

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, ACRRA 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 (ACRRA) for program year 2022 and called for nominations.

Commissioner Schulte nominated Commissioner Look for chair of the ACRRA.

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 ACRRA.

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Chair Look called for the election of a vice chair of the ACRRA 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.