

# ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY BOARD

## AGENDA

FOR THE JANUARY 7, 2020, STATUTORY AND ORGANIZATIONAL MEETING

10:00 A.M.

Or Immediately Following the Anoka County  
Regional Railroad Authority Statutory and Organizational Meeting  
Whichever is Later

County Board Room #705 - Anoka County Government Center

1. Oath of Office: Matt Look, Mandy Meisner, Robyn West and Mike Gamache
2. Executive Director Karen Skepper calls meeting to order.
3. Trustees: Matt Look  
Julie Braastad  
Robyn West  
Mandy Meisner  
Mike Gamache  
Vacant  
Scott Schulte
4. Election of Anoka County Housing and Redevelopment Authority (ACHRA) Chair for program year 2020.  
*(2019 Chair – Scott Schulte)*
5. Election of ACHRA Vice-Chair for program year 2020.  
*(2019 Vice-Chair – Robyn West)*
6. Election of ACHRA Secretary/Treasurer/Chair Pro Tem for program year 2020.  
*(2019 Secretary/Treasurer/Chair Pro-Tem – Mike Gamache)*
7. Consider approving Resolution #2020-01, 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 2020 – **see attached** Resolution #2020-01.
8. Consider the appointment of the following persons as deputies or assistants for program year 2020:
  - A. Deputy Secretary:  
ACHRA Principal Administrative Secretary 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 2020.

10. Consider the appointment of Dee Guthman to serve as ACHRA Assistant Executive Director for program year 2020.
11. Consider, for informational purposes, appointments by the Chair to the ACHRA Management Committee for program year 2020 as follows:

	<b>2019 Appointments</b>	<b>2020 Appointments</b>
ACHRA Management Committee	Scott Schulte (Chair)	
	Robyn West (Vice Chair)	
	Matt Look	
	Mike Gamache	

12. Other.

**ACHRA #2020-01**

**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 2020**

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 2020 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. \_\_\_\_\_ (2019 -- *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 Principal Administrative Secretary) 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 \$20,000, 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.