



Meeting Minutes

November 30, 2017

Newport City Hall

4:30 p.m.

Commission Members	Agency	Present
Marion Greene	Hennepin County RRA	
Janice Rettman	Ramsey County RRA	X
Jim McDonough	Ramsey County RRA	
Karla Bigham	Washington County RRA	X
Mike Slavik	Dakota County RRA	X
La Rae Mills	City of Cottage Grove	X
Myron Bailey	City of Cottage Grove	
John Kummer	Denmark Township	
Mark Vaughn	City of Hastings	X
Cam Gordon	City of Minneapolis	
Tracy Rahm	City of Newport	X
Jane Prince	City of St. Paul	
Sandi Dingle	City of St. Paul Park	X

Ex-Officio Members	Agency	
Ron Allen	Goodhue County	
Jess Greenwood	Goodhue County	
Judy Mitchell	Canadian Pacific Railway	
Marc Mogan	Prairie Island Indian Community	

Staff	Agency	Present
Jan Lucke	Washington County RRA	
Lyssa Leitner	Washington County RRA	
Hally Turner	Washington County RRA	X
Emily Jorgensen	Washington County RRA	X
Kevin Roggenbuck	Ramsey County RRA	X
Matt Parent	Dakota County RRA	
Joe Scala	Hennepin County	X

Others	Agency	
Chelsey Hendrickson	Kimley Horn	X
Lindsey Wollschlager	Richardson, Richter & Associates	X

Agenda Item #1: Introductions

Chair Bigham called the meeting to order at 4:30 p.m. Introductions were not made.

Agenda Item #2: Approval of Agenda

Councilmember Mills moved to move agenda items 6 and 8 to follow agenda item 3 in the interest of quorum. The motion was seconded by Mayor Dingle. All were in favor, **Approved**. Motion Carried.

Agenda Item #3: Consent Items

Motion was made by Commissioner Rettman to approve the check and claims, and the minutes from the August 24 and October 19 commission meetings. The motion was seconded by Councilmember Rahm. All were in favor, **Approved**. Motion Carried.

Agenda Item #6: Financial Agreement

Hally Turner, Washington County staff, stated that the financial services agreement is the agreement that is standing between the Red Rock Corridor Commission and Washington County Regional Railroad Authority that grants Washington County the authority to manage funds, contract services, provide necessary support and oversight activity on behalf of the Red Rock Corridor Commission. The current agreement is set to expire on December 31, 2017. As the Joint Powers Agreement (JPA) update is taking longer than anticipated, the Commission needs to act on the financial agreement in order to continue paying the bills. This agreement would be null once a new JPA is adopted. The changes from the previous draft include updated membership and allowing the termination of the agreement upon the approval of a new JPA.

Commissioner Bigham asked for the length of the agreement. Ms. Turner stated that there is no term associated with the financial agreement but the adoption of the new JPA meets the termination criteria for the financial agreement. Commissioner Bigham asked why notice provision wasn't included in article 3. Ms. Turner stated that there wasn't a notice provision in the previous copy. Commissioner Bigham stated that the new financial agreement is fine without a notice provision.

Commissioner Rettman stated that it seems appropriate to not have a notice provision as there are only two parties involved in the agreement. Commissioner Rettman asked if this agreement allows staff to continue Red Rock Commission work and the work is only using fund balance. Ms. Turner stated that that was correct.

Motion was made by Councilmember Rahm to approve the financial services agreement. The motion was seconded by Councilmember Vaughn. All were in favor, **Approved**. Motion Carried.

Agenda Item #8: 2018 Proposed Meeting Schedule

Emily Jorgensen, Washington County staff, stated that there are 3 meetings proposed for 2018. The first meeting is proposed for January 25. The meeting would cover the second reading of the amended JPA, a first reading of the amended bylaws, and a small area plan update from Kimley Horn. The second meeting is proposed for May 24. The meeting would cover adopting the amended JPA and bylaws. The third meeting is proposed for October 25. The meeting would cover the 2019 work plan and budget.

Chair Bigham asked why the Commission is waiting 5 months between the readings of the JPA and approving the amended JPA. Ms. Turner stated that the date was selected to allow time to work with agencies to approve the amended JPA by the May 24 meeting. Ms. Turner noted that approval processes can take longer than anticipation.

Chair Bigham asked to clarify if May 24 is the week of Memorial Day. May 24 is the week before Memorial Day. Chair Bigham noted that there may be a need for an additional meeting depending on what happens in the legislature in 2018. Chair Bigham asked staff to plan for a meeting in February and March.

Commissioner Rettman asked that a notice be sent out to Commission members to ensure that the meeting times and dates for 2018 work for everyone's schedules. Chair Bigham asked if it would be too difficult for members to get to meetings to start at 4 pm. Chair Bigham stated the meetings should begin at 4 pm.

Agenda Item #4: Small Area Plans

Ms. Jorgensen stated that St. Paul Park and Cottage Grove have been working with Washington County throughout 2017 to develop plans for the station areas in those cities. Two rounds of open houses were conducted. Staff heard comments about mobility challenges, what communities like, what they would like to see change. Development scenarios were shown at open houses in the fall. The draft project analysis and public engagement feedback was presented to the cities at the Cottage Grove Planning Commission and the St. Paul Economic Development Authority. Kimley Horn staff will be present at the January commission meeting to give a final presentation on the Small Area Plan process.

Commissioner Rettman stated that she appreciated having the Small Area Plan information in the packet now for review prior to the next meeting.

Commissioner Bigham thanked staff for their time and commitment to the public engagement process and for working with the city partners.

Agenda Item #5: Joint Powers Agreement

Ms. Turner stated that the Commission had previously selected to allow current members to withdraw if they so choose and the remaining members will update the current JPA. Washington and Ramsey County staff are working with their respective attorneys to draft a new agreement. Those changes will be presented in a draft in January. Corridor city staff will also have an opportunity to review.

Commissioner Rettman asked when the 90-day notice period for the withdrawal of the City of Minneapolis will end. Ms. Turner stated that the City of Minneapolis website was experiencing technical difficulties so the date is forthcoming.

Chair Bigham stated that Minneapolis Councilmember Gordon had sent that was impossible to open.

Commissioner Rettman asked if the cities that have been involved or if the cities that will be involved will have an opportunity to review. Ms. Turner stated that the list is the same and everyone will have an opportunity to review.

Agenda Item #7: Draft Work Plan and Budget

Ms. Turner stated this is the first of two readings of the 2018 work plan and budget. Staff anticipate the second reading to take place in January provided major changes aren't needed. The 2018 work plan is very similar to 2017. The work plan centers around informing legislation as it relates to corridor activities, monitoring the work that goes on in the region to ensure Red Rock Corridor priorities are reflected, and continue communication activities. The Commission has used a communications consultant for the past few years. That contract expires in February, staff recommends using Washington County staff for communications and not pursuing a new consultant contract. The finalization of the JPA is also included in the work plan. The budget is proposed to be \$21,000. The 2017 approved budget and expenses was included in the packet. The 2017 expenses does not yet reflect expenses from November and December. Ms. Turner highlighted the specifics of the 2018 budget. Ms. Turner stated that funds are budgeted for the remainder of the current communications contract. Staff will be working to get all materials from the consultant to continue communications works.

Commissioner Rettman asked if any consultant created Red Rock content is owned by the consultant. Ms. Turner confirmed that all content is owned by the Commission.

Ms. Turner stated that some funds are available in the event the Commission needed additional assistance with the JPA.

Commissioner Slavik asked if the two funding partners who are withdrawing have waived contribution refunds. Ms. Turner stated that Hennepin County and Dakota County have not waived the reimbursement. The Commission will be reimbursing the funding partners based on contribution percentages once the current JPA is no longer in effect. Commissioner Slavik stated he had previously had conversations with Hennepin County that reimbursement to Dakota and Hennepin may not be necessary. Ms. Turner stated that that message was relayed to staff but the Washington County attorney recommended that the Commission receive the waiver in writing. Commissioner Slavik said he and Commissioner Greene feel that as withdrawing funding partners they do not need to be reimbursed and the money would be more valuable to the Red Rock Corridor Commission.

Commissioner Rettman stated that Commissioner Slavik has made it clear that although Dakota County is withdrawing, Dakota County wants to be part of regional transit solutions. Although Dakota County will not be included in the new JPA, Dakota County will be continued to be involved in the Red Rock Corridor and the bigger picture.

Commissioner Slavik stated that Dakota and Hennepin Counties feel that it's not about the dollars, it's about regional transit.

Agenda Item #9: Communications Update

Ms. Jorgensen stated that there have been 702 views on the website in the last 30 days. The Red Rock Corridor Facebook page currently have 730 likes and there have been no instances that require staff to remove comments. Two articles from the South Washington County Bulletin.

Chair Bigham stated that there has been a lot of publicity in the South Washington County Bulletin about the small area plans.

Ms. Turner stated staff have created a communications plan for 2018 in lieu of hiring a consultant.

Agenda Item #10: Communications Update

A. Commissioner Reports

Councilmember Rahm stated there has been an incident at Newport Station with overnight parking. Signage may be necessary to limit nuisance parking. Commissioner Bigham concurred and has passed the issue along to staff. Mayor Dingle asked if it has been a problem with apartment residents parking in the lot overnight. Councilmember Rahm said that the residents have not been an issue.

Commissioner Slavik acknowledged this would be his last meeting and thanked the Commission for the work they have done, it's been a pleasure to work with the Commission and the staff over the last five years.

Chair Bigham stated that Gateway Gold Line is close to entering Project Development. Chair Bigham thanked Commissioner Slavik for his service to the Commission over the last 5 years.

B. Next Meeting

Next meeting will be held on January 25, 2018 at 4:00 pm at Newport City Hall.

Agenda Item #11: Adjourn

Chair Bigham called the meeting adjourned.