

**ANOKA COUNTY REGIONAL RAILROAD AUTHORITY BOARD
MEETING AGENDA**

FOR THE AUGUST 23, 2022, MEETING

10:15 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	Robyn West
	District #4	Mandy Meisner
	District #5	Mike Gamache
	District #6	Jeff Reinert
	District #7	Scott Schulte

Others:

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

- a. January 4, 2022, statutory and organizational board meeting
- b. April 12, 2022, board meeting

4. Chair's Remarks.

5. Consider Resolution #2022-3, Anoka County Regional Railroad Authority Proposed Budget and Proposed Tax Levy for Program Year 2023. **See attached** resolution and budget.

6. Other

ANOKA COUNTY REGIONAL RAILROAD AUTHORITY BOARD

STATUTORY AND ORGANIZATIONAL MEETING MINUTES

Government Center
Board Room
Anoka, Minnesota

January 4, 2022

Assistant Executive Director Karen Skepper called the meeting to order at 9:45 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: Karen Skepper, ACRRRA Assistant Executive Director; Rhonda Sivarajah, County Administrator; Kathryn Timm, Assistant County Attorney; Cory Kampf, Finance and Central Services Division Manager; Linda Hedstrom, Community Development Program Assistant; Brenda Vetter, Principal Administrative Secretary; 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 2022 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 Reinert seconded the motion that Commissioner Look be elected chair.

Karen Skepper called for a vote that Commissioner Look be elected chair. Commissioners Braastad, West, Schulte, Meisner, Gamache, and Reinert 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 2022.

Commissioner Braastad nominated Commissioner Schulte 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. Commissioner Gamache seconded the motion that Commissioner Schulte be elected vice chair.

Chair Look called for a vote that Commissioner Schulte be elected vice chair. Commissioners Look, Braastad, West, Meisner, Gamache, and Reinert voted “yes.” Commissioner Schulte 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 2022.

Commissioner West nominated Commissioner Meisner 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. Commissioner Schulte seconded the motion that Commissioner Meisner be elected secretary.

Chair Look called for a vote that Commissioner Meisner be elected secretary. Commissioners Look, Braastad, West, Schulte, Gamache and Reinert voted “yes.” Commissioner Meisner 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 2022.

Commissioner Schulte 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. Commissioner Braastad seconded the motion that Commissioner Reinert be elected treasurer.

Chair Look called for a vote that Commissioner Reinert be elected treasurer. Commissioners Look, Braastad, West, Schulte, Meisner, and Gamache 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 #2022-1

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 2022

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 ACRRA, in carrying out its official functions during the year 2022, 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. ECM Publishers, Inc. (2021 – 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 December 13, which meeting will be held on December 2, 2022, 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 ACRRRA Principal Administrative Secretary) 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 ACRRRA chair and settlements of claims against the ACRRRA 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 ACRRRA.

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

Motion carried unanimously. Resolution declared adopted.

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Commissioner Braastad moved to appoint the following persons as deputies or assistants for program year 2022:

- A. Deputy Secretary – ACRRRA Principal Administrative Secretary or designee.
- B. Deputy Treasurer – Division Manager of Finance and Central Services to perform collection and investment functions and accounting transactions.

Commissioner Schulte seconded the motion. Motion carried unanimously.

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Commissioner West moved to appoint Dee Guthman as ACRRRA Executive Director for program year 2022. Commissioner Braastad seconded the motion. Motion carried unanimously.

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Commissioner Schulte moved to appoint Karen Skepper as ACRRRA Assistant Executive Director for program year 2022. Commissioner Gamache seconded the motion. Motion carried unanimously.

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Commissioner Schulte offered the following resolution and moved its adoption:

ACRRRA RESOLUTION #2022-2

RESOLUTION IDENTIFYING ANOKA COUNTY REGIONAL RAILROAD AUTHORITY LOCAL OFFICIALS FOR 2022

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 2022:

Matt Look, Chair
Scott Schulte
Robyn West

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The Anoka County Regional Railroad Authority Statutory and Organizational meeting was adjourned at 9:53 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
MEETING MINUTES**

Government Center
Anoka, Minnesota

April 12, 2022

Vice-Chair Schulte called the meeting to order at 10:26 a.m.

Present: District #2 Julie Braastad
 District #4 Mandy Meisner
 District #5 Mike Gamache
 District #6 Jeff Reinert
 District #7 Scott Schulte

Absent: District #1 Matt Look
 District #3 Robyn West

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

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Commissioner Braastad made motion approving the minutes from the January 4, 2022, Anoka County Regional Railroad Authority special board meeting. Commissioner Gamache seconded the motion. Motion carried.

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For informational purposes, Executive Director Dee Guthman provided a status update on the Northstar Train.

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The Anoka County Regional Railroad Authority meeting was adjourned at 11:12 a.m.

ATTEST:

**ANOKA COUNTY REGIONAL
RAILROAD AUTHORITY**

By: _____
Mandy Meisner, Secretary

By: _____
Scott Schulte, its Vice-Chair

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

ACRRA RESOLUTION #2022-3

**ANOKA COUNTY REGIONAL RAILROAD AUTHORITY PROPOSED BUDGET
AND PROPOSED TAX LEVY FOR PROGRAM YEAR 2023**

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

WHEREAS, in 2017 with the dissolution of the County Transit Improvement Board (CTIB), CTIB will no longer collect Anoka County's portion of the transportation and transit use tax. In 2023 these taxes will be collected directly by Anoka County. Therefore, in 2023 Anoka County assumes a portion of the Northstar Commuter Rail operating costs:

NOW, THEREFORE, BE IT RESOLVED that the ACRRA hereby establishes a proposed budget for program year 2023 in the amount of \$7,016,341 as set forth in Exhibit A.

BE IT FURTHER RESOLVED that the ACRRA hereby levies a proposed tax of \$2,214,016 for taxes payable in 2023 on the tax capacity of all taxable property situated in Anoka County.

BE IT FURTHER RESOLVED that, in accordance with Minnesota Statutes § 398A.04, subd. 8, the secretary of the ACRRA, or her deputy, shall file a certified copy of this resolution, and shall certify the proposed levy as described by state law, with the division manager of Property Records and Taxation, on or before September 30, 2022, and that the division manager of Property Records and Taxation shall assess and extend upon the tax rolls of each municipality in Anoka County the portion of the tax that bears the same ratio to the whole amount that the net tax capacity of taxable property in that municipality bears to the net tax capacity of taxable property in all municipalities in Anoka County.

BE IT FURTHER RESOLVED that all such tax monies collected shall be remitted by the Division of Property Records and Taxation to the treasurer of the ACRRA.

2023 Proposed Anoka County Regional Railroad Authority Summary of Budget

Exhibit A

	2022 Final	2023 Proposed
Revenues		
Property Tax Levy Collected	\$1,784,326	\$2,214,016
Use of Reserve	\$152,060	\$152,060
Anoka County Transportation Tax*	\$4,650,265	\$4,650,265
Total Revenues	\$6,586,651	\$7,016,341
Expenses		
Regional Rail Expenses	\$1,936,386	\$2,366,076
Northstar Rail Operating Expense*	\$4,650,265	\$4,650,265
Total Expenses	\$6,586,651	\$7,016,341
Anoka County Regional Rail Levy	\$1,784,326	\$2,214,016
Net Change to Levy	-18.4%	+24.1%

* Counties Transit Improvement Board (CTIB) Dissolution has transit tax revenues passing directly to Anoka County. Northstar Operating Costs are now paid directly by Anoka County.