

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY BOARD

AGENDA

FOR THE JANUARY 2, 2024, STATUTORY AND ORGANIZATIONAL MEETING

10:15 A.M.

Or Immediately Following the Anoka County
Regional Railroad Authority Board Meeting

Whichever is Later

County Board Room #705 - Anoka County Government Center

1. Oath of Office: Trustee Scott Schulte
2. Executive Director Karen Skepper calls meeting to order.
3. Trustees: Matt Look
Julie Braastad
Jeff Reinert
Scott Schulte
Mike Gamache
Julie Jeppson
Mandy Meisner
4. Election of Anoka County Housing and Redevelopment Authority (ACHRA) Chair for program year 2024. *(2023 Chair – Mike Gamache)*
5. Election of ACHRA Vice-Chair for program year 2024. *(2023 Vice-Chair – Julie Jeppson)*
6. Election of ACHRA Secretary/Treasurer/Chair Pro Tem for program year 2024. *(2023 Secretary/Treasurer/Chair Pro-Tem – Jeff Reinert)*
7. Consider approving Resolution #2024-01, Establishment of Certain Rules and Procedures and Designation of a Public Meeting Notice Facility and Legal Publication for the Anoka County Housing and Redevelopment Authority (ACHRA) for 2024. **See attached** Resolution #2024-01.
8. Consider the appointment of the following persons as deputies or assistants for program year 2024:
 - A. Deputy Secretary:
ACHRA Associate Administrative Assistant or designee.
 - B. Deputy Treasurer:
Division Manager of Finance and Central Services to perform collection and investment functions and accounting transactions.

- 9. Consider the appointment of Karen Skepper to serve as ACHRA Executive Director for program year 2024.
- 10. Consider the appointment of Tonja West-Hafner to serve as ACHRA Assistant Executive Director for program year 2024.
- 11. Consider, for informational purposes, appointments by the Chair to the ACHRA Management Committee for program year 2024 as follows:

| | 2023 Appointments | 2024 Appointments |
|----------------------------------|----------------------------|--------------------------|
| ACHRA Management Committee | Mike Gamache (Chair) | |
| | Julie Jeppson (Vice Chair) | |
| | Jeff Reinert | |
| | Mandy Meisner | |

- 12. Consider, for informational purposes, 2024 dates for ACHRA Management Committee and Board meetings. **See attached** schedule.
- 13. Other.

ACHRA #2024-01

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

WHEREAS, the Anoka County Housing and Redevelopment Authority (ACHRA) Board of Trustees is called upon to make numerous decisions necessitating various parliamentary and operating procedures; and,

WHEREAS, the ACHRA Board, in carrying out their official functions during the year 2024 will hold numerous and varied meetings to consider the business of the ACHRA 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 the board and shall consist of four trustees.
2. The chair of the board shall have the authority to appoint members of the board to the standing committees.
3. All matters to be acted upon by the (ACHRA) board 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 ACHRA 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 the ACHRA or the ACHRA Board of Trustees 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 ACHRA meetings involving the ACHRA Board of Trustees and its committees.
6. _____ (2023 – *ECM Publishers*) is hereby designated as the legal newspaper for the publication of ACHRA public notices, though the executive director shall publish notices in any other publication as deemed appropriate.
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 trustee signifies an abstention or votes in the negative on any given issue, the secretary shall be directed to record that each trustee has voted in the positive on that particular matter which is before the board.

BE IT FURTHER RESOLVED that the regular meeting of the ACHRA shall be the fourth Tuesday of the month, if necessary, or at the call of the chair, and shall be held immediately following the Anoka County board meeting. 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 ACHRA may be certified by the chair of the board or the executive director. Other duties of the deputy secretary of the ACHRA (ACHRA Associate Administrative Assistant) may be carried out by the deputy secretary's designee.

BE IT FURTHER RESOLVED that the ACHRA hereby delegates to the executive director the authority to negotiate, accept, and execute on its behalf contracts up to the amount of \$100,000, with the concurrence of the ACHRA chair, and settlements of claims against the ACHRA 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 contracts to the ACHRA.

BE IT FURTHER RESOLVED that the ACHRA delegates to the executive director, the authority to update policies and procedures to remain consistent with those approved by the Anoka County Board of Commissioners.

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



KAREN SKEPPER
 Director of Community and Government Relations
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MEMO TO: Anoka County Housing and Redevelopment Authority Board of Trustees
FROM: Karen Skepper, Executive Director
SUBJECT: ACHRA Meeting Schedule for 2024

Following is a list of ACHRA meetings scheduled for 2024. Management Committee meetings begin at 10:30 a.m., or immediately following the Anoka County Regional Rail Authority meeting, whichever is later.

ACHRA Board meetings follow the County Board meeting schedule, and usually meet on the fourth Tuesday of each month (with some exceptions), in County Board Room #705 at 10:15 a.m., or immediately following the Board of Commissioners Public Comment Period, whichever is later.

ACHRA Meeting Schedule for 2024

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|-------------|---|--------------|---------------------------------|
| January 2 | Organizational Meeting and HRA Management Committee Meeting | July 9 | HRA Management Committee |
| January 23 | HRA Board Meeting | July 23 | HRA Board Meeting |
| February 20 | HRA Board Meeting | August 13 | HRA Management Committee |
| March 12 | HRA Management Committee | August 27 | HRA Board Meeting |
| March 26 | HRA Board Meeting | September 10 | HRA Management Committee |
| April 9 | HRA Management Committee | September 24 | HRA Board Meeting |
| April 23 | HRA Board Meeting | October 8 | HRA Management Committee |
| May 14 | HRA Management Committee | October 22 | HRA Board Meeting |
| May 28 | HRA Board Meeting | November 12 | HRA Board Meeting |
| June 11 | HRA Management Committee | December 3 | HRA Board Meeting (Budget/Levy) |
| June 25 | HRA Board Meeting | December 17 | HRA Board Meeting (If Needed) |

If you have any questions about the above meeting dates, please do not hesitate to contact me at 763-324-4603.

