

ANOKA COUNTY REGIONAL RAILROAD AUTHORITY BOARD

STATUTORY AND ORGANIZATIONAL MEETING MINUTES

Government Center
Board Room
Anoka, Minnesota

January 6, 2026

Executive Director Dee Guthman called the meeting to order at 10:00 a.m.

Present:	District #1	John Heinrich
	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: Dee Guthman, ACRRA Executive Director; David Pedersen, Assistant County Attorney; Jim Dickinson, County Administrator; Brenda Vetter, Administrative Assistant; staff and citizens

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Executive Director Dee Guthman 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 2026 and called for nominations.

Commissioner Meisner nominated Commissioner Schulte for Chair of the ACRRA for 2026.

Dee Guthman called (three times) for further nominations. There being no further nominations, Dee Guthman stated that nominations be closed. Commissioner Braastad seconded the motion.

Dee Guthman called for a vote that Commissioner Schulte be elected Chair. Commissioners Heinrich, Braastad, Reinert, Gamache, Jeppson, and Meisner voted "yes." Commissioner Schulte was declared Chair of the ACRRA for 2026.

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Chair Schulte called for nominations for the election of Vice Chair of the ACRRA for program year 2026.

Commissioner Jeppson nominated Commissioner Meisner for Vice Chair of the ACRRA. Chair Schulte called (three times) for further nominations. There being no further nominations, Chair Schulte stated that nominations be closed. Commissioner Heinrich seconded the motion.

Chair Schulte called for a vote that Commissioner Meisner be elected Vice Chair. Commissioners Heinrich, Braastad, Reinert, Schulte, Gamache, and Jeppson voted "yes." Commissioner Meisner was declared the Vice Chair of the ACRRA for 2026.

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Chair Schulte called for the election of Secretary of the ACRRA for program year 2026.

Commissioner Gamache nominated Commissioner Jeppson for Secretary of the ACRRA. Chair Schulte called (three times) for further nominations. There being no further nominations, Chair Schulte stated that nominations be closed. Commissioner Meisner seconded the motion.

Chair Schulte called for a vote that Commissioner Jeppson be elected Secretary. Commissioners Heinrich, Braastad, Reinert, Schulte, Gamache, and Meisner voted "yes." Commissioner Jeppson was declared the Secretary of the ACRRA for 2026.

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Chair Schulte called for the election of Treasurer of the ACRRA for program year 2026.

Commissioner Meisner nominated Commissioner Reinert for Treasurer of the ACRRA. Chair Schulte called (three times) for further nominations. There being no further nominations, Chair Schulte stated that nominations be closed. Commissioner Heinrich seconded the motion.

Chair Schulte called for a vote that Commissioner Reinert be elected Treasurer. Commissioners Heinrich, Braastad, Schulte, Gamache, Jeppson and Meisner voted "yes." Commissioner Reinert was declared the Treasurer of the ACRRA for 2026.

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Commissioner Braastad offered the following resolution and moved its adoption:

ACRRA RESOLUTION #2026-1

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 2026

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 2026, 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. (2025 – 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 13, which meeting will not be held; February 10, which meeting will be held February 17, 2026; and December 8, which meeting will be held on December 1, 2026, 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.

Motion carried. Resolution declared adopted.

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Commissioner Jeppson made motion appointing the following persons as deputies or assistants for program year 2026:

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

Commissioner Gamache seconded the motion. Motion carried.

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Commissioner Gamache made motion appointing Dee Guthman as ACRRA Executive Director for program year 2026. Commissioner Heinrich seconded the motion. Motion carried.

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Commissioner Reinert made motion appointing Tonja West-Hafner as ACRRA Assistant Executive Director for program year 2026. Commissioner Gamache seconded the motion. Motion carried.

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Commissioner Jeppson offered the following resolution and moved its adoption:

ACRRA RESOLUTION #2026-2

RESOLUTION IDENTIFYING ANOKA COUNTY REGIONAL RAILROAD AUTHORITY LOCAL OFFICIALS FOR 2026

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. Resolution declared adopted.

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Chair Schulte made the following ACRRA Management Committee appointments and chair designations for program year 2026:

Scott Schulte, Chair
Mandy Meisner, Vice Chair
Jeff Reinert, Treasurer

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

ATTEST:

**ANOKA COUNTY REGIONAL
RAILROAD AUTHORITY**

By:

Julie Jeppson, Secretary

By:

Scott Schulte, its Chair

*Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.
All contracts are subject to review by the attorney's office as to form and legality and
are on file in the respective departments.*