

**ANOKA COUNTY REGIONAL RAILROAD AUTHORITY BOARD
AGENDA**

FOR THE FEBRUARY 28, 2023, SPECIAL MEETING

10:30 A.M. or Immediately Following the
Anoka County Housing and Redevelopment Authority Board Meeting, Whichever is Later

County Board Room #705, Anoka County Government Center

1. Chair 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

Others:

3. Approval of minutes from the following Anoka County Regional Railroad Authority (ACRRA) meetings:

a. December 2, 2022, board meeting

b. January 3, 2023, statutory and organizational board meeting

4. Chair's Remarks.

5. Consider authorizing the Executive Director and Anoka County Attorney's Office to negotiate and make recommendations for a full or partial release of the remaining declaration of covenants, conditions, and restrictions encumbering the west- and east-side lots at the Fridley Northstar Rail Station to permit redevelopment by the Fridley Housing Redevelopment Authority. If approved, the Executive Director shall assess the scope of the release requested by the Metropolitan Council and the Fridley Housing Redevelopment Authority and provide options and recommendations to the Board.

6. Other

**ANOKA COUNTY REGIONAL RAILROAD AUTHORITY
MEETING MINUTES**

Government Center
Anoka, Minnesota

December 2, 2022

Chair Look called the meeting to order at 10:39 a.m.

Present:	District #1	Matt Look
	District #2	Julie Braastad
	District #3	Robyn West
	District #4	Mandy Meisner
	District #5	Mike Gamache
	District #6	Jeff Reinert
	District #7	Scott Schulte

Others Present: Dee Guthman, ACRRRA Executive Director; Rhonda Sivarajah, County Administrator; Kathryn Timm, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; Brenda Vetter, Administrative Assistant, staff, and citizens

Commissioner Schulte made motion approving the minutes from the November 8, 2022, Anoka County Regional Railroad Authority (ACRRRA) board meeting. Commissioner Braastad seconded the motion. Motion carried.

Commissioner Schulte offered the following resolution, and moved its adoption:

ACRRRA RESOLUTION #2022-4

**ADOPTION OF FINAL TAX LEVY AND FINAL OPERATING BUDGET
FOR PROGRAM YEAR 2023**

WHEREAS, in 1988, the Anoka County Regional Railroad Authority (ACRRRA) completed the procedure set forth in Minnesota Statutes Section 398A.04, subd. 8, to implement its power to levy a tax on all taxable property in Anoka County; and,

WHEREAS, the 2023 budget, as recommended, provides the basis of the proposed property tax levy; and,

WHEREAS, the ACRRRA adopted a proposed 2023 tax levy on August 23, 2022:

NOW, THEREFORE, BE IT RESOLVED that the ACRRRA hereby adopts a final 2023 tax levy in the amount of \$1,784,326 to be certified in accordance with Minnesota Statutes

Section 398A.04, subd. 8, and Minnesota Statutes Section 275.07.

BE IT FURTHER RESOLVED by the ACRRA that it approves the final 2023 operating budget, in the amount of \$7,016,341 as shown in Exhibit A.

(Exhibit A is on file in County Administration.)

Upon roll call vote, motion carried. Resolution declared adopted.

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Commissioner Schulte made motion to postpone the matter concerning Fridley Park and Ride station (West Side) to a future meeting. Commissioner Reinert seconded the motion. Motion carried.

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The Anoka County Regional Railroad Authority meeting was adjourned at 10:56 a.m.

ATTEST:

**ANOKA COUNTY REGIONAL
RAILROAD AUTHORITY**

By: _____
Mandy Meisner, Secretary

By: _____
Matt Look, its Chair

Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.

ANOKA COUNTY REGIONAL RAILROAD AUTHORITY BOARD

STATUTORY AND ORGANIZATIONAL MEETING MINUTES

Government Center
Board Room
Anoka, Minnesota

January 3, 2023

Assistant Executive Director Karen Skepper called the meeting to order at 9:58 a.m.

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

Others Present: Karen Skepper, ACRRRA Assistant Executive Director; Rhonda Sivarajah, County Administrator; Andrew Jackola, Assistant County Attorney; and staff

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Assistant Executive Director Karen Skepper stated that the first order of business would be the election of a chair of the Anoka County Regional Railroad Authority (ACRRRA) for program year 2023 and called for nominations.

Commissioner Schulte nominated Commissioner Look for chair of the ACRRRA.

Karen Skepper called (three times) for further nominations. There being no further nominations, Karen Skepper stated that nominations be closed. Commissioner Jeppson seconded the motion that Commissioner Look be elected chair.

Karen Skepper called for a vote that Commissioner Look be elected chair. Commissioners Braastad, Reinert, Schulte, Gamache, Jeppson, and Meisner voted “yes.” Commissioner Look was declared chair of the ACRRRA.

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Chair Look called for the election of a vice chair of the ACRRRA for program year 2023.

Commissioner Schulte nominated Commissioner Meisner for vice chair of the ACRRRA. Chair Look called (three times) for further nominations. There being no further nominations, Chair Look stated that nominations be closed.

Chair Look called for a vote that Commissioner Meisner be elected vice chair. Commissioners Look, Braastad, Reinert, Schulte, Gamache, Jeppson voted “yes.” Commissioner Meisner was declared the vice chair of the ACRRRA.

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Chair Look called for the election of a secretary of the ACRRRA for program year 2023.

Commissioner Schulte nominated Commissioner Jeppson for secretary of the ACRRRA. Chair Look called (three times) for further nominations. There being no further nominations, Chair Look stated that nominations be closed.

Chair Look called for a vote that Commissioner Jeppson be elected secretary. Commissioners Look, Braastad, Reinert, Schulte, Gamache and Meisner voted “yes.” Commissioner Jeppson was declared the secretary of the ACRRRA.

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Chair Look called for the election of a treasurer of the ACRRRA for program year 2023.

Commissioner Braastad nominated Commissioner Reinert for treasurer of the ACRRRA. Chair Look called (three times) for further nominations. There being no further nominations, Chair Look stated that nominations be closed.

Chair Look called for a vote that Commissioner Reinert be elected treasurer. Commissioners Look, Braastad, Schulte, Gamache, Jeppson and Meisner voted “yes.” Commissioner Reinert was declared the treasurer of the ACRRRA.

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Commissioner Braastad offered the following resolution and moved its adoption:

ACRRRA RESOLUTION #2023-1

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 2023

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

WHEREAS, the ACRRRA, in carrying out its official functions during the year 2023, will hold numerous and varied meetings to consider the business of the ACRRRA 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 ACRRRA and shall consist of three commissioners.
2. The chair of ACRRRA shall have the authority to appoint members of the board to the standing committees.
3. All matters to be acted upon by ACRRRA 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 ACRRRA 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 ACRRRA 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 ACRRRA meetings involving the ACRRRA Board of Commissioners and its committees.
6. ECM Publishers, Inc. (2022 – ECM Publishers, Inc.) is hereby designated as the legal newspaper for the publication of ACRRRA 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 ACRRRA shall be the second Tuesday of the month with the exception of January 10, which meeting will be held on January 24, and February 14, which meeting will not be held, and December 12, which meeting will be held on December 1, 2023, 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 ACRRRA may be certified by the chair of the board or the executive director. Other duties of the deputy secretary of the ACRRRA (the Associate Administrative Assistant) may be carried out by the deputy secretary's designee.

BE IT FURTHER RESOLVED that the ACRRRA 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.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

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Commissioner Gamache moved to appoint the following persons as deputies or assistants for program year 2023:

- A. Deputy Secretary – Associate Administrative Assistant or designee.
- B. Deputy Treasurer – Chief Financial Officer to perform collection and investment functions and accounting transactions.

Commissioner Braastad seconded the motion. Motion carried unanimously.

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Commissioner Schulte moved to appoint Dee Guthman as ACRRA Executive Director for program year 2023. Commissioner Gamache seconded the motion. Motion carried unanimously.

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Commissioner Schulte moved to appoint Karen Skepper as ACRRA Assistant Executive Director for program year 2023. Commissioner Braastad seconded the motion. Motion carried unanimously.

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Commissioner Braastad offered the following resolution and moved its adoption:

ACRRA RESOLUTION #2023-2

RESOLUTION IDENTIFYING ANOKA COUNTY REGIONAL RAILROAD AUTHORITY LOCAL OFFICIALS FOR 2023

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.

Motion carried unanimously. Resolution declared adopted.

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Chair Look made the following ACRRA Management Committee appointments and chair designations for program year 2023:

Matt Look, Chair
Mandy Meisner
Julie Jeppson

* * * * *

The Anoka County Regional Railroad Authority Statutory and Organizational meeting was adjourned at 10:06 a.m.

ATTEST:

**ANOKA COUNTY REGIONAL
RAILROAD AUTHORITY**

By: _____
Julie Jeppson, Secretary

By: _____
Matt Look, its Chair

Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.



ANOKA COUNTY RRA BOARD ACTION ITEM

February 28, 2023

Regional Railroad Authority

ACTION REQUESTED	Consider authorizing the Executive Director and Anoka County Attorney's Office to negotiate and make recommendations for a full or partial release of the remaining declaration of covenants, conditions, and restrictions encumbering the west- and east-side lots at the Fridley Northstar Rail Station to permit redevelopment by the Fridley Housing Redevelopment Authority. If approved, the Executive Director shall assess the scope of the release requested by the Metropolitan Council and the Fridley Housing Redevelopment Authority and provide options and recommendations to the Board.
BACKGROUND	The City of Fridley is seeking to redevelop property located at the Fridley Northstar Train Station. The property is subject to a declaration of restrictive covenants placed on it under the original CTIB grant agreement. Metropolitan Council and the Fridley HRA have requested that Anoka County and the ACRRA release the declarations to permit the redevelopment to proceed. It is not clear at this time which parcels are needed for the development plans, and which will remain for use as parking at the station.
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	NA
CONCLUSION	Further discussion and negotiation with Metropolitan Council and the Fridley Housing Redevelopment Authority is needed to determine the scope of the project and their request so that the release of the declarations can be accurately evaluated.
RECOMMENDATIONS	Recommend approval.