

**ANOKA COUNTY**  
**HOUSING AND REDEVELOPMENT AUTHORITY**  
**BOARD AGENDA**

FOR THE JANUARY 24, 2023 MEETING

10:15 A.M. or Immediately Following the  
Board of Commissioners Public Comment Period  
Whichever is Later

County Board Room #705  
Anoka County Government Center

1. Chair calls meeting to order.
2. Trustees: Matt Look  
Julie Braastad  
Jeff Reinert  
Scott Schulte  
Mike Gamache  
Julie Jeppson  
Mandy Meisner  
  
Others:
3. Chairs remarks.
- \*4. Consider approving the minutes from the ACHRA regular board meeting of December 13, 2022 and the statutory and organizational meeting of January 3, 2023. **See attached** minutes.
- \*5. Consider adopting Resolution #2023-02, Resolution Authorizing the Anoka County Housing and Redevelopment Authority (ACHRA) to Accept County Funds for Economic Development Opportunities. This will allow the ACHRA executive director to negotiate and execute a grant funding agreement with Graco for their expansion project. **See attached** resolution and worksheet.
6. **Public Hearing** – to obtain comments from and to relay information to the public concerning the proposed use of \$1,100,000 in Program Year’s 2020 and 2021 CDBG funds to Twin Cities Habitat for Humanity to acquire up to four (4) single family homes to provide housing for qualified low-mod income households. **See attached** public hearing notice.
- \*7. Consider approving the use of unallocated Program Year’s 2020 and 2021 CDBG funds in the amount of \$1,100,000 to Twin Cities Habitat for Humanity to acquire up to four (4) single-family homes to provide housing for qualified low-mod income households. This project meets HUD’s National Objective of serving low to moderate income households. **See attached** worksheet.
- \*8. Consider approving travel for one ACHRA staff member to attend NACCED (National Association for Community and Economic Development) Conference in Washington D.C. for five days in February 2023. Costs to include \$40 mileage, \$800 lodging, \$355 per diem, \$388 air fare, \$100 ground transportation, and \$150 parking. Travel and training forms are available in Administration for review.
9. For informational purposes, a schedule of the 2023 ACHRA meetings is attached.

\*Requires ACHRA Board approval.

**ANOKA COUNTY HOUSING AND REDEVELOPMENT  
AUTHORITY MEETING MINUTES**

Government Center  
Board Room  
Anoka, Minnesota

December 13, 2022

Trustees Present:     Scott Schulte (Chair)  
                          Matt Look  
                          Julie Braastad  
                          Robyn West  
                          Mandy Meisner  
                          Mike Gamache  
                          Jeff Reinert

Others Present:       Karen Skepper, ACHRA Executive Director; Andrew Jackola, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; and Tina Pedersen, Administrative Assistant

Chair Schulte called the meeting to order at 11:18 a.m.

\*\*\*\*\*

Trustee Look made motion approving the ACHRA minutes from the board meeting of November 22, 2022. Trustee Gamache seconded the motion. Motion carried.

\*\*\*\*\*

Trustee Schulte presented the ACHRA Management Committee report from the meeting of December 2, 2022.

1. Trustee Gamache offered the following resolution and moved its adoption:

**RESOLUTION #2022-05**

**ADOPTION OF THE FINAL BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2023**

WHEREAS, the Anoka County Housing and Redevelopment Authority (ACHRA) was created by the Anoka County Board of Commissioners pursuant to special legislation enacted in 1978, such legislation being Laws of Minnesota, 1978, Ch. 465; and,

WHEREAS, pursuant to such special legislation, the ACHRA was granted all the powers and duties of a housing and redevelopment authority under the Municipal Housing and Redevelopment Authorities Act,

Minn. Stat. §§469.001 through 469.1081, including the authority to levy and collect a special benefit tax on property located within the area of operation of the ACHRA; and,

WHEREAS, the ACHRA was granted economic development authority powers by the Anoka County Board of Commissioners pursuant to Minn. Stat. §469.1082, including the authority to levy and collect a special benefit tax on property located within the area of operation of the ACHRA; and,

WHEREAS, on September 27, 2022, the ACHRA adopted a proposed budget and levy for 2023; and,

WHEREAS, the 2023 budget, as recommended, provides the basis of the final special benefit tax levy.

NOW, THEREFORE, BE IT RESOLVED that, for the purposes of the 2023 tax levy, the area of operation and the taxing district of the ACHRA for Economic Development Activities include the cities and townships of Bethel, Centerville, Columbia Heights, Columbus, Ham Lake, Hilltop, Lexington, Linwood, Nowthen, Oak Grove, Spring Lake Park, St. Francis and Ramsey.

BE IT FURTHER RESOLVED that the Board of Trustees of the ACHRA hereby adopts a final 2023 special benefit tax levy in the amount of \$2,413,256 to be certified in accordance with Minn. Stat. §§469.033, subd. 6 and 275.07.

BE IT FINALLY RESOLVED that the ACHRA approves the final 2023 operating budget.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

\* \* \* \* \*

2. Trustee Look offered the following resolution and moved its adoption:

**RESOLUTION #2022-06**

**RESOLUTION ACCEPTING A DONATION**

WHEREAS, residents of the Savannah Oaks Senior Housing complex donated a gift of a television to the Anoka County Housing and Redevelopment Authority; and,

WHEREAS, the donation will be placed in the Savannah Oaks Senior Housing Community Room for use by all residents of the building; and,

WHEREAS, Minn. Stat. § 465.03 requires the county to accept gifts by resolution expressed in terms prescribed by the donor:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Housing and Redevelopment Board of Trustees hereby accepts the gift of a television from Paul and Nancy Swanson.

BE IT FURTHER RESOLVED that the Anoka County Housing and Redevelopment Board Trustees hereby wishes to extend its grateful appreciation to Savannah Oaks residents Paul and Nancy Swanson.

Motion carried unanimously. Resolution declared adopted.

\* \* \* \* \*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 11:20 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
Mike Gamache, its Secretary/Treasurer

By: \_\_\_\_\_  
Scott Schulte, Chair

*Motion carried means all trustees in attendance voted affirmatively unless otherwise noted.*

**ANOKA COUNTY HOUSING AND REDEVELOPMENT  
AUTHORITY MEETING**

**STATUTORY AND ORGANIZATIONAL MEETING**

Government Center  
Board Room  
Anoka, Minnesota

January 3, 2023

County Attorney Brad Johnson administered the Oath of Office to Julie Braastad, Julie Jeppson and Jeff Reinert.

Executive Director Karen Skepper called the meeting to order at 10:10 a.m.

Trustees Present:     Matt Look  
                              Julie Braastad  
                              Jeff Reinert  
                              Scott Schulte  
                              Mike Gamache  
                              Julie Jeppson  
                              Mandy Meisner

Others Present:       Karen Skepper, Executive Director; Rhonda Sivarajah, County Administrator; Andrew Jackola, Assistant County Attorney; Brad Johnson, County Attorney; and staff

\*\*\*\*\*

Karen stated that the first order of business would be the election of a chair of the Anoka County Housing and Redevelopment Authority (ACHRA) for program year 2023 and called for nominations.

Trustee Schulte nominated Trustee Gamache for chair of the ACHRA.

Karen called (three times) for further nominations. There being no further nominations, Karen stated that nominations be closed. Trustee Reinert seconded the motion that Trustee Gamache be elected chair. Motion carried unanimously. Trustee Gamache was declared chair of the ACHRA.

\*\*\*\*\*

Chair Gamache called for the election of a vice chair of the ACHRA for program year 2023 and called for nominations.

Trustee Braastad nominated Trustee Jeppson for vice chair of the ACHRA. Chair Gamache called (three times) for further nominations. There being no further nominations, Chair Gamache stated that nominations be closed. Trustee Look seconded the motion that Trustee Jeppson be elected vice chair. Motion carried unanimously. Trustee Jeppson was declared vice chair of the ACHRA.

\*\*\*\*\*

Chair Gamache called for the election of secretary/treasurer/chair pro tem of the ACHRA for program year 2023 and called for nominations.

Trustee Schulte nominated Trustee Reinert for secretary/treasurer/chair pro tem for 2023. Chair Gamache called (three times) for further nominations. There being no further nominations, Chair Gamache stated that nominations be closed. Trustee Look seconded the motion that Trustee Reinert be elected secretary/treasurer/chair pro tem. Motion carried unanimously. Trustee Reinert was elected secretary/treasurer/chair pro tem of the ACHRA for 2023.

\*\*\*\*\*

Trustee Look offered the following resolution and moved its adoption:

**RESOLUTION #2023-01**

**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 2023**

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 2023 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. ECM Publishers, Inc. 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 Associate Administrative Assistant) 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 \$100,000, 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.

Motion carried unanimously. Resolution declared adopted.

\* \* \* \* \*

Trustee Schulte made motion appointing the following persons as deputies or assistants of the ACHRA for program year 2023:

Deputy Secretary: Associate Administrative Assistant or designee.

Deputy Treasurer: Chief Financial Officer to perform collection and investment functions and accounting transactions.

Trustee Braastad seconded the motion. Motion carried unanimously.

\* \* \* \* \*

Trustee Schulte made motion appointing Karen Skepper to serve as ACHRA Executive Director for program year 2023. Trustee Braastad seconded the motion. Motion carried unanimously.

Trustee Look made motion appointing Dee Guthman to serve as ACHRA Assistant Executive Director for program year 2023. Trustee Braastad seconded the motion. Motion carried unanimously.

\*\*\*\*\*

Chair Gamache made the following appointments to the ACHRA Management Committee for 2023:

- Mike Gamache, Chair
- Julie Jeppson, Vice Chair
- Jeff Reinert
- Mandy Meisner

\*\*\*\*\*

The Anoka County Housing and Redevelopment Authority Statutory and Organizational meeting was adjourned at 10:17 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
Jeff Reinert, its Secretary/Treasurer

By: \_\_\_\_\_  
Mike Gamache, its Chair

*Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.*



**ACHRA RESOLUTION #2023-02**

**RESOLUTION AUTHORIZING THE ANOKA COUNTY  
HOUSING AND REDEVELOPMENT AUTHORITY (ACHRA)  
TO ACCEPT COUNTY FUNDS FOR ECONOMIC DEVELOPMENT OPPORTUNITIES**

WHEREAS, the ACHRA aims to promote the development, redevelopment, and maintenance of a viable, innovative, and diverse business environment, which involves creating and strengthening partnerships between public and private entities to encourage projects that are beneficial to the county and promote private sector investment; and,

WHEREAS, the County of Anoka, through its Board of Commissioners, authorized the transfer of \$1,000,000 from the County's Asset and Preservation fund to the ACHRA for economic development and job creation opportunities; and,

WHEREAS, the proposed project contemplated by ACHRA aligns with the goals of the ACHRA to assist in the maintenance and enhancement of the county's economic base over the long-term including the creation of competitive wage job opportunities; and,

WHEREAS, ACHRA's economic development function serves the public interest because it encourages the growth of commerce and industry, prevents the movement of current or future operations to locations outside Anoka County, Minnesota, and promotes increased employment within Anoka County; and,

WHEREAS, the ACHRA has a business subsidy policy on file with the Minnesota Department of Employment and Economic Development (DEED) and represents that it is duly qualified to perform all services necessary to carry out economic development projects, including but not limited to administering funding agreements, monitoring for compliance, and all close-out activities for such grants.

NOW THEREFORE, BE IT RESOLVED, the ACHRA through its Board of Trustees hereby accepts the funds from Anoka County to invest in economic development activities as described above.

BE IT FURTHER RESOLVED, the ACHRA Executive Director, or her designee, is hereby authorized to negotiate and execute a Grant Agreement, and any amendments thereto, to permit the \$1,000,000 in funds to be distributed to the selected business, and to monitor compliance with all objectives and restrictions associated with the use of such funding.



# ANOKA COUNTY HRA ACTION ITEM

January 24, 2023

Housing and Redevelopment Authority

ACTION REQUESTED	<p>Consider Resolution 2023-02 authorizing the ACHRA to accept County funds for economic development opportunities. This action will allow the ACHRA executive director to negotiate and execute a grant funding agreement with Graco for their expansion project.</p>
BACKGROUND	<p>Anoka County was approached by a site selector for a business expansion project. The business, Graco, intends to use the funding for site work, infrastructure and building construction. The total capital investment being made by Graco is \$42,750,000.</p> <p>Graco owns a parcel of land adjacent to the Anoka facility and plans to construct a 165,000 sq ft building on this land.</p> <p>Funding can be spent on site work, infrastructure and building construction. Graco has agreed to create 55 permanent new jobs with a minimum wage of \$55,000. The weighted average wage is \$58,000. All jobs will be created by December 31, 2028. If all jobs are not created, there is a claw-back provision in the Grant Agreement that requires a prorated repayment for any jobs not created.</p> <p>The increase in the County portion of property tax will exceed the County investment in an estimated 8-9 years.</p> <p>The ACHRA has a business subsidy policy on file with the Department of Employment and Economic Development.</p>
SUPPORTING DOCUMENTATION	<p>Term Sheet Resolution</p>
FUNDING SOURCE	<p>Transfer of funding from Asset Preservation Fund in the amount of \$1M to be used for the Graco economic development project.</p>

## NOTICE OF PUBLIC COMMENT AND PUBLIC HEARING DATES

This notice is to announce that December 16, 2022, is the beginning of a thirty-day (30) public comment period regarding the Anoka County Housing and Redevelopment Authority's (ACHRA's) proposed Amendment to its PY22 Action Plan to include an allocation of previously unallocated project funds from Anoka County's Community Development Block Grant (CDBG) Program Years (PY's) 2020 and 2021. The purpose of the public comment period is to receive comments from and to relay information to the public concerning the proposed use of unallocated funds from Anoka County's CDBG program.

Proposed allocation: Up to \$1,100,000 in unallocated CDBG funds to Twin Cities Habitat for Humanity to acquire up to four (4) single-family homes to provide housing for qualified low- to moderate-income households. This project meets HUD's National Objective of serving low- to moderate-income households.

Notice is hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on January 24, 2023, at 10:15 a.m. or immediately following the Anoka County Board meeting, whichever is later, for a regularly scheduled ACHRA Board Meeting which will include a public hearing at the Anoka County Government Center, 2100 3<sup>rd</sup> Avenue, Room 705, Anoka, MN regarding the above-noted proposed allocation.

Persons seeking additional information on the proposed allocation or who want to submit written comments or participate in the January 24, 2023, public hearing must contact Renee Sande at Anoka County, Community and Government Relations, 2100 3<sup>rd</sup> Avenue, Suite 700, Anoka, MN 55303. Telephone 763-324-4613; Fax: 763-324-5490, or email [Renee.Sande@co.anoka.mn.us](mailto:Renee.Sande@co.anoka.mn.us) prior to 4:00 pm on January 23, 2023.

/s/ \_\_\_\_\_  
Karen Skepper  
ACHRA Executive Director

/s/ \_\_\_\_\_  
Andrew Jackola  
Assistant County Attorney

PUBLISH IN: *Anoka County Union*

Friday, December 16, 2022



# ANOKA COUNTY HRA ACTION ITEM

January 24, 2023

<b>ACTION REQUESTED</b>	<p>Consider amending the PY 2022 Action Plan to add Twin Cities Habitat for Humanity single-family home acquisition project. The project will be funded with reallocated PY2020 and 2021 CDBG Entitlement Funds in the amount of up to \$1,100,000 to acquire up to four (4) single-family homes in Anoka County to provide housing for low-moderate income qualified households.</p> <p>In accordance with our Citizen Participation Plan, a 30-day public comment will be held from December 16, 2022 - January 23, 2023. Upon completion of the 30-day public comment period final project approval will be sought. A public hearing will be held on January 24, 2023.</p>
<b>BACKGROUND</b>	<p>Twin Cities Habitat for Humanity is committed to producing, preserving, and advocating for affordable homeownership in the seven-county metro area.</p>
<b>SUPPORTING DOCUMENTATION</b>	<p>Application funding request is available for review in the Community Development department.</p>
<b>FUNDING SOURCE</b>	<p>Reallocated PY2020 and 2021 CDBG Entitlement Funds. CDBG funding is provided through the US Department of Housing and Urban Development.</p>



**Anoka County**  
**COUNTY ADMINISTRATION**  
 Community & Governmental Relations

**KAREN SKEPPER**

Director of Community and Government Relations

Phone: 763.324.4603

E-mail: [Karen.Skepper@co.anoka.mn.us](mailto:Karen.Skepper@co.anoka.mn.us)

**MEMO TO:** Anoka County Housing and Redevelopment Authority Board of Trustees

**FROM:** Karen Skepper, Executive Director

**SUBJECT:** ACHRA Meeting Schedule for 2023

Following is a list of ACHRA meetings scheduled for 2023. Management Committee meetings begin at 10:30 a.m., or immediately following the Anoka County Regional Rail Authority meeting, whichever is later.

ACHRA Board meetings follow the County Board meeting schedule, and usually meet on the fourth Tuesday of each month (with some exceptions), in County Board Room #705 at 10:15 a.m., or immediately following the Board of Commissioners Public Comment Period, whichever is later.

**ACHRA Meeting Schedule for 2023**

January 3 January 24	Organizational Meeting HRA Board Meeting	July 11 July 27	Management Committee HRA Board Meeting ( <b>Thursday</b> )
February 28	HRA Board Meeting	August 8 August 22	Management Committee HRA Board Meeting
March 14 March 28	Management Committee HRA Board Meeting	September 12 September 26	Management Committee HRA Board Meeting
April 11 April 25	Management Committee HRA Board Meeting	October 10 October 24	Management Committee HRA Board Meeting
May 9 May 23	Management Committee HRA Board Meeting	November 14 November 28	Management Committee HRA Board Meeting
June 13 June 27	Management Committee HRA Board Meeting	December 1 December 19	Management Committee ( <b>Friday</b> ) HRA Board Meeting ( <b>3<sup>rd</sup> Tuesday</b> )

If you have any questions about the above meeting dates, please do not hesitate to contact me at 763-324-4603.



Respectful, Innovative, Fiscally Responsible

Government Center ▲ 2100 Third Avenue ▲ Anoka, MN 55303 ▲ [www.anokacounty.us](http://www.anokacounty.us)  
 Office: 763-324-4650 ▲ Fax: 763-324-5490

Affirmative Action / Equal Opportunity Employer