and

WHEREAS, land in the unincorporated areas of the County (Townships) are divided into zoning districts and pursuant to Chapter Two, Section 1.2 of the Development Code, maps of the zoning districts of the unincorporated areas are designated as the Official Zoning Map of the County and are part of the Development Code; and
WHEREAS, the Townships’ plans are consistent with the Washington County Comprehensive Plan 2030 and are compatible with the plans of adjacent and affected jurisdictions; and

WHEREAS, the Townships have official controls/zoning ordinances/codes in place which implement the Township’s comprehensive plans; and

WHEREAS, the unincorporated areas of Washington County (Townships) will assume general land use and zoning responsibilities for their jurisdictions; and

WHEREAS, on May 24, 2016, the Washington County Planning and Advisory Commission held a public hearing on the subject amendment and approved recommendation of its adoption; and

WHEREAS, it is in the best interests of the Townships and the County for the Townships to assume general land use and zoning responsibilities for their respective jurisdictions except in those instances where the Townships and the County have determined that the County will continue to have the following official controls:

1. Subdivision Ordinance #131 and Ordinance #177

2. Lower St. Croix River Bluffland and Shoreland Management Ordinance #14 Statutory Authority: MN Stat.103F.301 to 103F.345, Wild and Scenic Rivers Act MN Rules Chapter 6105

3. Official Map Ordinance #68 and Ordinance #73
   Statutory Authority: MN Stat. 394.21 to 394.37

4. Shoreland Management Ordinance #134

5. Mining Ordinance #140 Statutory Authority: MN Stat. Chapter 394

6. Floodplain Ordinance #180

7. SSTS Ordinance #196 Statutory Authority: MN Stat. 115.55-115.56

NOW, THEREFORE BE IT RESOLVED that Washington County hereby amends the Comprehensive Plan 2030 by removing Land Use authority within the unincorporated areas of the county with the exception of those ordinances listed in the last recital of this resolution, which is reflected on the Future Land Use Map as set forth in Exhibit A, which is attached hereto and incorporated herein.

BE IT FURTHER RESOLVED, that the Washington County Zoning Administrator is directed to make the changes set forth in the 2030 Washington County Comprehensive Plan and from and after the effective date of this Ordinance, dated August 16, 2016 and cause the same to be published and codified according to law.
BE IT FURTHER RESOLVED, that the Washington County Zoning Administrator is directed to amend the Washington County Development Code consistent with the policy direction provided in the Washington County Comprehensive Plan 2030.

BE IT FURTHER RESOLVED, that the Washington County Zoning Administrator is directed to send the amendment to the 2030 Comprehensive Plan to the Metropolitan Council for approval, together with the amended official controls, and notify all affected jurisdictions who coordinate in the implementation of the Comprehensive Plan and the Development Code of the affected amendments.

Commissioner Kriesel seconded the motion and it was adopted 4-0 with a Roll Call vote as follows: Ayes, Commissioners Bigham, Kriesel, Weik, and Miron; Nays, none.

PUBLIC WORKS

Reject All Bids for the Woodbury Service Center Reroof Project

Commissioner Weik moved to reject all bids for the Woodbury Service Center Reroof Project, Commissioner Bigham seconded the motion and it was adopted unanimously.

GENERAL ADMINISTRATION

Molly O’Rourke, County Administrator, reported that the August 17th Plat Commission meeting has been cancelled. She summarized the budget presentations that will be presented at today’s Board Meeting, and at next week’s Board Meeting.

North Shop Project Update and North Shop Open House

Don Theisen, Public Works Director provided an update on the North Shop project. The project has been completed $1 million under budget, and 3 months ahead of schedule. The funding for the project was State Aid Gas Tax, approximately $2.2 million. The North Shop Open House will be this Saturday from 11:00 a.m. to 3:00 p.m. This event is open to the public, and will have activities for children and families.

COMMISSIONER REPORTS - COMMENTS – QUESTIONS

Commissioner Weik reported that she attended an annual picnic jointly hosted by the VFW and the Legion in Woodbury. She attended a National Association of Counties (NACo) Central Region conference call, and reported that Minnesota is the only state with 100% NACo membership of all of the state’s counties. She attended a Woodbury Yellow Ribbon Network meeting, and reported that it will have paver sells for the Lion’s Memorial at Woodbury Days. She attended an East Metro Strong meeting yesterday, with a focus on workforce, and the Red Line cities will be invited to join East Metro Strong.
She attended a veterans memorial golf tournament in memory of former Commissioner Dick Stafford at Eagle Valley Golf Course.

Commissioner Bigham reported that she attended Pioneer Day last Sunday in Newport. She reported that Heritage Days will be this week-end in St. Paul Park. She attended the Washington County Parent Aware event. She attended a National Association of Counties (NACo) Central Region conference call.

Commissioner Kriesel thanked Commissioner Miron for attending a Minnesota Inter-County Association (MICA) meeting for him in his absence. He reported that he attended meetings with constituents within his district.

Commissioner Miron reported that he attended the Minnesota Inter-County Association (MICA) meeting. He provided a presentation at the Scandia Marine Lion’s Club meeting regarding county activities. He attended a Rush Line meeting in White Bear Lake, and reported that the communication allocation for this coming year will be funded by Ramsey County in the amount of $40,000. He attended a Board of Canvas Meeting to certify the primary election results. He attended several community open houses, including Wilson Tool’s 50th Anniversary celebration. He attended a fund raiser golf tournament on Sunday, hosted by the Yellow Ribbon Network, with Kevin Corbid, Deputy Administrator, and Dan Papin, Community Services Director.

**BOARD CORRESPONDENCE**

Board correspondence was received and placed on file.

**ADJOURNMENT**

There being no further business to come before the Board, Commissioner Weik moved to adjourn, seconded by Commissioner Bigham, and it was adopted unanimously. The Board meeting adjourned at 9:39 a.m.

**BOARD WORKSHOP – 2017 PROPOSED BUDGET**

The Board met in workshop session to discuss the 2017 proposed budget with the following departments: Attorney’s Office, Community Corrections, and Sheriff’s Office. No business was transacted and the public was welcome to attend. Present for the workshop session were Commissioners Bigham, Weik, Miron, and Kriesel. Also present were Molly O’Rourke, and county staff.
August 16, 2016

Fran Miron, Board Chair
County Board

Attest:

Molly F. O’Rourke
County Administrator
Approval to reappoint Craig Leiser, Grant, to the Brown's Creek Watershed District Board of Managers to a three-year term expiring October 21, 2019.

Commissioner Miron and Commissioner Kriesel recommend this reappointment.
Request for Board Action

Commissioner's Report

Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT: Administration</th>
<th>REQUESTOR: Alyssa Soderlund</th>
<th>REQUESTOR PHONE: 651-430-6015</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER(S):</td>
<td>MEDIA CONTACT: Yvonne Klinner</td>
<td>MEDIA CONTACT PHONE: 651-430-6026</td>
</tr>
</tbody>
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Agenda Item Details

| BRIEF DESCRIPTION OF YOUR REQUEST: Approval to appoint Chris Eng to the economic development representative position of the Workforce Development Board to a first term expiring June 30, 2019. |
| AGENDA YOU ARE REQUESTING TIME ON: Consent |
| ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? Yes |
| BACKGROUND/JUSTIFICATION: In June the County Board of Commissioners approved the conversion of the county's Housing and Redevelopment Authority (HRA) to the Washington County Community Development Agency (WCCDA). The WCCDA has hired Chris Eng to the position of Economic Development Director. The Washington County Commissioners recommend the appointment of Chris Eng to the Workforce Development Board to fill the economic development position. |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No |

Budget Information

| FUNDING: NA |

Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY: George Kuprian</th>
<th>COUNTY ADMINISTRATOR: Molly O'Rourke</th>
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<tbody>
<tr>
<td>RECOMMENDATIONS: N/A</td>
<td>RECOMMENDATIONS: Approved</td>
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<tr>
<td>COMMENTS:</td>
<td>COMMENTS:</td>
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Request for Board Action

Commissioner's Report

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<th>REQUESTOR PHONE:</th>
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<tr>
<td>Administration</td>
<td>Kevin Corbid</td>
<td>651-430-6003</td>
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<tr>
<th>BRIEF DESCRIPTION OF YOUR REQUEST:</th>
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<td>Set public hearing for September 27, 2016 regarding the modification of the enabling resolution of the Washington County Community Development Agency.</td>
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<tr>
<th>IS THIS MANDATED?</th>
<th>EXPLANATION OF MANDATE:</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Minnesota Statute 469.093 requires a public hearing be held prior to any modification of the enabling resolution of a housing and redevelopment authority or economic development authority.</td>
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<tr>
<th>BACKGROUND/JUSTIFICATION:</th>
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<tr>
<td>In 1980, Washington County created the Washington County Housing and Redevelopment Authority (HRA) following the procedures established in Minnesota Statutes. Washington County passed Resolution 80-87, enabling the Washington County HRA with housing and redevelopment powers.</td>
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<td>In 2016, the Washington County HRA's enabling law was amended by the Laws of Minnesota 2016, Chapter 92, Sections 2, 3 and 4. The new law added economic development authority powers and renamed the HRA to the Washington County Community Development Agency (CDA). The boards of commissioners of both the then HRA and Washington County passed resolutions approving the law as required by Minnesota Statute 645.021. Washington County must also pass a resolution enabling the Washington County CDA with economic development powers. This resolution may include restrictions to those powers as determined by the County Board. Prior to passing this enabling resolution, a public hearing must be held.</td>
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<td>It is proposed that the public hearing be held on September 27, 2016 after notice of the hearing has been published for two consecutive weeks.</td>
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<td>George Kuprian</td>
<td>Molly O'Rourke</td>
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<tr>
<td>RECOMMENDATIONS: Approved</td>
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# Request for Board Action

## Commissioner's Report

**Request for Board Action**

**Commissioner's Report**

**Board Meeting Date:**
September 06, 2016

**Agenda Item Number:**
3E

### Department Information

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<thead>
<tr>
<th>Originating Department:</th>
<th>Requestor:</th>
<th>Requestor Phone:</th>
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<tbody>
<tr>
<td>Administration</td>
<td>Kevin Corbid</td>
<td>651-430-6003</td>
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<td>Yvonne Klinner</td>
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### Agenda Item Details

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<th>Brief Description of Your Request:</th>
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<td>Approval of resolution recognizing the 100th anniversary of the Houle Feed Mill.</td>
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<td>Consent</td>
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<tr>
<th>Is This Mandated?</th>
<th>Explanation of Mandate:</th>
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<tr>
<td>In 1916, E.J. and Harry Houle made the first sale of feed from the newly formed Houle Feed Mill. The Houle Feed Mill is located in the City of Forest Lake and on August 20, 2016 celebrated with the community their 100th Anniversary. At the direction of Commissioner Miron, staff has prepared a resolution congratulating the Houle family on 100 years of serving the community.</td>
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### Budget Information

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<tbody>
<tr>
<td>NA</td>
</tr>
</tbody>
</table>

### Approvals

<table>
<thead>
<tr>
<th>County Attorney:</th>
<th>County Administrator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendations:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Resolution Recognizing Houle Feed Mill of Forest Lake for 100 Years of Business

WHEREAS, Houle Feed Mill, a member of the Washington County business community, is celebrating its 100th anniversary this year; and

WHEREAS, Houle Feed Mill has been a hallmark local business throughout its history; and

WHEREAS, Houle Feed Mill is a generous contributor to the communities in which it does business; and

WHEREAS, Houle Feed Mill has worked to thrive alongside the population growth in Washington County; and

WHEREAS, Houle Feed Mill has adapted to serve the changing face of agriculture in Washington County throughout those 100 years; and

WHEREAS, the County Board is grateful for the contributions Houle Feed Mill has made to Washington County as a local business; and

WHEREAS, the County Board wishes to congratulate Houle Feed Mill and the Houle family on celebrating its 100th anniversary in business;

NOW THEREFORE BE IT RESOLVED that the Washington County Board of Commissioners hereby congratulates Houle Feed Mill on 100 years of business, congratulates it on the recognition provided by the community, and thanks the company for the richness that it has brought to life in Washington County.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

YES   NO
Request for Board Action

**Commissioner's Report**

**BOARD MEETING DATE:**
September 06, 2016

**AGENDA ITEM NUMBER:** 3F

---

**Department Information**

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
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<th>REQUESTOR PHONE:</th>
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</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Rita Conlin</td>
<td>651-430-4354</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
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<th>MEDIA CONTACT PHONE:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Sharon Price</td>
<td>651-430-4391</td>
</tr>
</tbody>
</table>

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**Agenda Item Details**

**BRIEF DESCRIPTION OF YOUR REQUEST:**
Approve a lease agreement with Scott and Moira Schomburg for the county-owned house located at 15330 Afton Hills Court South, Afton.

**AGENDA YOU ARE REQUESTING TIME ON:** Consent

**ARE YOU SEEKING APPROVAL OF A CONTRACT?** Yes

**IS THIS MANDATED?** No

**EXPLANATION OF MANDATE:**

**BACKGROUND/JUSTIFICATION:**
Washington County acquired the property at 15330 Afton Hills Court South for the construction of the 800 MHZ radio tower located in the City of Afton. The existing residence was rented back to the original property owners who subsequently vacated.

Scott and Moira Schomburg have signed a lease agreement with the county to rent the house for a term of 24 months, beginning September 6, 2016 to September 5, 2018, for $1,150 per month. The tenant also pays utilities and sanitation. Revenue received from rental of the house supplements the Parks Division Operations Fund 211. These funds help pay for the maintenance of the property.

The Public Works Department recommends approval of the lease agreement with Scott and Moira Schomburg.

**PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?** No

---

**Budget Information**

<table>
<thead>
<tr>
<th>FUNDING:</th>
<th>EXPLANATION OF FUNDS:</th>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>Rent Revenue</td>
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**Approvals**

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
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<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
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<table>
<thead>
<tr>
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<th>COMMENTS:</th>
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</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
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<td></td>
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</table>
**Request for Board Action**

**Commissioner's Report**

**Department Information**

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
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</thead>
<tbody>
<tr>
<td>Sheriff's Office</td>
<td>Jill Zenzola</td>
<td>651-430-7978</td>
</tr>
<tr>
<td>PRESENTER(S):</td>
<td>William Hutton</td>
<td>651-430-7601</td>
</tr>
</tbody>
</table>

**Agenda Item Details**

<table>
<thead>
<tr>
<th>BRIEF DESCRIPTION OF YOUR REQUEST:</th>
<th>ARE YOU SEEKING APPROVAL OF A CONTRACT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of a resolution accepting fundraiser proceeds for the Washington County Sheriff’s Office Explorers Program.</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENDA YOU ARE REQUESTING TIME ON:</th>
<th>IS THIS MANDATED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent</td>
<td>No</td>
</tr>
</tbody>
</table>

**BACKGROUND/JUSTIFICATION:**
The Washington County Sheriff’s Office Explorers Program operated a fast pitch booth fundraiser at this year's Washington County Fair. The Explorers raised $1,862.00 at the booth. The money raised will be used for program related training expenses for the Explorers.

<table>
<thead>
<tr>
<th>PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
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</tbody>
</table>

**Budget Information**

<table>
<thead>
<tr>
<th>FUNDING:</th>
<th>EXPLANATION OF FUNDS:</th>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>Donations from a fundraiser</td>
</tr>
</tbody>
</table>

**Approvals**

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Explorers Program Fundraiser

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

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

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

NOW, THEREFORE BE IT RESOLVED, That the Washington County Board of Commissioners does hereby approve the fundraiser donations in the amount of $1,862 from the Washington County Fair speed pitch booth for the Washington County Explorers Program.

ATTEST:

COUNTY ADMINISTRATOR

MIRON
KRIESEL
WEIK
BIGHAM

COUNTY BOARD CHAIR

YES  NO
Approval of a resolution authorizing the Washington County Sheriff's Office to accept a grant in the amount of $10,000 from the Metropolitan Regional Arts Council for a creative writing program for female offenders.

The Metropolitan Regional Arts Council has awarded the Washington County Sheriff's Office a grant in the amount of $10,000. The funding will be used to bring two professional writers into the jail to teach women offenders writing skills. Over the term of the grant three writing sessions will be offered, each four weeks in duration, meeting two evenings per week. Each participant of the program will publish an anthology consisting of personal stories and poems that will be circulated in the Washington County Libraries. The term of this grant is July 1, 2016 to June 30, 2017.
Female Offender Creative Writing Program Grant

BE IT RESOLVED, that the Washington County Sheriff’s Office is authorized to enter into a grant agreement with the Metropolitan Regional Arts Council to fund a creative writing program for female offenders housed in the Washington County Jail.

BE IT FURTHER RESOLVED, that the Washington County Sheriff, William M. Hutton, is hereby authorized to execute and sign this grant agreement and any amendments thereto, as are necessary to implement this agreement on behalf of the Washington County Sheriff’s Office.
### Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff's Office</td>
<td>Jill Zenzola</td>
<td>651-430-7978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>William Hutton</td>
<td>651-430-7601</td>
</tr>
</tbody>
</table>

### Agenda Item Details

**BRIEF DESCRIPTION OF YOUR REQUEST:**

Approval of a resolution authorizing the Washington County Sheriff's Office to accept a donation of Automatic External Defibrillator (AED) pads and batteries from Mark Altmann.

**AGENDA YOU ARE REQUESTING TIME ON:**

Consent

**ARE YOU SEEKING APPROVAL OF A CONTRACT?**

No

**IS THIS MANDATED?**

No

**EXPLANATION OF MANDATE:**

Mark Altmann of Scandia, MN has requested to donate 30 Automatic External Defibrillator (AED) pads and 5 AED batteries to the Washington County Sheriff's Office. The AED pads are valued at $51 each and the AED batteries are valued at $398 each making the total value of the donation $3,520.

**PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?**

No

### Budget Information

**FUNDING:**

NA

### Approvals

**COUNTY ATTORNEY:**

George Kuprian  
**RECOMMENDATIONS:** Approved  
**COMMENTS:**

**COUNTY ADMINISTRATOR:**

Molly O'Rourke  
**RECOMMENDATIONS:** Approved  
**COMMENTS:**
Donation to the Washington County Sheriff’s Office

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 donation, gifts, and bequests.

NOW, THEREFORE BE IT RESOLVED, That the Washington County Board of Commissioners does hereby approve a donation of 30 Automatic External Defibrillators (AED) pads and 5 AED batteries at a total value of $3,520 to the Washington County Sheriff’s Office from Mark Altmann of Scandia, Minnesota.
Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Rita Conlin</td>
<td>651-430-4354</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Ticknor</td>
<td>Frank Ticknor</td>
<td>651-430-4319</td>
</tr>
</tbody>
</table>

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:
Approve work orders #3, #6 and #7 to Contract 9010 with Valley Paving Inc. for work on the County State Aid Highway (CSAH) 13 and CSAH 20 roundabout construction project.

AGENDA YOU ARE REQUESTING TIME ON: Board
TIME NEEDED: 5

ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes

IS THIS MANDATED? No

EXPLANATION OF MANDATE:
The County Board awarded the construction contract for the CSAH 13/CSAH 20 roundabout construction project, located in the City of Woodbury, to Valley Paving Inc. on August 5, 2014. In accordance with the county contract policy for construction contracts, board approval is required if the sum of the contract changes exceed 7 percent of the original contract or if a single change is equal to or exceeds $100,000.

Work order #3 in the amount of $53,618.54 is for the saw cutting and removal of temporary curbing and bituminous, and for other measures taken to ensure the roundabout was open for traffic while construction was suspended for the winter.

Work order #6 in the amount of $24,340.11 is for replacing unsuitable subgrade and topsoil material to meet watershed permit requirements on the trail segment added to connect the roundabout to Tower Drive.

Work order #7 in the amount of $39,773.16 is for drainage structures and pipe added to the project due to modifications to the storm sewer.

Note: Work orders #1, #2, and #4 were previously approved in accordance with county contract policy. These work orders are included in the presentation. Work order #5 was not executed and will not be used.

Contract Summary:

| Original Amount:      | $1,249,806.58 |
| Previous Work Orders: | $64,580.68    |
| Current Work Orders:  | $117,731.81   |
| Contract Total:       | $1,432,119.07 |

The CSAH 13/CSAH 20 roundabout project is funded by state aid. The above work orders are within the project's budget and no additional funding is needed.

Recommendation is made to approve the work orders.
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Yes

12/17/13 - Board adopted the 2014-2018 Capital Improvement Plan that identifies this project.

6/17/14 - Board adopted resolution to acquire right of way.

8/5/14 - Board adopted resolution awarding the bid for construction to Valley Paving, Inc.

Budget Information

<table>
<thead>
<tr>
<th>FUNDING:</th>
<th>EXPLANATION OF FUNDS:</th>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>State Aid</td>
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Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
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</thead>
<tbody>
<tr>
<td>George Kuprian</td>
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<td></td>
</tr>
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<table>
<thead>
<tr>
<th>COUNTY ADMINISTRATOR:</th>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molly O'Rourke</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
County State Aid Highway (CSAH) 13 & CSAH 20 Roundabout Project Work Orders

September 6, 2016

Frank Ticknor
Design Engineer
Contract WO’s, CO’s and SA’s

- Contract Changes are performed with Work Order’s (WO’s), Change Orders (CO’s) and Supplemental Agreements (SA’s)

<table>
<thead>
<tr>
<th>Contract Changes for Contract #9010</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Orders</td>
<td>6</td>
</tr>
</tbody>
</table>

- An early November snow event and cold spell did not allow the contractor to fully complete work. We agreed to build temporary elements to get the intersection open for the winter and complete in the spring.
Work Order #1

• Summary: Work related to early winter suspension. This work order covered:
  – Temporary lighting
  – Temporary concrete medians
  – Temporary storm sewer
  – Temporary bituminous road and trail

• Amount: $27,871.19
Work Order #2

• Summary: Work related to early winter suspension:
  – Grading for interim lane configuration
  – Installation of gravel for interim lane configuration
  – Reclamation of frozen aggregate base as prep for winter paving

• Amount: $17,546.08
Work Order #3

• Summary: Work related to removal of the temporary items placed due to early winter suspension:
  – Sawcut and removal of temporary bituminous and concrete
  – Grading and unsuitable material removal at locations of temporary elements

• Amount: $53,618.54
Work Order #4

• Summary: Work related to early winter suspension:
  – Additional traffic Control Items
    • Warning signs
    • Barricades
    • Traffic drums
    • Electronic arrow board

• Amount: $19,163.41
Work Order #5

• Was not executed and will not be used
Work Order #6

• Summary: This work is NOT related to early winter suspension:
  – Removal of unsuitable subgrade materials for proposed trail construction
  – Replacement gravel for proposed trail construction
  – Removal of unsuitable topsoil materials in certain areas on roadway side slopes
  – Replacement topsoil in roadway side slopes

• Amount: $24,340.11
Work Order #7

- Summary: This work is related to early winter suspension:
  - Temporary lighting removal
  - Temporary storm sewer removal
  - Storm sewer modifications from temporary to final required some additional structures and pipe to limit impacts to existing utilities and new construction items

- Amount: $39,773.16
## Summary

<table>
<thead>
<tr>
<th>Contract Change</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Work Order #1</td>
<td>$27,871.19</td>
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<tr>
<td>Work Order #2</td>
<td>$17,546.08</td>
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<tr>
<td>Work Order #3</td>
<td>$53,618.54</td>
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<tr>
<td>Work Order #4</td>
<td>$19,163.41</td>
</tr>
<tr>
<td>Work Order #5</td>
<td>Not Used</td>
</tr>
<tr>
<td>Work Order #6</td>
<td>$24,340.11</td>
</tr>
<tr>
<td>Work Order #7</td>
<td>$39,773.16</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$182,312.49</strong></td>
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- Work orders #1, #2, and #4 were previously approved in accordance with County contract policy in the amount of $64,580.68
- Work order #5 was not executed and will not be used
Summary

• The contract with Valley Paving Inc. was completed at a 14.5 percent increase over the original contract amount
• 7.5 percent over the construction contingency goal of 7 percent
• 87 percent of Work Order total was due to early winter suspension work
• The final payment and contract close out will occur at a later date. There is $7,000 of retainage being held on this contract waiting for final close out documents from Valley Paving Inc.
• This project is 100% funded by state aid
Actions

• Approval of work orders #3, #6, and #7 to Contract 9010 with Valley Paving Inc. in the amount of $117,731.81
Questions?
Request for Board Action

Commissioner's Report

BOARD MEETING DATE:
September 06, 2016

AGENDA ITEM NUMBER:
4B

Department Information

<table>
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<tr>
<th>ORIGINATING DEPARTMENT:</th>
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<tr>
<td>Public Works</td>
<td>Rita Conlin</td>
<td>651-430-4354</td>
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<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
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</thead>
<tbody>
<tr>
<td>Frank Ticknor</td>
<td>Frank Ticknor</td>
<td>651-430-4319</td>
</tr>
</tbody>
</table>

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:
Approval of the Union Pacific Railroad Company's Public Highway At-Grade Crossing Improvement Agreement.

AGENDA YOU ARE REQUESTING TIME ON:
Board

TIME NEEDED:
10

ARE YOU SEEKING APPROVAL OF A CONTRACT?
Yes

IS THIS MANDATED?
No

EXPLANATION OF MANDATE:

BACKGROUND/JUSTIFICATION:
Washington County has partnered with the City of Lake Elmo to improve and replace aged infrastructure systems in the downtown Lake Elmo area. As a part of Phase II of this project, a sidewalk crossing the railroad tracks on County State Aid Highway (CSAH) 17 will be constructed to connect pedestrians from the commercial district downtown to the residential area south of the railroad tracks.

An existing agreement with the Union Pacific Railroad allows CSAH 17 to cross railroad property. This new agreement grants additional width to include sidewalks to be owned and maintained by the county. In order to accommodate construction of the sidewalk, an agreement with the Union Pacific Railroad is needed for:

1. Permanent use of Union Pacific Railroad property for the pedestrian crossing.
2. Temporary use of the Union Pacific property to construct the pedestrian crossing.
3. Extension of the concrete railroad crossing panels allowing pedestrians to cross the tracks without stepping over the rails.

The cost for improving the railroad crossing in the estimated amount of $87,930 is funded by state aid and the City of Lake Elmo.

Financial Summary:

<table>
<thead>
<tr>
<th>Expense</th>
<th></th>
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<tbody>
<tr>
<td>Permanent Easement</td>
<td>$13,000</td>
</tr>
<tr>
<td>Temporary Easement</td>
<td>$2,000</td>
</tr>
<tr>
<td>Railroad crossing panel installation</td>
<td>$72,930</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>$87,930</strong></td>
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<table>
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<tr>
<td>State Aid Funds</td>
<td>$79,680</td>
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<tr>
<td>City of Lake Elmo (Cooperative Agreement)</td>
<td>$8,250</td>
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<tr>
<td><strong>Total Funding</strong></td>
<td><strong>$87,930</strong></td>
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PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No
## Budget Information

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<th>EXPLANATION OF FUNDS:</th>
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<tr>
<td>Combo</td>
<td>State Aid and City of Lake Elmo</td>
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<table>
<thead>
<tr>
<th>FINANCIAL IMPACT:</th>
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<tbody>
<tr>
<td>YEAR: 2016</td>
</tr>
<tr>
<td>AMOUNT: $87,900</td>
</tr>
<tr>
<td>BUDGETED: Partial</td>
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</tbody>
</table>

**EXPLANATION OF BUDGET CHANGES:**
The budget amendment request is for the Budget (BA) and Job Cost (JA) ledgers. The funding for this cost is from the City of Lake Elmo and State Aid.

## Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
</table>

**RECOMMENDATIONS:**
- Approved
- Approved

**COMMENTS:**
Presentation Topics

– Project Background & Overview
  • Review CSAH 17 (Lake Elmo Ave) Reconstruction Project Phase 2
  • Union Pacific Railroad Agreement for Additional Pedestrian Facilities

– Financial Review
– Project Schedule
– Board Action
Historic Partnership Opportunity

• City, County, Watershed & Minnesota Department of Transportation (MnDOT)
  – Sanitary sewer to “Old Village”
  – Reduce chronic flooding problems
  – New pavement, striping & crosswalks
  – New sidewalk & Americans with Disabilities Act (ADA) accessibility
    – Landscaping, lighting & aesthetics
  – Phase 1 - $4.6 million (2015 construction)

• Catalyst for business success
Railroad Crossing Location Map
Union Pacific Railroad Agreement
Union Pacific Railroad Agreement
Union Pacific Railroad Agreement

• Agreement for permanent use of Union Pacific property for sidewalks on both sides of CSAH 17
  – Permitted cost for this is $13,000

• Agreement for temporary use of Union Pacific property for construction of sidewalks
  – Permitted cost for this is $2,000

• Agreement for Union Pacific to construct the crossing panels to accommodate accessible sidewalks
  – Union Pacific will complete this work at an estimated cost of $72,930
Financial Review

• Expense - $87,930
  – $13,000 – Permanent Easement
  – $2,000 – Temporary Easement
  – $72,930 – Railroad crossing panel installation

• Revenue - $87,930
  – $79,680 from State Aid Funds
  – $8,250 from Lake Elmo (Cooperative Agreement)
<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise</td>
<td>March 2016</td>
</tr>
<tr>
<td>Open Bids</td>
<td>April 2016</td>
</tr>
<tr>
<td>Award Contract</td>
<td>May 2016</td>
</tr>
<tr>
<td>Construction</td>
<td>May-October 2016</td>
</tr>
<tr>
<td>Final Clean-Up</td>
<td>April-June 2017</td>
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</table>
Board Action

• Request approval of a Construction Agreement with Union Pacific Railroad (Number 2543-88) for Temporary and Permanent use of Union Pacific property for the installation of pedestrian facilities and crossing panels
Questions?
AGREEMENT NO. 2543-88
WITH THE UNION PACIFIC RAILROAD COMPANY

WHEREAS, the County will install pedestrian facilities on the easterly and westerly sides of the existing Lake Elmo Road at-grade crossing as part of the Lake Elmo Downtown Reconstruction Project currently taking place; and

WHEREAS, the Union Pacific Railroad Company Agreement No. 2543-88, provides for the extension of the railroad crossing panels to accommodate the proposed pedestrian facilities on the easterly and westerly sides of the Lake Elmo Road at-grade crossing; and

WHEREAS, the Union Pacific Railroad Company Agreement No. 2543-88, provides for the connection, use and maintenance of the additional 2,143 square feet of Railroad property at the Roadway according to prepared plans, specifications and special provisions designated by Union Pacific Railroad Company and County.

NOW, THEREFORE, BE IT RESOLVED, that the Chair and the Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Union Pacific Railroad Company prescribing the terms and conditions set forth and contained in “Union Pacific Railroad Company Agreement No. 2543-88”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners hereby authorizes funds to pay for the work included in the Union Pacific Railroad Company Agreement No. 2543-88.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

MIRON
KRIESEL
WEIK
BIGHAM

YES  NO
Request for Board Action

Commissioner's Report

Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Rita Conlin</td>
<td>651-430-4354</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne Sandberg</td>
<td>Andrew Giesen</td>
<td>651-430-4336</td>
</tr>
</tbody>
</table>

Agenda Item Details

<table>
<thead>
<tr>
<th>BRIEF DESCRIPTION OF YOUR REQUEST:</th>
<th>AGENDA YOU ARE REQUESTING TIME ON:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve contract with Dresel Contracting Inc. in the amount of $72,000 to crush and blend recycled road maintenance material.</td>
<td>Board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME NEEDED:</th>
<th>ARE YOU SEEKING APPROVAL OF A CONTRACT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IS THIS MANDATED?</th>
<th>EXPLANATION OF MANDATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACKGROUND/JUSTIFICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The county stockpiles old pavement (millings) and gravel base (reclaimed material) from pavement improvement projects at the county pit in May Township. About every 5 years, this material is crushed and blended with sand and gravel to create shouldering material used by the Public Works Department to maintain the county road system. This practice of recycling road millings conserves natural resources and reduces the energy used to produce road maintenance material. It is also cost effective. To purchase new material would cost $9 per ton, whereas the recycled material will cost less than $3 per ton. Quotes were requested for this work, with the lowest cost quote coming from Dresel Contracting Inc. in the amount of $72,000 ($2.82 per ton, plus $1,500 mobilization) for a crushing volume of 25,000 tons. This is a budgeted expense in Road &amp; Bridge Operations Fund 210. Twenty-five thousand tons of material will supply the county's needs for approximately 5 years. The Public Works Department recommends entering into a contract with Dresel Contracting Inc. to crush and blend recycled road material.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?</th>
<th></th>
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<tbody>
<tr>
<td>No</td>
<td></td>
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Budget Information

<table>
<thead>
<tr>
<th>FUNDING:</th>
<th>EXPLANATION OF FUNDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Road Operations Fund 210</td>
</tr>
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</table>

Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Gravel Crushing Contract Award
September 6, 2016

Wayne Sandberg
Public Works Deputy Director
County Engineer
Washington County Highway System

- Approximately 280 miles of highway
- 700+ centerline culverts
- 150+ sections of guardrails that sum up to over 50,000 feet in length
- 27 bridges
- 100+ traffic signals
- 15 roundabouts
- Thousands of signs
- Miles of storm sewer and curb & gutter
- Tens of hundreds of miles of catch basins
Washington County Highway Maintenance

• North Shop located in Stillwater Township
  – Serves northern half of county
  – 11 maintenance workers
  – Nearest location to county’s gravel pit
  – Also houses our sign shop and mechanics

• South Shop located in Woodbury
  – Serves southern half of county
  – 11 maintenance workers
Washington County Highway Maintenance

Maintenance workers at both locations work to maintain a safe and reliable highway network. Tasks for maintenance workers include:

- Maintaining gravel shoulders
- Snow plow operations
- Culvert replacement and cleaning
- Ditch cleaning
- Clearing brush in sight lines
- Guardrail replacements
- Street sweeping
- Mowing of ditches
- Etc.
County’s Gravel Pit

- During our annual pavement improvement projects, the county recycles old pavements (millings) and gravel bases (reclaimed material).

- These recycled materials are stockpiled at our county pit.
Recycled Pavement (Millings)
Crushing Operation

• The county reuses these recycled materials to create shouldering material to maintain our highway system. This material is also used for culvert replacements, to create roads & parking lots in our county parks, and for other miscellaneous projects.

• To create this shouldering material, the recycled materials need to be crushed and blended.

• The county uses about 5,000 tons of shouldering material each year.

• This contract would crush up to 25,000 tons, giving the county a approximately a 5 year supply of shouldering material.
Benefits

• Initial cost savings during pavement improvement projects.
  – Do not have to pay for contractor to haul excess material off-site

• Long term cost savings.
  – Cost of shouldering material is $9.00 per ton
  – The cost to crush our own material is under $3.00 per ton

• The practice of recycling road material conserves natural resources and reduces the energy used to produce shouldering material.

• Inventory levels of this valuable commodity are tracked in our financial systems by operations and accounting staff.
Project Contract

• Three quotes were received

• Will be requesting Board approval of a contract with Dresel Contracting, Inc. in the amount of $72,000.
Questions?
Request for Board Action

Commissioner's Report

BOARD MEETING DATE: September 06, 2016
AGENDA ITEM NUMBER: 4D-E

Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Rita Conlin</td>
<td>651-430-4354</td>
</tr>
<tr>
<td>PRESENTER(S):</td>
<td>MEDIA CONTACT:</td>
<td>MEDIA CONTACT PHONE:</td>
</tr>
<tr>
<td>Wayne Sandberg</td>
<td>Frank Ticknor</td>
<td>651-430-4319</td>
</tr>
</tbody>
</table>

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

1. Approve a contract with Global Specialty Contractors, Inc. for signage replacement and amenities along the Hardwood Creek Regional Trail in the amount of $244,792.50.
2. Approve permanent use of fund balance in an amount not to exceed $193,500 from the Parks Operations Fund 211 to complete signage replacement and install amenities along the Hardwood Creek Regional Trail.

AGENDA YOU ARE REQUESTING TIME ON: Board
TIME NEEDED: 10
ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes

IS THIS MANDATED? No
EXPLANATION OF MANDATE:

BACKGROUND/JUSTIFICATION:
This project involves the replacement of all trail signage and the installation of amenities, such as kiosks and benches, along the Hardwood Creek Regional Trail as the final phase of the trail's rehabilitation that began in 2014. The Hardwood Creek Regional Trail is a 9.5 mile multiple-use trail in northwestern Washington County running adjacent to State Highway 61, from County Road 8 (Frenchman Road) in Hugo to the Washington/Chisago County Line in Forest Lake.

Electronic bids for the project were requested and the bid opening held on August 16, 2016, with the following results:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Specialty Contractors, Inc.</td>
<td>$244,792.50</td>
</tr>
<tr>
<td>Pember Companies, Inc.</td>
<td>$343,006.50</td>
</tr>
<tr>
<td>Urban Companies</td>
<td>$396,575.00</td>
</tr>
<tr>
<td>Engineer's Estimate</td>
<td>$152,510.00</td>
</tr>
</tbody>
</table>

*Apparent lowest responsible bidder.

Global Specialty Contractor, Inc. provided the lowest responsible bid. Their bid was $92,282.50 above the engineer's estimate primarily due to the specialty nature of the kiosk signs. This remaining part of the Hardwood Creek Regional Trail Rehabilitation Project is financed with fund balance from Parks Operating Fund 211. The bid coming in over estimate does require more use of Parks fund balance but does not impact future planned uses of the Parks fund.
### Financial Summary:

**Expense**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>$244,792.50</td>
</tr>
<tr>
<td>7% Contingency (of construction)</td>
<td>$17,135.45</td>
</tr>
<tr>
<td>Signs</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>$271,927.95</strong></td>
</tr>
</tbody>
</table>

**Funding**

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously approved fund balance remaining, Parks Fund 211</td>
<td>$78,500.00</td>
</tr>
<tr>
<td>Fund balance, Parks Fund 211</td>
<td>$193,500.00</td>
</tr>
<tr>
<td><strong>Total Funding</strong></td>
<td><strong>$272,000.00</strong></td>
</tr>
</tbody>
</table>

### Previous Action on Request / Other Parties Involved?

Yes

- 8/12/14 - Board enters into consulting contract for engineering services for the Hardwood Creek Regional Rehabilitation Project.
- 10/9/12 - Board enters into a grant agreement with the Metropolitan Council for funding of the Hardwood Creek Regional Trail Rehabilitation Project.
- 10/7/14 - Board adopted resolution awarding the bid for the Hardwood Creek Regional Trail Project; and Board approved permanent use of fund balance to pay for project costs not covered by Metropolitan Council Grant funding.

### Budget Information

<table>
<thead>
<tr>
<th>FUNDING:</th>
<th>EXPLANATION OF FUNDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Permanent Use of Fund Balance from Parks Operations Fund 211</td>
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</tbody>
</table>

**Financial Impact:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Budgeted</th>
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</thead>
<tbody>
<tr>
<td>2016</td>
<td>$193,500</td>
<td>Partial</td>
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</table>

**Explanation of Budget Changes:**

The budget amendment request is for the Budget (BA) and Job Cost (JA) ledgers. As of 8/26/16, there was $856,476.91 in fund balance in Parks Operations Fund 211.

### Approvals

<table>
<thead>
<tr>
<th>County Attorney:</th>
<th>Recommended</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County Administrator:</th>
<th>Recommended</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molly O'Rourke</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
Hardwood Creek Regional Trail
Signage Replacement and Amenities
Contract Award

September 6, 2016

Wayne Sandberg
Public Works Deputy Director
County Engineer
Hardwood Creek Regional Trail

- Located in the City of Hugo and Forest Lake
- Over 9 miles in length
- High usage in summer and winter
  - Pedestrians, bicyclists, equestrian, snowmobile, etc.
  - Most used trail network owned by Washington County
Hardwood Creek Regional Trail

• Recent Projects:
  – Trail Extension (2014)
    • Trail extended from 140th St. to 145th St.
    • $250,000 construction project
  – Resurfacing of entire trail (2015)
    • 20+ year old trail was resurfaced
    • $1,000,000 construction project
Current Challenges

• Signage challenges
  – Confusing messaging
  – Inconsistency
  – Some sign locations are a safety concern
  – Too many signs
Current Challenges

• Shared usage
  – Snowmobile riders have hard time judging where the paved trail is during winter
Current Challenges

- Limited trail amenities
- Lack of trail branding
Project Scope

• Provide uniform signing along the entire Hardwood Creek Trail to reduce confusion and to help distinguish snowmobile trail

• Add kiosks with trail information and branding as well as benches to provide amenities along trail
Stakeholders

- Used public engagement to gain acceptance of proposed trail usage signage
  - Hugo Snowmobile Club
  - Forest Lake Snowmobile Club
  - City of Hugo
  - City of Forest Lake
  - Minnesota Department of Natural Resources
  - Public
New Trail Signage

STATE LAW
SNO MOBILES MUST STOP BEFORE CROSSING ANY ROAD

MN Statute 84.87

SHARE THE TRAIL
Kiosk Design
Kiosk and Bench Layout
Financial Review

Expense:
• $271,927.95 Total for Signage Replacement and Amenities Project
  – $244,792.50 – Low Bid Amount
  – $17,135.45 – 7% contingency
  – $10,000 for signs

Revenue:
• $272,000 – Parks Fund Balance 211
Project Schedule

September 2016  Bid Award
September 2016  Construction Start
November 2016  Final Completion
Project Bid Award

• Opened bids on August 16, 2016
• Engineer’s Estimate for the construction portion of the project was $152,596.00.
• Three bids were received
• Requesting Board approval of a contract with Global Specialty Contractors, Inc. in the amount of $244,792.50.
• Requesting Board approval of permanent use of fund balance from Parks Operations Fund 211 not to exceed $193,500.
Questions?
## Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>June Mathiowetz</td>
<td>651-430-6016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Price, Land Acquisition Manager</td>
<td>Kevin Corbid</td>
<td>651-430-6003</td>
</tr>
</tbody>
</table>

## Agenda Item Details

**BRIEF DESCRIPTION OF YOUR REQUEST:**
Executive closed session to review a counteroffer on a potential purchase of a property in the City of Grant through the County Land and Water Legacy Program.

<table>
<thead>
<tr>
<th>AGENDA YOU ARE REQUESTING TIME ON:</th>
<th>ARE YOU SEEKING APPROVAL OF A CONTRACT?</th>
</tr>
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<tbody>
<tr>
<td>Executive Session</td>
<td>No</td>
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<td>15</td>
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<table>
<thead>
<tr>
<th>IS THIS MANDATED?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND/JUSTIFICATION:**
The county is considering a purchase to protect an undeveloped 13 acre parcel containing 1300 feet of Brown's Creek and 2.4 acres of wetland. The parcel identification number is 12.030.21.21.0005 and is located in the City of Grant. The property is located within a high priority area for the Land and Water Legacy Program and Brown's Creek Watershed District and will allow shared goals to be met around protecting the Brown’s Creek headwaters from development and addressing impairments that also affect the designated trout stream.

The County Board met in closed session to review the appraisal on the property on July 12, 2016. Brown's Creek Watershed District participated in a County Board workshop on July 26, 2016 to discuss their potential level of financial commitment to the project in addition to their willingness to own and manage the property. Staff proceeded to make an offer to the landowner on August 11th as the County Board directed. Staff has since received a counteroffer from the landowner which will be discussed during this session.

**PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?** Yes

Workshop to discuss Brown's Creek Watershed District Project Contribution (7-26-16); Executive Session to review appraisal (7-12-16); Workshop to introduce the project and approve conducting an appraisal (4-12-16).

## Budget Information

**FUNDING:**
NA

## Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Hodsdon</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
</table>

**RECOMMENDATIONS:** Approved

**COMMENTS:** Approved
The aerial photography depicted on this graphic was taken Spring 2013.
### Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Records &amp; Taxpayer Services</td>
<td>Jennifer Wagenius</td>
<td>651-430-6182</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Wagenius</td>
<td>Jennifer Wagenius</td>
<td>651-430-6182</td>
</tr>
</tbody>
</table>

### Agenda Item Details

**BRIEF DESCRIPTION OF YOUR REQUEST:**
Workshop to review the 2017 proposed budget for the Property Records and Taxpayer Services department.

<table>
<thead>
<tr>
<th>AGENDA YOU ARE REQUESTING TIME ON:</th>
<th>ARE YOU SEEKING APPROVAL OF A CONTRACT?</th>
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</thead>
<tbody>
<tr>
<td>Workshop</td>
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<table>
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<th>IS THIS MANDATED?</th>
<th>EXPLANATION OF MANDATE:</th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>No</td>
<td></td>
</tr>
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</table>

**BACKGROUND/JUSTIFICATION:**
The department will present its 2017 budget recommendations to the County Board.

**PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?**
No

### Budget Information

<table>
<thead>
<tr>
<th>FUNDING:</th>
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<tbody>
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<td>NA</td>
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### Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
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<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Approved</td>
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</table>
Property Records and Taxpayer Services
Proposed 2017 Budget
To provide exceptional assessment, property records, property tax, licensing, vital records and elections services in an environment of continuous improvement.
To provide exceptional assessment, property records, property tax, licensing, vital records and elections services in an environment of continuous improvement.
Exceptional service – Continuous improvement
Operating Expenditures

Personnel, $7,169,200, 83%

Other, $1,501,200, 17%

Professional Services, $357,200, 4%
Facilities, $441,600, 5%
Material & Supplies, $319,900, 4%
Printing, Maintenance and Other Services, $382,500, 4%

Exceptional service – Continuous improvement
Full time equivalent

Regular Full Time Equivalent
Election Special Project

Exceptional service – Continuous improvement
Funding

Exceptional service – Continuous improvement

Levy, $2,694,500, 31%

Non-Levy Revenue, $6,045,900, 69%

Elections, $121,400, 1%
Taxation, $298,100, 4%
Assessment, $997,000, 11%
Licensing & Vital Records, $2,423,400, 28%
Property Records, $2,206,000, 25%

Non-Levy Revenue, $6,045,900, 69%
Property Tax

Exceptional service – Continuous improvement

• Parcel growth
• Offsite system hosting
• Property Record Information System of Minnesota (PRISM)
• eBox payments
• Tax forfeited land
• Statewide leadership

Assessment and Taxation Parcels

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tr>
<td>Local</td>
<td>22,386</td>
<td>22,569</td>
<td>22,814</td>
<td>19,623</td>
<td>19,850</td>
</tr>
<tr>
<td>County</td>
<td>83,411</td>
<td>84,325</td>
<td>85,232</td>
<td>89,227</td>
<td>90,000</td>
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</table>
• Tax petition volume

• Assessment methodology

• Resources
  – Field tablets
  – Pictometry

• Courteous staff – 99% Yes
Property Records

Exceptional service – Continuous improvement

• eRecord

• Statutory revenue
  – Mortgage registration and deed tax
  – Recording fees
    • Technology Fund: Pictometry, System Maintenance, Equipment, Aerial photography conversion

• Statutory turnaround time compliance

• Parcel workflow
Licensing

Exceptional service – Continuous improvement

• Statutory revenue
• Transaction volume
• Physical space
• State of MN Licensing and Registration System (MNLARS)
• Real ID
Vital Records

Exceptional service – Continuous improvement

- Passport scheduler
- Real ID impact
- Military discharge database
- Marriage license issuance
- Marriage technology
Elections

Exceptional service – Continuous improvement

• In-person absentee
• High speed ballot reader
• Information management
• ePollbook pilot
Point of Sale

Exceptional service – Continuous improvement

• Partnership
  – A&F, IT, and PRTS

• Funding
  – Countywide MDB
  – Department MDB
  – Technology Fund

• Initial Implementation
  – License and Service Centers
    • 250,000 transactions
    • $40M in collections
Exceptional service – Continuous improvement
Property Records and Taxpayer Services
Proposed 2017 Budget
# Request for Board Action

## Commissioner's Report

### Department Information

| ORIGINATING DEPARTMENT: Public Works | REQUESTOR: Rita Conlin | REQUESTOR PHONE: 651-430-4354 |
| PRESENTER(S): Don Theisen | MEDIA CONTACT: Don Theisen | MEDIA CONTACT PHONE: 651-430-4304 |

### Agenda Item Details

**BRIEF DESCRIPTION OF YOUR REQUEST:**

Presentation and discussion on the proposed 2017 Public Works budget.

**AGENDA YOU ARE REQUESTING TIME ON:** Workshop

**TIME NEEDED:** 45

**ARE YOU SEEKING APPROVAL OF A CONTRACT?** No

**IS THIS MANDATED?** No

**EXPLANATION OF MANDATE:**

**BACKGROUND/JUSTIFICATION:**

The Public Works Director will present the proposed 2017 department budget.

**PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?** No

### Budget Information

| FUNDING: NA |

### Approvals

| COUNTY ATTORNEY: George Kuprian | COUNTY ADMINISTRATOR: Molly O'Rourke |
| RECOMMENDATIONS: N/A | RECOMMENDATIONS: Approved |
2017 Public Works Budget
September 6, 2016
Donald J. Theisen, P.E.
Director
Presentation Outline

• Trends and Challenges

• Operating Budget Review
  - Revenue and Expense highlights
  - Personnel requests
  - Fleet request

• Capital Review
  - Capital Park and Historic Courthouse Restorations Funds
  - Capital Repair Fund - Facilities
  - Capital Road and Bridge Fund
“Plan, build and maintain a better Washington County”

Safety
Teamwork
Accountability
Respect
Sustainability
Trends in 2016 Residential Survey

• Residents continued to enjoy an exceptional quality of life
• Positive about ease of travel by car
• Less positive about availability of bike, pedestrian, and public transportation options
• Higher ratings than 2013 for snow and ice removal and road conditions
• Protection of natural areas in parks most important activity
Trends and Challenges - #1

Build the Accounting Division
Trends and Challenges - #1

Public Works will:

• Manage more than 1/3 of a billion dollars over the next 5 years
  - Administer $30M to $90M in open contracts
  - Track 10 different fund balances

• Process over 850 contracts and amendments in 2017

• Pay more than 12,000 vouchers
Example - Contracts & Cash Flow Fund Level

![Graph showing monthly revenue, expense, and fund balance for Capital Road and Bridge Fund 414 from July 2015 to July 2017. The graph illustrates the trend of revenue, expense, fund balance, and open contracts in the fund, with peaks in May 2016 and July 2017, and a major increase in fund balance from May 2016 to July 2017.]
Trends and Challenges - #2

Deliver the “Culture of Quality” initiative for capital projects

- Transportation and Parks included in delivering this initiative
Trends and Challenges - #2

Public Works will:

• Deliver more than 20 facility projects in 2017
• Begin project development on 2019 bond projects
• Prepare plan to address Parks buildings condition
Parks Building Condition

Buildings Currently Needing Improvement:

• Lake Elmo: Beach Building, Equestrian Center, Maintenance Shop
• Point Douglas: Restrooms
• St. Croix Bluffs: Maintenance Building & Pole Barn, Conference Cottage, Restroom
Trends and Challenges - #3

• **Address demands in Parks guest services and operations with growing parks visits and customer expectations**
Trends and Challenges - #3

Public Works will:

• Experience over 1,700,000 Parks visits

• Staff 3 contact stations open for visitors 7 days per week

• Transition Historic Courthouse to new business model
Trends and Challenges - #3
2017 Operating Budget

• Each Division has primary funding source in addition to Levy
  – Levy funds 33% of department operating budget

• Each Division has major cost drivers
  – Personnel only 54% of department expenses
2017 Operating Budget

STATE AID MAINTENANCE FUNDING

- Actual State Aid Maintenance (2007-2016)
- Budgeted State Aid Maintenance (2016 - 2017)

Funding Year:
- 2007: $4,347,300
- 2017: $4,453,625
- 2016: $4,483,100

Annual Funding:
- 2007: $4,347,300
- 2017: $4,453,625

Washington County
2017 Operating Budget

Transportation Expense Highlights

• Salt for snow and ice removal
  – $717k budget – reduction of $60k from 2016
• Road-kill disposal
  – $25k per year expense
• Gasoline and Diesel for the fleet
  – $370k budget – increase of $47k from 2016
• Electricity for signals and lights
  – $16k budget – increase of $3k from 2016
• Capital Improvement Program Staffing
  – $795k of State Aid used for staff – near limits allowed
2017 Operating Budget Need
2017 Operating Budget

• Building Services 100% funded by Rent
• 2017 Rent is $8,049,300
  – No increase from 2016 except ½ of North Shop space included
2017 Operating Budget

Building Services Expense Highlights

• Utilities – Electricity, Natural Gas, Water and Sewer
  – $1.738M budget – flat from 2016
    • Balancing rate increases, weather, efficiency improvements

• Building Safety
  – $220k budget for AED batteries, alarms, fire sprinklers, card access system, door keys, fire extinguishers, security officers ($52k)
  – $70K budget for elevator maintenance

• Building Maintenance
  – $25K budget to clean campus windows – new expense
2017 Operating Budget

PARKS OPERATING REVENUE

- Sales/Concessions, $129,700, 4%
- Camping/Reservations, $520,000, 17%
- Levy, $1,103,600, 36%
- Park Pass - Proposed Rate Increase, $230,000, 8%
- Park Pass, $700,000, 23%
- Operating Grants, $357,000, 12%
2017 Operating Budget

Proposed Park Fee Increase

• Raise Daily Vehicle pass from $5 to $7
  – Last raised in 2003
  – Estimated to generate $100k

• Raise Annual Vehicle Pass from $25 to $30
  – 2\textsuperscript{nd} pass raise from $15 to $18
  – Last raised in 2005
  – Estimated to generate $130K
2017 Operating Budget

• In conjunction with fee increase:
  – Pilot Program with Community Services
  – Annual passes provided to County residents eligible for financial support
    • Estimated at 500-600 residents
  – Aimed at addressing equity of access to Parks

• Revenue will fund operations staffing
2017 Operating Budget

Historic Courthouse

• Budget was prepared with former wedding business model
• While wedding revenue will decrease, there will also be decrease in expenses
• Estimated difference $25k to $35k
  – Will depend on new business model
  – Too early to amend budget – this can be done if needed in 2017
2017 Operating Budget

FTE requests

• 1.0 FTE - Accountant
• 1.0 FTE – Project Manager (Building Services)
• 1.0 FTE – Maintenance Supervisor (Parks)
• 1.0 FTE - Office Support (Parks)
• 1.0 FTE – Maintenance Worker (Parks)
2017 Operating Budget

1.0 FTE - Accountant FTE Request

Director

Accounting Supervisor

Accountant I
1

Financial Analyst
1

Sr Financial Tech
2

Contract Specialist
1
2017 Operating Budget

1.0 FTE – Project Manager (Building Services)

• Industry Benchmark
  - 5 FTE per 1M square feet of space
  - Currently have 1 Project Manager

• Current and Project Workload
  - Over 4,000 hours needed annually next 3 years
2017 Operating Budget

• 1.0 FTE – Maintenance Supervisor (Parks)
  – Parks operations too large for 1 supervisor
    • 1 Supervisor at Lake Elmo alone is needed
    • Moves to same successful business model as transportation and building services
2017 Operating Budget

• 1.0 FTE - Office Support (Parks)
  – We operate 3 Park contact stations
    • Open 7 days a week – more than 8 hours per day
    • 3 full-time staff cannot cover hours
    • Cash transactions, customer service too complex to rely 100% on seasonal staff
2017 Operating Budget

• 1.0 FTE – Maintenance Worker (Parks)
  – Brings compliment to 8 workers to maintain
    • 7 Parks
    • Regional Bike Trails
  – Reduces use of Transportation workers in parks
    • Over 2,000 hours in 2015/6
2017 Operating Budget

FTE requests Funding Sources

- Accountant - Levy
- Project Manager - Rent
- Maintenance Supervisor – Park fees
- Office Support – Park fees
- Maintenance Worker – Park fees
## Public Works Fleet

<table>
<thead>
<tr>
<th>REPLACE UNIT</th>
<th>DIVISION</th>
<th>DESCRIPTION</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-860</td>
<td>Highway</td>
<td>Replace Jetter/Vacuum Truck with High Capacity Truck (used)</td>
<td>$207,500</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>New Tractor with Mower for Roadside Mowing</td>
<td>$100,000</td>
</tr>
<tr>
<td>02-405</td>
<td>Highway</td>
<td>Replace Tire Skid Steer Loader with Track Sid Steer Loader</td>
<td>$49,000</td>
</tr>
<tr>
<td>07-543</td>
<td>Engineering</td>
<td>Replace Field Engineering Pickup Truck</td>
<td>$25,500</td>
</tr>
<tr>
<td>07-542</td>
<td>Engineering</td>
<td>Replace Field Engineering Pickup Truck</td>
<td>$25,500</td>
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<tr>
<td>07-541</td>
<td>Engineering</td>
<td>Replace Field Engineering Pickup Truck</td>
<td>$24,600</td>
</tr>
<tr>
<td>04-624</td>
<td>Traffic</td>
<td>Replace Traffic Mini Van with Sport Utility Vehicle</td>
<td>$23,400</td>
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<tr>
<td>98-305</td>
<td>Parks</td>
<td>Replace Single Axle Dump Truck and Landscaping Box</td>
<td>$100,000</td>
</tr>
<tr>
<td>02-338</td>
<td>Parks</td>
<td>Replace 72&quot; Wide Riding Mower</td>
<td>$32,000</td>
</tr>
<tr>
<td>09-833</td>
<td>Highway</td>
<td>Replace Asphalt Patching Trailer for Highways</td>
<td>$29,000</td>
</tr>
<tr>
<td>10-834</td>
<td>Highway</td>
<td>Replace Asphalt Patching Trailer for Highways</td>
<td>$29,000</td>
</tr>
<tr>
<td>91-877</td>
<td>Highway</td>
<td>Replace Walk Behind Saw for Asphalt and Concrete Pavement</td>
<td>$8,500</td>
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<tr>
<td>94-885</td>
<td>Highway</td>
<td>Replace Walk Behind Saw for Asphalt and Concrete Pavement</td>
<td>$8,500</td>
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<tr>
<td>N/A</td>
<td>Parks</td>
<td>New Utility Vehicle with Broom for Swim Pond Maintenance</td>
<td>$30,000</td>
</tr>
<tr>
<td>N/A</td>
<td>Highway/Parks</td>
<td>Trailer-mounted Hydro Seeder</td>
<td>$55,000</td>
</tr>
<tr>
<td>N/A</td>
<td>All</td>
<td>72&quot; Lawn Mower for medians and roundabout</td>
<td>$33,000</td>
</tr>
</tbody>
</table>

**Total** $780,500
Capital Parks Fund

2017 Program: $1,736,000

**Revenue by Category**
- State Bonding, $573,000, 33%
- 3/8% State Sales Tax, $1,033,000, 60%
- Planned Use of Fund Balance, $130,000, 7%

**Expenditure by Category**
- Construction, $1,525,400, 88%
- Consulting, $210,600, 12%
# Capital Parks Fund & Restoration

<table>
<thead>
<tr>
<th>No.</th>
<th>Project</th>
<th>2017 Budget</th>
<th>Previous Budget</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lake Elmo Swim Pond Improvements - Phase II</td>
<td>$413,000</td>
<td>$</td>
<td>$413,000</td>
</tr>
<tr>
<td>2</td>
<td>Cottage Grove Ravine Improvements*</td>
<td>$793,000</td>
<td>$1,951,500</td>
<td>$2,744,500</td>
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<tr>
<td>3</td>
<td>Point Douglas Trail Construction*</td>
<td>$400,000</td>
<td>$3,737,900</td>
<td>$4,137,900</td>
</tr>
<tr>
<td>4</td>
<td>Big Marine / North Maintenance Shop</td>
<td>$30,000</td>
<td>$</td>
<td>$30,000</td>
</tr>
<tr>
<td>5</td>
<td>St. Croix Bluffs Boat Launch</td>
<td>$100,000</td>
<td>$</td>
<td>$100,000</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$1,736,000</strong></td>
<td><strong>$5,689,400</strong></td>
<td><strong>$7,425,400</strong></td>
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</table>

*Reflects most recent State bonding proposal

<table>
<thead>
<tr>
<th>No.</th>
<th>Project</th>
<th>2017 Budget</th>
<th>Previous Budget</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basement Window Replacement</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
<tr>
<td>2</td>
<td>Dome Flag Renovation</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>3</td>
<td>Retaining Wall Cap Repair</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$130,000</strong></td>
<td><strong>$</strong></td>
<td><strong>$130,000</strong></td>
</tr>
</tbody>
</table>

Historic Courthouse Capital Restoration Fund
Capital Repair Fund

2017 Program: $680,000

Funding: 100% Internal Rent

<table>
<thead>
<tr>
<th>No.</th>
<th>Project</th>
<th>2017 Budget</th>
<th>Previous Budget</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>License Center Modifications</td>
<td>$400,000</td>
<td>$150,000</td>
<td>$550,000</td>
</tr>
<tr>
<td>2</td>
<td>Carpet Replacement/Wall Repairs</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>3</td>
<td>Woodbury Service Center Scoping Project</td>
<td>$30,000</td>
<td>-</td>
<td>$30,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$680,000</strong></td>
<td><strong>$400,000</strong></td>
<td><strong>$1,080,000</strong></td>
</tr>
</tbody>
</table>
Capital Road & Bridge Fund

2017 program: $24,035,900
Capital Road & Bridge Fund
## Capital Road & Bridge Fund

<table>
<thead>
<tr>
<th>No.</th>
<th>Project</th>
<th>2017 Budget</th>
<th>Previous Budget</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSAH 13/Hinton Ave &amp; CSAH 22 Intersection Improvement</td>
<td>$200,000</td>
<td>$-</td>
<td>$200,000</td>
</tr>
<tr>
<td>2</td>
<td>Osgood Avenue N/S of TH 36</td>
<td>$250,000</td>
<td>$-</td>
<td>$250,000</td>
</tr>
<tr>
<td>3</td>
<td>St. Croix Trail Pavement and Safety</td>
<td>$500,000</td>
<td>$-</td>
<td>$500,000</td>
</tr>
<tr>
<td>4</td>
<td>Hadley Avenue and TH 36 Interchange</td>
<td>$1,664,200</td>
<td>$865,300</td>
<td>$2,529,500</td>
</tr>
<tr>
<td>5</td>
<td>South 3rd Street Hill Rehabilitation</td>
<td>$50,000</td>
<td>$-</td>
<td>$50,000</td>
</tr>
<tr>
<td>6</td>
<td>CSAH 5 - Croixwood Blvd to Brick Street</td>
<td>$220,000</td>
<td>$288,600</td>
<td>$508,600</td>
</tr>
<tr>
<td>7</td>
<td>70th Street - TH 61 to Manning Mngt and Safety</td>
<td>$4,500,000</td>
<td>$1,419,000</td>
<td>$5,919,000</td>
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<tr>
<td>8</td>
<td>CSAH 14, CSAH 21 &amp; CSAH 24 Area Improvements</td>
<td>$3,600,000</td>
<td>$292,200</td>
<td>$3,892,200</td>
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<tr>
<td>9</td>
<td>Ideal Avenue - Old TH 5 to CSAH 35</td>
<td>$4,200,000</td>
<td>$1,144,000</td>
<td>$5,344,000</td>
</tr>
<tr>
<td>10</td>
<td>Grey Cloud Island Drive Crossing</td>
<td>$500,000</td>
<td>$980,000</td>
<td>$1,480,000</td>
</tr>
<tr>
<td>11</td>
<td>CSAH 19 (Keats Ave) - TH 61 Interchange Area Improvements</td>
<td>$2,000,000</td>
<td>$585,100</td>
<td>$2,585,100</td>
</tr>
<tr>
<td>12</td>
<td>St. Croix Trail Multi-Use Trail Improvements</td>
<td>$350,000</td>
<td>$-</td>
<td>$350,000</td>
</tr>
<tr>
<td>13</td>
<td>County Wide - Pavement Preservation</td>
<td>$5,131,700</td>
<td>n/a</td>
<td>$5,131,700</td>
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<tr>
<td>14</td>
<td>Structures</td>
<td>$350,000</td>
<td>n/a</td>
<td>$350,000</td>
</tr>
<tr>
<td>15</td>
<td>Safety /Traffic Capacity</td>
<td>$100,000</td>
<td>n/a</td>
<td>$100,000</td>
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<tr>
<td>16</td>
<td>Traffic Signals</td>
<td>$420,000</td>
<td>n/a</td>
<td>$420,000</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$24,035,900</strong></td>
<td><strong>$5,574,200</strong></td>
<td><strong>$29,610,100</strong></td>
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</table>
# Pavement Preservation

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
<th>PCI</th>
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</thead>
<tbody>
<tr>
<td>CSAH 19 – Park Crossing to Tamarack Road</td>
<td>$1,500,000</td>
<td>75</td>
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<tr>
<td>CSAH 9 – CSAH 12 to 105th Street</td>
<td>$1,300,000</td>
<td>51</td>
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<tr>
<td>CR 64 - CSAH 15 to CSAH 5</td>
<td>$1,500,000</td>
<td>51</td>
</tr>
<tr>
<td>Trails ($50,000) and Crack Seal ($150,000)</td>
<td>$200,000</td>
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</tr>
<tr>
<td>Engineering, Soil Testing, Arborist, Hydrology,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Sewer Televising, and Contingency</td>
<td>$631,000</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$5,131,000</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Wheelage Tax ($10 per vehicle)</td>
<td>$1,850,000</td>
</tr>
<tr>
<td>County Program Aid</td>
<td>$1,531,700</td>
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<tr>
<td>County State Aid (gas tax)</td>
<td>$1,750,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,131,700</strong></td>
</tr>
</tbody>
</table>
Thank you!
### Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Rita Conlin</td>
<td>651-430-4354</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Theisen</td>
<td>Don Theisen</td>
<td>651-430-4304</td>
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</table>

### Agenda Item Details

<table>
<thead>
<tr>
<th>BRIEF DESCRIPTION OF YOUR REQUEST:</th>
<th>AGENDA YOU ARE REQUESTING TIME ON:</th>
<th>ARE YOU SEEKING APPROVAL OF A CONTRACT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop presentation of the proposed Washington County Regional Railroad Authority 2017 Budget.</td>
<td>Regional Rail</td>
<td>No</td>
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<table>
<thead>
<tr>
<th>TIME NEEDED:</th>
<th>IS THIS MANDATED?</th>
<th>EXPLANATION OF MANDATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>No</td>
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</table>

<table>
<thead>
<tr>
<th>BACKGROUND/JUSTIFICATION:</th>
<th>PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Public Works Director will present the proposed 2017 budget of the Washington County Regional Railroad Authority.</td>
<td>No</td>
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### Budget Information

<table>
<thead>
<tr>
<th>FUNDING:</th>
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<tbody>
<tr>
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### Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
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<table>
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<tr>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
<th>RECOMMENDATIONS:</th>
<th>COMMENTS:</th>
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<tbody>
<tr>
<td>Approved</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Washington County Regional Rail Authority

2017 Budget
September 6, 2016

Donald J. Theisen, P.E.
Director
2016 Residential Survey

Lowest rated County characteristic:

- “Availability of public transportation options (bus, rail, etc.)”
  - 34 on scale of 0 to 100
2017 Milestone Goals

• Gateway
  – Project Development Grant Agreement

• Rush Line
  – Locally Preferred Alternative Selected

• Red Rock
  – Path to implement all-day service (Route 363)

• Trunk Highway 36
  – Feasibility Study after St. Croix River Crossing opens
2017 Other Efforts

• Transit Needs Study
  – Federal funded study
  – Focus on local transit needs
  – Complete summer 2017

• 2040 Comprehensive Plan
  – Expect Transit to have expanded language in plan
  – Work on plan to begin in 2017
WCRRA 2017 Budget
$782,300

EXPENDITURE BY CATEGORY

- Materials and Supplies, $5,100, 1%
- Services and Charges, $358,200, 46%
- Personnel, $419,000, 53%
WCRRA 2017 Budget

WCRRA 2017 Services and Charges Highlights

- $210,900 – Dues and Memberships
- $39,000 – Consulting (reduction of $26,000 from 2016)
- $64,500 – Operate Newport and Forest Lake Transit Stations
WCRRA 2017 Budget

Dues and Membership detail

- $130,000 – Gateway Corridor
- $50,000 – Red Rock Corridor
- $10,000 each – Rush Line, U of M Transitway Impacts Research, CTIB
- $900 - Professional Organizations
2017 Budget

• Provides for progress towards
  – County Board goals
  – Delivery of milestones
  – Addressing residential survey results

• Levy will be lowest of any metro RRA

• Continues membership in Corridor Commissions and needed advocacy
# Request for Board Action

Commissioner's Report

**BOARD MEETING DATE:** September 06, 2016  
**AGENDA ITEM NUMBER:** 11

## Department Information

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT:</th>
<th>REQUESTOR:</th>
<th>REQUESTOR PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Melinda Kirk</td>
<td>651-430-6024</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER(S):</th>
<th>MEDIA CONTACT:</th>
<th>MEDIA CONTACT PHONE:</th>
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</thead>
<tbody>
<tr>
<td>Kevin Corbid</td>
<td>Kevin Corbid</td>
<td>651-430-6003</td>
</tr>
</tbody>
</table>

## Agenda Item Details

**BRIEF DESCRIPTION OF YOUR REQUEST:** Workshop to identify outstanding issues, concerns, and opportunities related to the proposed 2017 Washington County budget.

**AGENDA YOU ARE REQUESTING TIME ON:** Workshop

**TIME NEEDED:** 20

**ARE YOU SEEKING APPROVAL OF A CONTRACT?** No

**IS THIS MANDATED?** No

**BACKGROUND/JUSTIFICATION:** This workshop will be used to identify and discuss outstanding budgetary items prior to consideration of the proposed levy at the September 13th Board meeting.

**PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?** Yes

Various budget workshops held with county departments throughout August and into early September.

## Budget Information

**FUNDING:** NA

## Approvals

<table>
<thead>
<tr>
<th>COUNTY ATTORNEY:</th>
<th>COUNTY ADMINISTRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Kuprian</td>
<td>Molly O'Rourke</td>
</tr>
</tbody>
</table>

**RECOMMENDATIONS:** N/A  
**COMMENTS:** Approved