



Board of Commissioners

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

**BOARD AGENDA
March 10, 2026 - 9:00 AM**

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

1. 9:00 **Washington County Regional Rail Authority**
 - A. Roll Call

Pledge of Allegiance
 - B. 1. Election of the 2026 Regional Rail Authority Chair

2. Election of the 2026 Regional Rail Authority Vice Chair
 - C. Approval of the September 9, 2025, Regional Rail Authority meeting minutes.
 - D. Adopt a resolution to appoint Commissioner Michelle Clasen as the 2026 Washington County Regional Railroad Authority representative to the Gold Line Joint Powers Board.
 - E. Approval to set Public Hearing for March 31, 2026, on a proposed Washington County Regional Rail Authority (WCRRA) Property Management Ordinance #222.
- 9:20 F. Adjourn

**OFFICIAL PROCEEDINGS OF THE REGIONAL RAILROAD AUTHORITY
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 9, 2025**

The Washington County Regional Railroad Authority (WCRRA) met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room. Present were Commissioner Fran Miron, Commissioner Stan Karwoski, Commissioner Bethany Cox, Commissioner Karla Bigham, and Commissioner Michelle Clasen. WCRRA Chair Clasen presided. Also present were Kevin Corbid, County Administrator; Andrew Jackola, Assistant County Attorney III; Stephanie Kammerud, Administrative Assistant; and county staff.

Chair Clasen asked for a moment of silence for Annunciation Church in Minneapolis, for the lives lost, and families and communities that have been changed forever.

The Board recited the Pledge of Allegiance.

Approval of WCRRA Minutes from February 18, 2025

Commissioner Bigham moved to approve the WCRRA meeting minutes from February 18, 2025. Commissioner Karwoski seconded the motion, and it was adopted 5-0.

PUBLIC WORKS

Resolution for Memorandum of Understanding for the Highway 61 Transportation Corridor

Senior Planner Madeline Dahlheimer presented a resolution to enter into an updated Memorandum of Understanding (MOU) between the City of Hugo, Washington County, Washington County Regional Rail Authority, and the Minnesota Department of Transportation (MnDOT) for the U.S. Highway 61 transportation corridor.

Ms. Dahlheimer provided background information related to Highway 61 in Hugo. The Washington County Regional Rail Authority purchased the freight rail corridor parallel to the highway, in support of the Rush Line Transit vision of connecting downtown St. Paul to Hinkley, and is where the Hardwood Creek Regional Trail exists today.

Ms. Dahlheimer reported that additionally, Highway 61 is one of several highways that have been identified for jurisdictional transfer from the state to Washington County. While there is currently no timeline for this transfer to occur, the county, city, and MnDOT have a long history of collaboration in this area.

Ms. Dahlheimer noted that there is an existing MOU from 2008, between the City of Hugo, the state, and the county, for Highway 61. That MOU includes access management and right-of-way dedication needs for a future build-out of Highway 61 with a parallel rail corridor. This is the guidance that agencies are using today in planning for future needs.

Ms. Dahlheimer reported that in 2021, the County Board approved a visioning study within the City of Hugo in the Capital Improvement Plan, to update the needs and future planning considerations for this corridor. The study was timely in responding to refined transit guidance for this area, which identified a connector bus, and not rail, as the preferred transit mode. The visioning study provided an opportunity to collaboratively revisit access management and right-of-way dedication needs along the corridor so that all agencies have updated guidance for future planning. The visioning study was completed in 2024, and included defining a vision that supports local growth and economic development, as well as transportation priorities in this area.

Ms. Dahlheimer reported that the study process included data collection and the exploration and evaluation of potential corridor improvements through the lens of a 20-year planning horizon and in working toward a long-term vision. The study process also included engagement throughout with several of the interested parties and engagement activities. The Rush Line transit corridor and Regional Rail property was a unique element to this study and warranted special attention and additional engagement to better understand how transit and highway needs may overlap. Additional engagement activities for this included meeting with the Rush Line Task Force, and a board workshop in October 2023. From these discussions, there was support to move forward with a unified transportation corridor.

Ms. Dahlheimer highlighted key outcomes for the goals related to access management, right-of-way dedication, and multimodal improvements. There were minimal changes to access management planning between the 2008 MOU and the study. Through this process, the county was able to reduce right-of-way dedication needs throughout the corridor. The proposed vision supports future transit opportunities, preserves the Hardwood Creek Regional Trail corridor, and allocates space for a trail along the east side of the highway to provide improved connections to local destinations and crossing locations. These important updates allow better support for the city's growth and economic development goals without sacrificing on transportation priorities.

Ms. Dahlheimer concluded that updating the MOU for this corridor will memorialize study outcomes and demonstrate the commitment of participating agencies to use this information to guide planning and improvement project decision making from today, and will demonstrate the commitment of participating agencies to continue to collaborate on any potential future improvements to the Highway 61 transportation corridor.

Commissioner Miron moved to adopt **Resolution No. RRA-2025-001** as follows:

**RESOLUTION TO ENTER INTO AN UPDATED MEMORANDUM
OF UNDERSTANDING (MOU) FOR THE US 61
TRANSPORTATION CORRIDOR IN THE CITY OF HUGO**

WHEREAS, the City of Hugo, Washington County, the Washington County Regional Rail Authority (WCRRA) and the Minnesota Department of Transportation (MnDOT) all have a vested interest in long-term planning for the US 61 transportation corridor located in Washington County, Minnesota; and

WHEREAS, the WCRRA collaborates proactively across units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, US 61 has been identified as a candidate for jurisdictional transfer from MnDOT to the County as which was documented in a 1996 MOU between the two agencies; and

WHEREAS, in 1994 and 2014 the WCRRA purchased contiguous segments of freight rail corridor that parallels US 61 from CSAH 8 (140th Street), north to the county line with Chisago County to support future transit needs; and

WHEREAS, the City of Hugo, Washington County, the WCRRA, and MnDOT have a history of collaboration along US 61 in this area as demonstrated by an existing MOU from 2008, development review practices, and coordination on improvement projects along the corridor; and

WHEREAS, the City of Hugo, Washington County, the WCRRA, and MnDOT have collaborated recently to revisit long-term multimodal transportation needs of the corridor through a shared planning effort resulting in the Highway 61 Visioning Study Report, dated December 9, 2024; and

WHEREAS, an updated Memorandum of Understanding (MOU) - to supersede the MOU from 2008 - captures outcomes from the study and outlines a framework for ongoing coordination between agencies to support planning for future transportation improvements; and

WHEREAS, the MOU is consistent with Minnesota Statutes §161.20 Subd. 2, which authorizes MnDOT to cooperate with local governments to preserve and improve trunk highway corridors.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Regional Rail Authority hereby approves the 2025 Access Management and Right-of-Way Dedication Memorandum of Understanding (MOU) for the US 61 corridor in the City of Hugo.

BE IT FURTHER RESOLVED, that the Regional Rail Authority recognizes the importance of this collaborative effort between the City of Hugo, Washington County, the WCRRA, and MnDOT to develop a Corridor Visioning Plan to guide responsible development and transportation planning along US 61, and encourages continued coordination as outlined in the MOU.

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

Adjournment

There being no further business to come before the WCRRA, Commissioner Karwoski moved to adjourn. Commissioner Bigham seconded the motion, and it was adopted 5-0. The WCRRA meeting adjourned at 9:16 a.m.

Attest:

Kevin Corbid
County Administrator

Michelle Clasen, Chair
Washington County Regional Railroad Authority



Request for Board Action

BOARD MEETING DATE:
March 10, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
1.D

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S): Lyssa Leitner	MEDIA CONTACT: Lyssa Leitner 651-430-4316	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to appoint Commissioner Michelle Clasen as the 2026 Washington County Regional Railroad Authority representative to the Gold Line Joint Powers Board.		
AGENDA YOU ARE REQUESTING TIME ON: Regional Rail	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Gold Line Joint Powers Board (JPB) provides financial and contingency management oversight for the METRO Gold Line Bus Rapid Transit project. Under Article IV, Section 1.b of the Gold Line Joint Powers Board Agreement, each Party must appoint one representative to the JPB by resolution of its governing board. On December 23, 2025, the Washington County Board of Commissioners completed its annual appointments and designated Commissioners Michelle Clasen and Stan Karwoski to serve as Washington County's representatives to the JPB for 2026. That action fulfilled the County Board's role. The Washington County Regional Railroad Authority (RRA), as a separate governing body and a Party to the Joint Powers Agreement, must also identify which one of those County-appointed commissioners will serve as the official RRA representative to the JPB. This resolution provides that clarification by formally appointing Commissioner Michelle Clasen as the RRA's representative for 2026. This action does not create a new appointment to the JPB; rather, it satisfies the RRA's specific obligation under the Joint Powers Agreement to designate its single representative from among the commissioners already appointed by the County Board.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Wayne Sandberg, Director	03/02/2026
John Ristad, County Attorney Civil Division Chief	03/02/2026
Jennifer Wagenius, Deputy County Administrator	03/02/2026

DATE March 10, 2026
MOTION
BY COMMISSIONER _____

DEPARTMENT Regional Railroad Authority
SECONDED BY
COMMISSIONER _____

RESOLUTION TO APPOINT A COMMISSIONER TO THE GOLD LINE JOINT POWERS BOARD FROM THE WASHINGTON COUNTY REGIONAL RAILROAD AUTHORITY FOR 2026

WHEREAS, the Gold Line Joint Powers Board was established on July 23, 2019 as a joint powers board under the provisions of Minnesota Statutes Section 471.59 and Chapter 398A; and

WHEREAS, the Gold Line Joint Powers Board acts as financial and contingency management oversight to the METRO Gold Line Bus Rapid Transit project; and

WHEREAS, the Washington County Regional Railroad Authority appoints a representative to the Gold Line Joint Powers Board annually; and

WHEREAS, the Washington County Board of Commissioners appointed Commissioners Michelle Clasen and Stan Karwoski to serve as representatives to the Gold Line Joint Powers Board in 2026; and

WHEREAS, Article IV, Section 1.b of the Gold Line Joint Powers Board Agreement requires that one Board member shall be appointed by Resolution of the governing board of each of the Parties.

NOW, THEREFORE, BE IT RESOLVED, that Commissioner Michelle Clasen be appointed to the role of Washington County Regional Railroad Authority representative, a Party to the Gold Line Joint Powers Board.

ATTEST:

	YES	NO
COUNTY ADMINISTRATOR		
MIRON	_____	_____
KARWOSKI	_____	_____
COX	_____	_____
BIGHAM	_____	_____
CLASEN	_____	_____
CHAIR, REGIONAL RAILROAD AUTHORITY		



Request for Board Action

BOARD MEETING DATE:
March 10, 2026

Commissioner's Report

AGENDA ITEM NUMBER:
1.E

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Rana Campbell-Beams, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S): Lyssa Leitner	MEDIA CONTACT: Lyssa Leitner 651-430-4316	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

Approval to set Public Hearing for March 31, 2026, on a proposed Washington County Regional Rail Authority (WCRRA) Property Management Ordinance #222.

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

BACKGROUND/JUSTIFICATION:The WCRRA was established on November 17, 1987, by Washington County Board Resolution Number 87-197 to provide for the preservation and improvement of local rail service for agriculture, industry or passenger traffic and to preserve abandoned rail right-of-way for future transportation uses.

A Property Management Plan was adopted in 2002 by the WCRRA. While reviewing the Plan content for updates, it was determined that the better mechanism for the contents of the plan, which primarily functions to manage the property the WCRRA owns, is an ordinance. Using an ordinance to manage right-of-way (ROW) is the same process the County uses to manage county-owned ROW via the Washington County Ordinance for the Management of County Highway Right-of-Way (Ordinance 188).

The stated purpose of the Property Management Ordinance exists pursuant to Minnesota Statutes § 398A, which authorizes regional railroad authorities to plan, establish, acquire, develop, construct, purchase, enlarge, extend, improve, maintain, equip, operate, regulate and protect railroads and railroad facilities. The 2013 amendment to M.S. 398A expanded these powers to include Bus Rapid Transit (BRT) on transitways included in and approved by the Metropolitan Council's Transportation Policy Plan.

Besides converting the structure of the document from a plan to an ordinance, the other changes include:

- Updated WCRRA owned property descriptions to be consistent
- Expanded definition section
- Added language to provide flexibility in permit fee, if desired (example: Forest Lake School District bus storage encroachment)
- Clarified roles and responsibilities between staff, WCRRA Board, and permit holder
- Updated references to current county policies and ordinances including:
- Acceptable Use at County Facilities (Policy 1703)
- Washington County and Hugo 2025 Memorandum of Understanding for TH 61

Minnesota Statutes 398.34 requires a Public Hearing Notice to be published in the Official County Newspaper (Country Messenger) for no less than 10 days, notifying the public regarding opportunities to review and submit comments on the proposed Property Management Plan Ordinance #222. The public hearing is scheduled for March 31, 2026, and adoption of the ordinance is tentatively scheduled for April 14, 2026.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Wayne Sandberg, Director	03/02/2026
John Ristad, County Attorney Civil Division Chief	03/03/2026
Jennifer Wagenius, Deputy County Administrator	03/04/2026



Property Management Ordinance Update and Setting Public Hearing

March 10, 2026

Agenda

01

Background

02

Change from Plan to Ordinance

03

Updates to the Draft Ordinance

04

Approval – Set Public Hearing

Plan Background

- Property Management Plan
 - Adopted in 2002
- Plan addresses:
 - Current and future use of property
 - Current access to property and future access needs
 - Condition of property
 - Disposal of property

**Washington County Regional Railroad
Authority Property Management Plan**
Washington County, Minnesota



February 26, 2002

Change from a Plan to an Ordinance

- Plan is used to manage WCRRA owned right-of-way (ROW) in the same manner as the County’s *Ordinance for the Management of County Highway Right-of-Way* (Ordinance 188)
- Draft document shifts the WCRRA Property Management Plan to the WCRRA Property Management Ordinance #222

Plan	Ordinance
<p>Guiding document; shapes county decision-making and may direct staff and board actions but lacks legal weight.</p> <p>Plans are intentionally flexible, allowing for adaptive implementation without the formal structure or legal consequences that an ordinance carries.</p>	<p>A law enacted or amended following adoption at a public hearing presided over by the County Board. Binding and permanent; once adopted, establishes rules that both the County and the public must follow when conducting business. Can only be repealed or changed through a subsequent ordinance or formal amendment.</p> <p>Ordinances are structured by design, clearly defining processes and establishing consequences for non-compliance, which makes them among the most straightforward and effective tools to enforce.</p>

Updates in Draft Ordinance

- No changes to goals or overall intent of the document
- Updated WCRRA-owned property descriptions to be consistent
- Expanded definition section
- Added language to provide flexibility in permit fee, if desired (example: Forest Lake School District bus storage encroachment)
- Clarified roles and responsibilities between staff, WCRRA Board, and permit holder
- Updated references to current county policies and ordinances including:
 - Acceptable Use of County Facilities (Policy 1703)
 - Washington County and City of Hugo 2025 Memorandum of Understanding for TH 61

Public Hearing Process

Minnesota Statute 398.34 requires a Public Hearing Notice to be published in the Official County Newspaper (Country Messenger), notifying the public regarding opportunities to review and submit comments on the proposed Property Management Plan Ordinance #222.

- Public Hearing: March 31, 2026
- WCRRA adoption: April 14, 2026 (tentative)

Recommended Board Action

Approval to set Public Hearing for March 31, 2026 on proposed Washington County Regional Rail Authority (WCRRA) Property Management Ordinance #222.

Washington County Regional Railroad Authority Property Management Ordinance

The Washington County Regional Railroad Authority (WCRRA) Property Management Ordinance establishes comprehensive policies, guidelines, and procedures for the acquisition, management, use, and disposition of WCRRA-owned properties. This ordinance serves to preserve rail corridors and discrete parcels for future passenger transportation projects while providing for interim uses that are compatible with long-term transportation goals.

This ordinance exists pursuant to Minnesota Statutes § 398A, which authorizes regional railroad authorities to plan, establish, acquire, develop, construct, purchase, enlarge, extend, improve, maintain, equip, operate, regulate and protect railroads and railroad facilities. The 2013 amendment to M.S. 398A expanded these powers to include Bus Rapid Transit (BRT) on transitways included in and approved by the Metropolitan Council's Transportation Policy Plan.

The WCRRA was established on November 17, 1987, by Washington County Board Resolution Number 87-197 to provide for the preservation and improvement of local rail service for agriculture, industry or passenger traffic and to preserve abandoned rail right-of-way for future transportation uses.

Scope of Property Management

This ordinance addresses:

- The condition, access to, use of, sale and transfer of WCRRA property
- Background on owned and sold properties and current uses
- Current and proposed management practices with respect to permits, leases, access, occupation, and maintenance
- Recommendations for management and disposition of excess WCRRA properties
- Right of way management standards including registration, permits, and prohibited activities

Relationship to Washington County Policies

This Property Management Ordinance incorporates by reference the following Washington County policies and ordinances that govern the management of rights of way and use of public facilities:

- *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)*
- *Acceptable Use of County Facilities (Policy 1703)*
- *Washington County Parks Ordinance (Ordinance 218) (Washington County Parks)*

Definitions

Abandoned Facility: a facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right of way user.

Access: the physical connection to public or private property over right of way for residential, agricultural, commercial, or municipal street or driveway purposes.

Discrete Sites: pieces of property acquired that are not directly contiguous and lie outside of the approximate 100-foot right-of-way utilized for mainline track operations. WCRRA owns discrete property at the Newport Transit Center and the Forest Lake Transit Center and Trailhead.

Encampment: any temporary or permanent establishment of tents, structures, temporary shelters, or dwelling arrangements in WCRRA rights of way without express authorization.

Encroachment: any structure, landscaping, fencing, or other improvement placed onto WCRRA property without prior written authorization.

Excavation: to deposit or move earthen material or physically disturb or penetrate the earthen surface of any part of a public right of way.

Facility: any tangible asset in the right of way required to provide utility service.

Lease: an agreement granted for discrete sites, sites not associated with a linear corridor, or WCRRA owned buildings, allowing private or public entities to utilize portions of WCRRA property.

Linear rail corridors: property that lies within, and is directly adjacent to, the approximate 100-foot right-of-way is utilized for mainline track operations. WCRRA owns linear rail corridor in Hugo and Forest Lake.

Obstruction: to occupy or place any tangible object in a public right of way to hinder free and open passage over that or any part of the right of way.

Occupation: to establish or attempt to establish domicile, possession, or temporary dominion over, at, or in a right of way. This includes unauthorized encampments.

Permit: an authorization granted for uses along linear corridors such as the Hugo/Forest Lake rail corridor, allowing private or public entities to utilize portions of WCRRA property for specified purposes and durations.

Registrant: any person who has or seeks to have equipment or facilities located in any right of way, or who in any way occupies or uses, or seeks to occupy or use, the right of way or place facilities or equipment in the right of way.

Restoration: the process by which an excavated public right of way and surrounding area, including pavement foundation, is returned to the same condition and life expectancy that existed before excavation.

Right of way user: a person owning or controlling a facility in the right of way used for providing utility service, or any person or entity to whom a permit to use the right of way has been issued by the WCRRA.

WCRRA or Authority: the Washington County Regional Railroad Authority established under Minnesota Statutes § 398A.

Right of Way Management

Goals for Property Management

The following goals provide guidance for management and disposition of WCRRA property:

1. To preserve the linear rail corridors and discrete parcels for future transportation use.
2. To provide for transit and recreational trail use that is compatible with future transportation implementation.
3. To maintain a continuous trail system in the corridor where it exists prior to future transportation implementation.
4. To establish a cooperative working relationship with the communities, public agencies, and adjacent property owners.
5. To maximize return on investment from permit, lease, or sale of WCRRA property.
6. To address environmental issues in a fashion consistent with the practices of Washington County and other governmental agencies.
7. Maintain the right-of-way in a manner that minimizes costs, where appropriate, and makes the corridor an asset to the surrounding communities.
8. Ensure property is used for authorized purposes only and prevent unauthorized occupation that could create public health and safety hazards or compromise future transportation use.

Description of WCRRA Properties

1. **Burlington Northern Railway Corridor in Hugo and Forest Lake**
 - a. The WCRRA owns approximately 115 acres of right-of-way extending 9.5 miles from 145th Street N in Hugo northward to the Washington County/Chisago County line in Forest Lake.
 - b. Interim use: Hardwood Creek Regional Trail (developed 1999), including a ten-foot wide paved trail and separate unpaved trail for equestrian and snowmobile

use. The trail occupies the center of the approximately 100-foot WCRRA right-of-way. Ordinance 218 (Washington County Parks) also governs the use of this trail.

- c. The corridor includes four grade-separated crossings at US Highway 8, CSAH 2, CSAH 32, and Highway 97. Memorandums of Understanding exist with the cities of Hugo (2025) and Forest Lake (2010) to guide street connections and preserve rights-of-way.
2. **Forest Lake Transit Center and Trailhead**
 - a. This 4.37-acre property is located adjacent to TH 61 approximately 1.5 miles south of the TH 61 and TH 97 intersection at [19955 Forest Rd N, Forest Lake, MN 55025](#). The site includes a 1,200 square foot climate-controlled building with bathrooms, information kiosks, picnic tables, bike racks, and a 200-space parking lot.
 3. **Newport Transit Station**
 - a. This eleven acre property is located at the southwest quadrant of Highway 494 and Highway 61 at 2222 Maxwell Avenue in Newport, MN (Old Knox Site). The site includes a park-and-ride lot with 113 parking spaces, and a heated, enclosed waiting area with restrooms. The site was subdivided in 2013; Lot 2 was sold in 2016 for Red Rock Square Apartments development.

Property Condition and Maintenance Standards

WCRRA property shall be maintained to standards that:

1. Make the property an asset to the community
2. Encourage appropriate use
3. Are compatible with and not have adverse effects on adjacent land uses
4. Ensure the property's viability for future transit use

Maintenance practices shall include:

- Litter and debris control consistent with the nature of a transportation corridor
- Remediation of soil or groundwater contamination upon property development
- Documentation of potential environmental contamination
- Property maintenance to avoid unnecessary liability concerns
- Vegetative growth maintenance in accordance with local ordinances
- Prompt and environmentally sound garbage removal

Acceptable Use and Access to Property

Although WCRRA property is public, uses and access must be controlled to protect and preserve the property, for public safety, and for liability concerns. Access to WCRRA property shall be managed in accordance with the Acceptable Use of County Facilities (Policy 1703), which governs use and safety of County facilities and rights of way.

Permits and Leases

Permit Requirements

Permits are granted for uses along linear corridors. All permit requirements, application procedures, fees, and conditions are governed by *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)*

Types of permits required include:

- Access Permits: For physical connections to or across WCRRA property or change in use of existing access
- Excavation/Grading Permits: For earthwork or surface disturbance
- Landscaping Permits: For placement of landscaping features
- Obstruction Permits: For activities that hinder free passage
- Right of Way Permits: For any temporary or permanent impact to rights of way

All permit applicants must register with the WCRRA, comply with insurance requirements, pay applicable fees, and meet all conditions specified in the *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)*. This includes public and private entities.

Permit rates are established based on the *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)* and through the provisions of this management plan. The WCRRA, not staff, can apply a different fee structure, if it is warranted. Because the WCRRA is the jurisdictional authority over the land subject to this management plan, all references to Washington County in both the *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)* and in Washington County policies and practices will be deemed to mean WCRRA.

Currently the WCRRA maintains multiple permits on its property with some of these permits being in the form of leases that were assumed when the property was purchased from Burlington Northern.

Lease Requirements

Lease agreements are only provided for WCRRA owned buildings or discrete sites. All leases are temporary in nature and may be discontinued at the WCRRA's discretion due to the desire to avoid the long-term encumbrance of the property.

All leases shall:

- Be temporary in nature and subject to termination upon reasonable notice which will be outlined in the lease

- Include provisions for rate adjustments consistent with Washington County policies
- Require the lessee to maintain the property and provide adequate insurance
- Clearly state that the lease is subordinate to future transportation use

Lease rates are established through standard Washington County policies and practices for leasing public property, which may include property value, intended use, and lessee considerations.

Prohibited Activities

To ensure public health and safety and preserve property for future transportation use, the following activities are prohibited on WCRRA property

- Establishing domicile, possession, or temporary dominion without authorization
- Camping, dwelling, or sleeping overnight
- Establishing temporary or permanent encampments, tents, or structures
- Violating federal, state, or local laws
- Blocking entrances, egress, or free passage
- Any use that interferes with official WCRRA business or future transportation use

These prohibitions are consistent with the *Acceptable Use of County Facilities (Policy 1703)* and *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)*

Encroachments

No encroachment upon WCRRA property for any purpose will be tolerated. All encroachments will be promptly notified and required removal is subject to further evaluation of use under the conditions of lease, or permit. Encroachment can be remedied using permits, leases, and sales based on the following:

Property determined to be excess to WCRRA needs and not required for future transportation use may be sold or transferred. All sales and transfers shall:

1. Be approved by the WCRRA Board of Commissioners
2. Be conducted at fair market value unless there is a compelling public purpose for a different approach
3. Include appropriate deed restrictions or reversionary clauses where necessary to protect public interests
4. Comply with all applicable state and local laws governing disposition of public property

Responsibility

Board of Commissioners

- Approve the WCRRA Property Management Ordinance and subsequent amendments
- Review appeals from permit denials or revocations
- Approve property acquisitions, sales, and transfers
- Provide policy direction and oversight for property management activities

Washington County Public Works Staff

- Serve as principal official responsible for administration of WCRRA rights of way and permits
- Review and approve or deny permit applications
- Conduct or authorize inspections of right of way work
- Maintain records of registrations, permits, and compliance
- Coordinate with utility owners and other stakeholders
- Respond to emergencies affecting rights of way
- Request facility relocation when necessary for WCRRA purposes
- Establish and prescribe restoration standards and specifications
- Issue orders for correction of non-conforming work
- Revoke permits for substantial breach of terms and conditions
- Implement day-to-day property management activities
- Process permit applications and maintain permit records
- Coordinate with Washington County Parks Division on trail management
- Monitor property conditions and address maintenance needs
- Coordinate with local jurisdictions on access and crossing matters
- Update Property Management Ordinance as needed for informational changes
- Maintain trail facilities including trailheads and parking areas
- Manage and maintain Hardwood Creek Regional Trail
- Implement Hardwood Creek Regional Trail Master Plan

Registrants and Permittees

- Register with WCRRA prior to any work in right of way
- Obtain all required permits before commencing work
- Maintain current insurance and provide certificates to WCRRA
- Pay all required fees, costs, and charges in timely manner
- Comply with all permit conditions and applicable standards
- Properly restore right of way to County standards
- Relocate facilities when requested
- Indemnify and hold harmless the WCRRA

Source

Board Actions:

- Resolution Number 87-197 (November 17, 1987) - Establishment of WCRRA
- Original Property Management Plan adopted 2002
- First update to Property Management Plan 2014
- Second update to Property Management Plan 2018
- This update to Property Management Ordinance [Date of Board Approval - 2026]

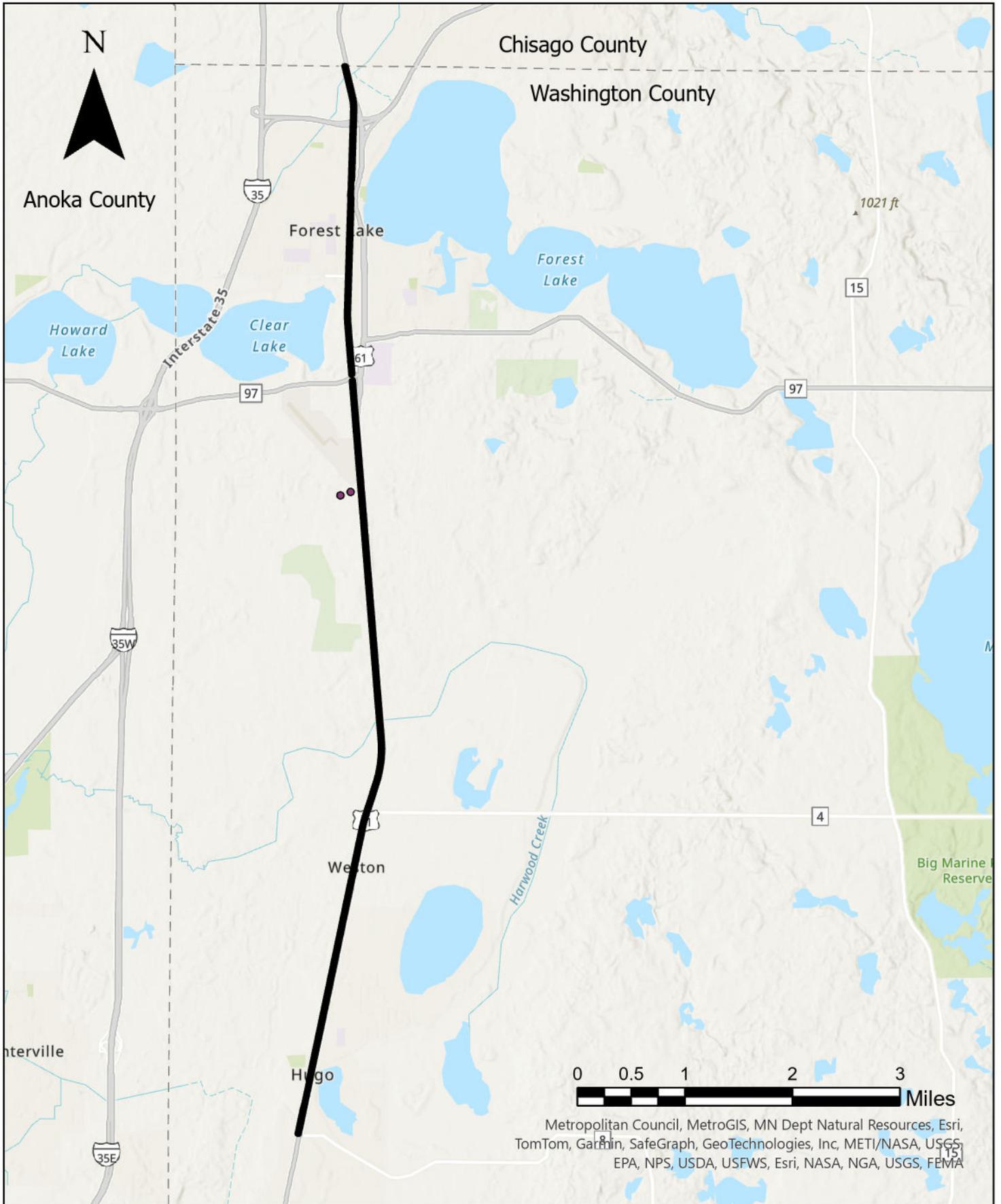
Cross References:

- *Washington County Ordinance for the Management of County Highway Right of Way (Ordinance 188)*
- *Acceptable Use of County Facilities (Policy 1703)*
- *Washington County Parks Ordinance (Ordinance 218) (Washington County Parks)*
- *Hardwood Creek Regional Trail Master Plan (July 2013)*
- *Memorandum of Understanding with City of Hugo (2025)*
- *Memorandum of Understanding with City of Forest Lake (2010)*

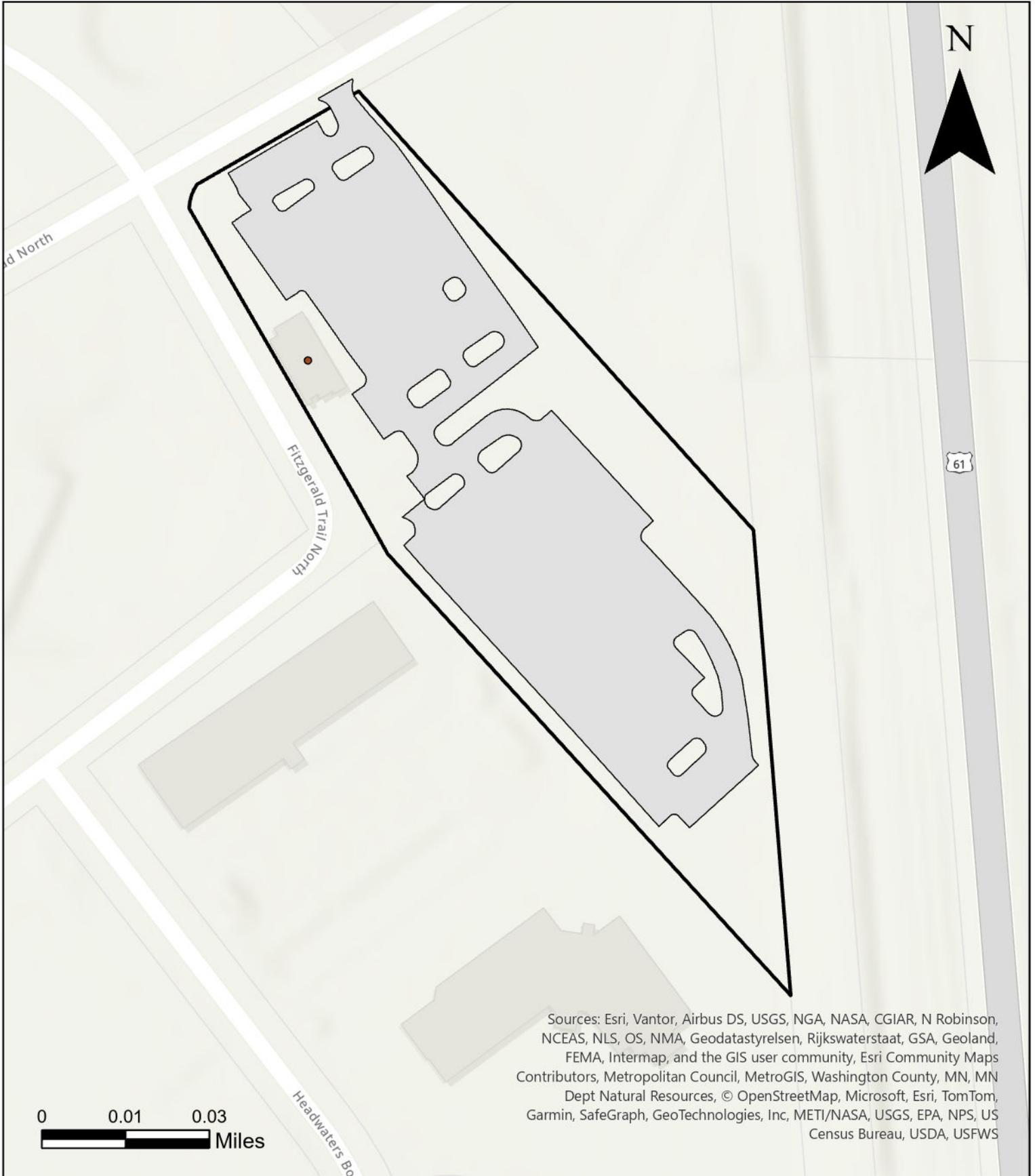
Appendices:

- Appendix A: Map of Washington County and Burlington Northern Property in Hugo and Forest Lake
- Appendix B: Map of Forest Lake Transit Center
- Appendix C: Map of Newport Station

Appendix A: Burlington Northern Railway Corridor in Hugo and Forest Lake

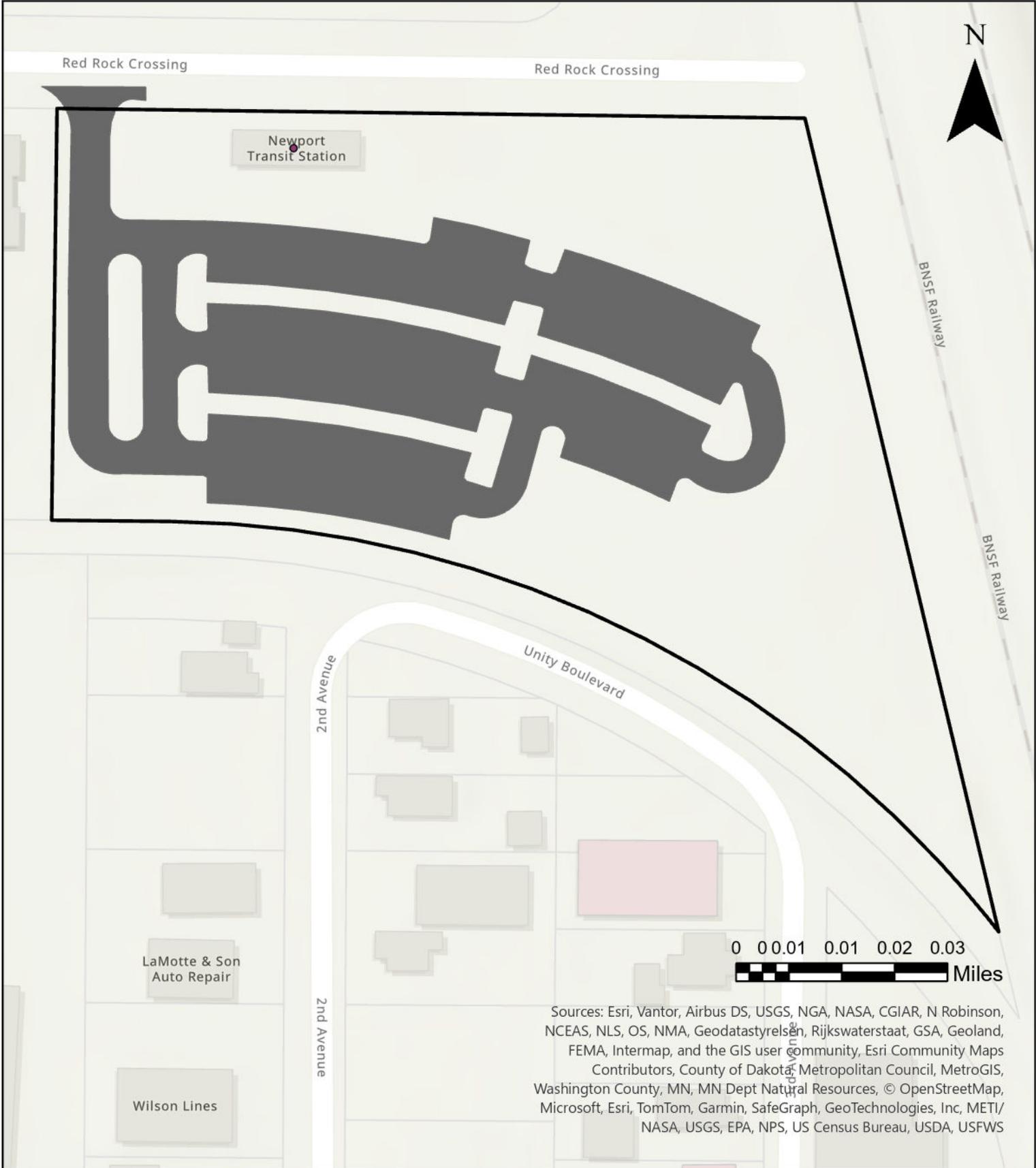


Appendix B: Forest Lake Transit Center and Trailhead



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community, Esri Community Maps Contributors, Metropolitan Council, MetroGIS, Washington County, MN, MN Dept Natural Resources, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Appendix C: Map of Newport Transit Station Parcel



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community, Esri Community Maps Contributors, County of Dakota, Metropolitan Council, MetroGIS, Washington County, MN, MN Dept Natural Resources, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS