

ANOKA COUNTY REGIONAL RAILROAD AUTHORITY BOARD

STATUTORY AND ORGANIZATIONAL MEETING MINUTES

Government Center
Board Room
Anoka, Minnesota

January 7, 2020

Executive Director Dee Guthman called the meeting to order at 9:46 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	
	District #7	Scott Schulte

Others Present: Dee Guthman, ACRRA Executive Director; Karen Skepper, ACRRA Assistant Executive Director; Kathryn Timm, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; Brenda Vetter, Principal Administrative Secretary; 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 2020 and called for nominations.

Commissioner West nominated Commissioner Look for chair of the ACRRA.

Dee Guthman called (three times) for further nominations. There being no further nominations, Commissioner Schulte moved that nominations be closed, and that Commissioner Look be elected chair. Commissioner Braastad seconded the motion.

Dee Guthman called for a vote that Commissioner Look be elected chair. Commissioners Braastad, West, Schulte, Meisner, and Gamache 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 2020.

Commissioner Braastad nominated Commissioner Schulte for vice chair of the ACRRA.

Chair Look called (three times) for further nominations. There being no further nominations, Commissioner Gamache moved that nominations be closed, and that Commissioner Schulte be elected vice chair. Commissioner Braastad seconded the motion.

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

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Chair Look called for the election of a secretary of the ACRRA for program year 2020.

Commissioner West nominated Commissioner Meisner for secretary of the ACRRA.

Chair Look called (three times) for further nominations. There being no further nominations, Commissioner Schulte moved that nominations be closed, and that Commissioner Meisner be elected secretary. Commissioner Braastad seconded the motion.

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

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Chair Look called for the election of a treasurer of the ACRRA for program year 2020.

Commissioner Schulte nominated Commissioner West for treasurer of the ACRRA.

Chair Look called (three times) for further nominations. There being no further nominations, Commissioner Braastad moved that nominations be closed, and that Commissioner West be elected treasurer. Commissioner Gamache seconded the motion.

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

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Commissioner Braastad offered the following resolution and moved its adoption:

RESOLUTION #2020-01

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 2020

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 2020, 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 ACRRRA and shall consist of four 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. (2019 - *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, 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 \$20,000 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 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 unanimously. Resolution declared adopted.

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Commissioner Schulte moved to appoint the following persons as deputies or assistants for program year 2020:

- A. Deputy Secretary – ACRRA 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 West seconded the motion. Motion carried unanimously.

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Commissioner Schulte moved to appoint Dee Guthman as ACRRA Executive Director for program year 2020. Commissioner Braastad 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 2020. Commissioner Gamache seconded the motion. Motion carried unanimously.

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Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2020-02

RESOLUTION IDENTIFYING ANOKA COUNTY REGIONAL RAILROAD AUTHORITY LOCAL OFFICIALS FOR 2020

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 ACRRRA Management Committee appointments and chair designations for program year 2020:

Matt Look, Chair
Scott Schulte
Robyn West

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The Anoka County Regional Railroad Authority Statutory and Organizational meeting was adjourned at 9:54 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.