



## Meeting Minutes

October 28, 2010

Cottage Grove City Hall

3:30 p.m.

---

### Members Present:

Myra Peterson, Washington County  
Joe Harris, Dakota County  
Janice Rettman, Ramsey County  
Cam Gordon, City of Minneapolis  
Barb Hollenbeck, City of Hastings  
Corbin Hopkins, City of Newport  
Jen Peterson, City of Cottage Grove  
John Hunziker, City of St. Paul Park

### Others Present:

Josh Olson, Ramsey County Regional Railroad Authority  
Andy Gitzlaff, Washington County Regional Railroad Authority  
Sam O'Connell, Dakota County Regional Railroad Authority  
John Solberg, Mn/DOT  
Linda Jungwirth, Assistant to Commissioner Rettman

### Ex-Officio Members Present:

Marc Mogan, Prairie Island Indian Community

---

Commission Chair Peterson called the meeting to order at 3:38 pm.

### Agenda Item #1 Consent Items

- a. Minutes of the July 29, 2010 Meeting
- b. Minutes of the September 30, 2010 Meeting  
"Including an edit on Page 6."
- c. League of MN Cities Insurance Coverage
- d. Financial Management Agreement Amendment
- e. Checks and Claims

Commission Member Harris questioned the Financial Management Agreement Amendment. He inquired as to why on the signature page Commission Chair Peterson signed as the Red Rock Corridor Commission Chair and also signed as the Chair of the Washington County Regional Rail Authority. Commission Member Harris suggested that there is a conflict having the Commission Chair sign to represent both agencies even though she holds those positions. Additionally, Commission Member Rettman requested that there should be a clause with a renewal date option.

Commission Member Rettman motioned that we should add a clause to renew this Financial Management Agreement every three years at election time, and when the Washington County Regional Rail Authority Chair is the same as the Red Rock Corridor Chair it is asked that the Red Rock Corridor Vice Chair sign the agreement. The motion was seconded by Commission Member Harris and passed unanimously.

Commission Member Jen Peterson motioned to approve the consent items. The motion was seconded by Commission Member Hopkins and passed unanimously.

## **Agenda Item #2 2011 Work Plan and Budget\* - WCRRA**

Mr. Gitzlaff indicated that we can discuss the work plan and budget, but we need a super majority in order to approve it. A super majority is all four counties, and we don't have that at this time since Hennepin County is not present. We can try again to get the Hennepin County Commissioner here, or schedule a special meeting, as has been done in the past to get the budget approved. Additionally, Hennepin County has not appointed an alternate yet, so currently we need to have Commission Member Steinglein. Commission Chair Peterson suggested that we ask Hennepin County to appoint an alternate so that we could take action either at the Mosquito Control Board Meeting on the last Wednesday of the month or the Annual Meeting of AMC in the beginning of December.

## **Agenda Item #3 2011 State Legislative Platform\*\* - WCRRA**

Mr. Gitzlaff indicated that at the last meeting staff had prepared a summary of the previous year's requests, as well as what the outcomes were and what the potential requests could be for the 2011 State Session. Mr. Gitzlaff referred the Commission Members to the draft version of the 2011 Legislative Platform hand out. He noted that this is just a discussion item today. He informed the Commission that he would review the changes that are included in this 2011 Platform:

1. Support for Newport Park-n-Ride facility. This year the request is being put forth by Washington County, so the request is in support of Washington County's request. These funds would go toward a match of other local funds for the construction and design of the Newport Park-n-Ride facility. The station planning project is due to be complete in early 2011, with the opening of bus service in 2012.
2. Support for High Speed Passenger Rail. This has remained the same as how it was written last year. We have now recognized that the State Rail Plan has now been completed. We are not aware if there will be a High Speed Rail Request in for Ramsey County, or from The High Speed Rail Commission as of yet, but the language is broad in the support, so it could apply to both. Commission Member Rettman questioned if the three-for-one benefit is included in the plan. She feels strongly that this specific language is something that needs to be included. Commission Chair Peterson concurred that the three modes add to the viability of our region. She noted that the improvements for freight movement with the investment of high speed rail and commuter rail are important. She reminded the Commission Members that the efficiency of freight trains in comparison to trucks is

significant. She noted that one ton of freight can be carried 465 miles on only one gallon of fuel. Additionally, a train can move the same load as 280 trucks, and is twelve times more effective than trucks in greenhouse gas emission. Mr. Gitzlaff agreed that since this is a draft, he would work in the three-for-one concept.

3. Support for The Union Depot Project. He noted that this is very similar to last year's request. The request is to support the request by Ramsey County Rail Authority for State Bond Funds to match the Federal Bond Funds for The Union Depot.
4. Support for Hoffman Yard Interlock improvements. He indicated that at last year's legislative session this request was put forward by the Minnesota High Speed Rail Commission, which is the joint powers board from Ramsey County on down to Winona. There was a million dollars included in the capital investment bill that was later line item vetoed. We are not sure yet if the Minnesota High Speed Rail is going to put forth this request again, but this is in the platform as a place holder.
5. Support for the Minneapolis Interchange project. He referenced that this is a new item. They are putting forward a bonding request for this year and this support item recognizes that this is an important project and is the western terminus of the Red Rock Corridor. Commission Member Rettman inquired to receive some additional information on this item to be more informed on this issue. Commission Member Gordon indicated that there has been some discussion in regard to the NorthStar Line and where there are going to store the cars in relation to this hub. He indicated that he could gather more information and forward it on to Mr. Gitzlaff. Commission Chair Peterson encouraged the board to schedule a presentation on this project to gain more knowledge.
6. Support for the implementation of commuter bus service from Hastings with a stop in Newport to St. Paul/Minneapolis. Mr. Gitzlaff referenced last year's bill that contained \$250,000 that authorized the MN Department of Transportation to use, at the discretion of the commissioner, toward bus service from Hastings to St. Paul for fiscal year 2011. This plank is not asking for a change; it is stating that the Corridor Commission continues to support the implementation of the bus service. The language is similar to what we had last year. Commission Member Rettman commented that she realized this is a demonstration project, but at some time it needs to be included in long-term planning.

Mr. Gitzlaff indicated that staff will make some edits and have it available for the next meeting as an approval item.

#### **Agenda Item #4 Meeting Attendance Procedures\* - WCRRA**

Mr. Gitzlaff informed the Commission Members that every month the procedure to determine if we have a quorum is for staff to make phone calls to determine the attendance of the meeting. This policy has not been updated since technology has improved and more Commission members are using email and blackberry's. Staff is recommending putting the responsibility onto the commission members to make staff aware if they are not able to attend a monthly meeting. Commission members will be expected to attend the regularly scheduled monthly meeting and staff will assume they will attend this meeting unless notified via email or phone call at least two weeks prior to the upcoming meeting date. If the member is unable to attend, it is their responsibility to notify the alternate to have them in attendance. Additionally, there are a few cities and

counties that don't have alternates appointed. He noted that this may be something we need the Commission to look at in 2011, to have alternates appointed for all members to ensure we are able to continue to conduct business.

Mr. Gitzlaff confirmed that a quorum is a minimum of two counties in attendance and a total of six members in attendance. Additionally, for the budget approval meeting a super majority is needed with all four counties in attendance and unanimous approval is needed.

He also clarified that the alternate would need to be another elected official. It is not a term position and can be appointed at any time. Reappointments only occur if there is a change within the appointing body.

Commission Chair Peterson confirmed that this is the new policy that will be implemented. Mr. Gitzlaff indicated that he will send out a reminder for the next few meetings and confirmed that you can phone the staff member, or call or email Mr. Gitzlaff.

#### **Agenda Item #5 Draft Travel and Attendance Policy – WCRRA**

Mr. Gitzlaff indicated that the Commission Members should review the Draft Travel and Attendance Policy. Commission Member Rettman noted that in addition to the surveys of other commissions, policies included; The Gateway Corridor Commissions policy states "travel to out of state events and conferences will be the responsibility of individual members". Additionally, The High Speed Rail policy also indicated travel is the responsibility of individual members of the organizations. She conveyed to the Commission Members her concern that if this item remained in the budget, she would not be able to approve the budget. None of the similar organizations have a policy as generous as the Red Rock Corridor Commission for travel and she felt strongly that the Policy should be clearly stated that out-of-state travel and conferences should be the responsibility of the member. Commission Chair Peterson noted that the original RRCC did have this travel policy because we were a new organization venturing into an area that we were not educated in. So, the original board encouraged members to engage the smaller communities to participate in a broader learning experience, because they in fact are the ones that have zoning authority. Commission Member Rettman reminded the Commission Members that the scrutiny of travel expenses is much more present today than in 1999. Commission Member Gordon indicated that it appeared if we don't provide some type of funding that there are some people on our Commission, from smaller cities, that wouldn't have the benefit of attending a conference and becoming a more valuable Commission member when they returned from the conference. He noted it is unfortunate, that the larger cities have the ability to utilize a budget on travel, but the smaller cities typically don't.

Mr. Gitzlaff reminded the Commission Members that the travel budget is rarely used. Even though this authorizes and lays the ground rules for travel, each travel opportunity is subject to the approval of the Corridor Commission Board prior to any travel arrangement is booked. Commission Member Rettman noted that the Counties are the

only four organizations putting funding into the budget, and travel should be the responsibility of the each municipality.

Commission Member Harris suggested that we continue this Travel and Attendance Policy discussion item at the budget approval meeting with the four funding partners. Commission Member Rettman confirmed that she wanted the travel and attendance policy implemented and included in the 2011 Budget. Additionally, she wanted the specific detailed numbers as to how much each of the four counties have put into the Red Rock Corridor Budget. Mr. Gitzlaff indicated that he could get those details; he confirmed that there have been no funds put into the budget since 2001. In 2001, \$170,000 was put into the budget with 40% from both Ramsey County and Washington County, and 20% from Dakota County. Then when Hennepin came into the RRCC in 2005 they began paying their share of the upcoming year's budget. We have been keeping track of two separate funds, as to where Ramsey, Washington and Dakota Counties funds are and where Hennepin Counties funds are. Estimated Fund Balances for the end of this year are:

Ramsey County	\$32,000
Washington County	\$33,000
Hennepin County	\$10,000
Dakota County	<u>\$22,000</u>

Total of \$98,800 remaining in the budget, as included on page four of the budget packet.

Commission Member Harris motioned to table the travel policy to next meeting when all four of the funding partners are in attendance. The motion was seconded by Commission Member Hunziker and passed unanimously.

**Agenda Item #6 Station Area Planning Study Update\* - WCRRA**

Mr. Gitzlaff indicated that the open houses in August were complete and he referred the Commissioners to review the Public Meeting/Open House #1 Questionnaire Response Summary included in the packet. He also provided a website update report and referred the Commission Members to review this memorandum. He indicated that as part of the study, they had revamped the website and made it more user friendly including some interactive items, e-newsletter and mailing list. Internet traffic has gone down a bit, but this may be due to the fact that there hasn't been anything new released recently. The next round of open houses in January should see an increase in website activity.

Additionally, from a communications standpoint, he referred to the recent e-newsletter blasts that all the members should be receiving, as well as more in depth newsletter handouts. He provided copies to all present and encouraged the Commission Members to take a few extras to hand out to other community and board members. He noted that over the past month the project management and technical teams have met with city staffs in each of the cities to get some input from their public works and engineering departments to make sure some of the concept plans will work. There will be some refinements on the plans due to this process. At our November meeting Tom Dobbs will give a presentation with a preview of the concept plans and update on the project prior

to our next round of open houses in January. Commission Chair Peterson suggested that we plan a meeting with public safety, to cover safety issues in the planning process.

**Agenda Item #7 Legislative Update\* - RCRRA**

**a. State**

Josh Olson informed the Commission that due to the election next week, there was not much new at the State Level.

**b. Federal**

Mr. Olson informed the Commission members that the election next week is the largest item at the Federal Level also. He also indicated that there have not been too many changes in policies, laws or resolutions but he provided an update of some recent announcements:

The Red Rock Corridor Commission and Washington County were unsuccessful in receiving a Tiger Grant. This is disappointing, but he indicated that the City of St Paul did receive some funding out of that grant program. Mr. Olson gave the Commission Members a hand-out summarizing the high speed rail inter-city passenger rail program grants announced that day. The Union Depot received \$40 Million as part of that program. Additionally, HUD, EPA and DOT reported today that the Twin Cities was a recipient of the Sustainable Communities Planning Grant. Our region continues to receive these ultra competitive programs at the national level. Additionally he noted, the Twin Cities was one of five recipients of The Living Cities Grant, which is a national grant program from the non-profit world. These grants are focused on transit orientated and transitway development. He noted that the Corridor Commission Staff will continue to keep an eye on these developments.

**Agenda Item #8 Other**

**a. TIGER II Grant Awards\***

**b. Next Meeting- November 18, 2010**

There being no further business Commission Member Hunziker moved a motion to adjourn. The motion was seconded by Commissioner Member Harris and passed unanimously.

The Commission adjourned at 4:45 p.m.