

**ANOKA COUNTY REGIONAL RAILROAD AUTHORITY
BOARD AGENDA**

FOR THE JANUARY 2, 2024, STATUTORY AND ORGANIZATIONAL MEETING

10:00 A.M.

Or Immediately Following the Board of Commissioners Public Comment Period, Whichever is Later
County Board Room #705 - Anoka County Government Center

1. Executive Director calls meeting to order.
2. Present: District #1 Matt Look
 District #2 Julie Braastad
 District #3 Jeff Reinert
 District #4 Scott Schulte
 District #5 Mike Gamache
 District #6 Julie Jeppson
 District #7 Mandy Meisner
3. Election of Anoka County Regional Railroad Authority (ACRRA) Chair for Program Year 2024.
(2023 Chair – Matt Look)
4. Election of ACRRA Vice Chair for Program Year 2024.
(2023 Vice Chair – Mandy Meisner)
5. Election of ACRRA Secretary for Program Year 2024.
(2023 Secretary – Julie Jeppson)
6. Election of ACRRA Treasurer for Program Year 2024.
(2023 Treasurer – Jeff Reinert)
7. Consider approving Resolution #2024-1, Establishment of Certain Rules and Procedures and Designation of a Public Meeting Notice Facility and Legal Publication for the Anoka County Regional Railroad Authority (ACRRA) for 2024. **See attached** resolution.
8. Consider the appointment of the following persons as deputies or assistants for Program Year 2024:
 - A. Deputy Secretary:
 - Administrative Assistant or designee.
 - B. Deputy Treasurer:
 - Chief Financial Officer to perform collection and investment functions and accounting transactions.
9. Consider the appointment of Dee Guthman to serve as ACRRA Executive Director for Program Year 2024.
10. Consider the appointment of Karen Skepper to serve as ACRRA Assistant Executive Director for Program Year 2024.

- 11. Consider approving Resolution #2024-2, Resolution Identifying Anoka County Regional Railroad Authority Local Officials for 2024. **See attached** resolution.
- 12. Consider, for informational purposes, appointments by the Chair to the ACRRA Management Committee for Program Year 2024 as follows:

ACRRA Management Committee	
2023 Appointments	2024 Appointments
Matt Look, Chair	
Mandy Meisner	
Julie Jeppson	

- 13. Other.

ACRRA RESOLUTION #2024-1

ESTABLISHMENT OF CERTAIN RULES AND PROCEDURES AND DESIGNATION OF A PUBLIC MEETING NOTICE FACILITY AND LEGAL PUBLICATION FOR THE ANOKA COUNTY REGIONAL RAILROAD AUTHORITY FOR 2024

WHEREAS, the Anoka County Regional Railroad Authority Board of Commissioners (ACRRA) is called upon to make numerous decisions necessitating various parliamentary and operating procedures; and,

WHEREAS, the ACRRA, in carrying out its official functions during the year 2024, will hold numerous and varied meetings to consider the business of the ACRRA in various places in and about Anoka County:

NOW, THEREFORE, BE IT RESOLVED that:

1. A Management Committee of the board is hereby established as a standing committee of ACRRA and shall consist of three commissioners.
2. The chair of ACRRA shall have the authority to appoint members of the board to the standing committees.
3. All matters to be acted upon by ACRRA shall be forwarded to the executive director who will refer such matters as are appropriate to the Management Committee or the board. Upon review and discussion, the Management Committee will forward recommendations to the board for action.
4. The ACRRA Travel and General Expense Reimbursement Policy shall be consistent with the Anoka County Travel and General Expense Reimbursement Policy, as adopted annually by the Anoka County Board of Commissioners. The Management Committee of ACRRA shall authorize travel in accordance with that policy.
5. The Anoka County bulletin board, which is located on the first floor of the Anoka County Government Center, as well as the Anoka County Web site, are hereby designated as the public notification facilities of all ACRRA meetings involving the ACRRA Board of Commissioners and its committees.
6. _____ (2023 – ECM Publishers, Inc.) is hereby designated as the legal newspaper for the publication of ACRRA public notices.
7. The executive director is directed to post notices of all meetings in sufficient time prior to said meeting to allow for adequate public notice.
8. The meetings of the board shall be governed by the most recent edition of Robert's Rules of Order; however, resolutions shall not require a second, and other motions shall require a second.

9. Unless a commissioner signifies an abstention or votes in the negative on any given issue, the secretary shall be directed to record that each commissioner has voted in the positive on that particular matter which is before the board.

BE IT FURTHER RESOLVED that the regular meeting of the ACRRA shall be the second Tuesday of the month with the exception of January 9, which meeting will not be held; February 13, which meeting will be held on February 20, and December 10, which meeting will be held on December 3, 2024, if necessary, or at the call of the chair, and shall be held immediately following the Board of Commissioner Public Comment Period. Such meetings shall be held in the county board room of the Anoka County Government Center, 2100 3rd Avenue, Anoka, Minnesota, unless reasonable notice is provided of an alternate location, date, or time.

BE IT FURTHER RESOLVED that minutes and resolutions or other actions of the ACRRA may be certified by the chair of the board or the executive director. Other duties of the deputy secretary of the ACRRA (the Administrative Assistant) may be carried out by the deputy secretary's designee.

BE IT FURTHER RESOLVED that the ACRRA hereby delegates to the executive director the authority to negotiate, accept, and execute on its behalf contracts up to the amount of \$25,000 with the concurrence of the ACRRA chair and settlements of claims against the ACRRA up to the amount of \$5,000, with the concurrence of the Anoka County Attorney's Office. The executive director shall periodically report on the cumulative total of the contracts to the ACRRA.

BE IT FINALLY RESOLVED that these rules and procedures shall continue to be applicable to meetings of the ACRRA until reconsideration in whole or in part.

ACRRA RESOLUTION #2024-2

**RESOLUTION IDENTIFYING ANOKA COUNTY REGIONAL RAILROAD AUTHORITY
LOCAL OFFICIALS FOR 2024**

WHEREAS, Minnesota Rules, part 4501.0400 requires each metropolitan governmental unit annually to determine the positions within the unit that constitute its local officials and to provide the Campaign Finance and Public Disclosure Board with a list of those positions; and,

WHEREAS, Minnesota Statutes § 10A.01, subd. 24, defines a metropolitan governmental unit as including a regional railroad authority established by one or more counties under Minnesota Statutes § 398A.03:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Regional Railroad Authority (ACRRA) Board of Commissioners hereby determines that persons who serve as Anoka County Regional Railroad Authority commissioners, by virtue of holding elective office as Anoka County Commissioners, and the person appointed to serve in the position of Executive Director for the ACRRA are Anoka County Regional Railroad Authority local officials pursuant to the provisions in the Minnesota Statutes Chapter 10A.