

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

FOR THE MARCH 24, 2026 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:       John Heinrich  
                      Julie Braastad  
                      Jeff Reinert  
                      Scott Schulte  
                      Mike Gamache  
                      Julie Jeppson  
                      Mandy Meisner  
  
Others:
3. Approval of minutes from the ACHRA Board meeting on December 16, 2025, and the ACHRA Statutory and Organizational Board meeting on January 6, 2026. **See attached** minutes.
4. Chair's remarks.
5. ACHRA Management Committee of the Whole report. **See attached** report.
6. Consider approving a new Memorandum of Understanding (MOU) with the 3M Open for tournament years 2026-2030 with a one-year term and automatic renewal options for four additional one-year terms. **See attached** worksheet.

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

Government Center  
Anoka, Minnesota

December 16, 2025

Trustees Present: Mike Gamache (Chair)  
Julie Jeppson (Vice Chair)  
John Heinrich  
Julie Braastad  
Jeff Reinert  
Scott Schulte  
Mandy Meisner

Others Present: Tonja West-Hafner, ACHRA Director; Jim Dickinson, County Administrator; Josh Beck ACHRA Assistant Director; David Pedersen, Assistant County Attorney; Ruth Thompson, Community Development Specialist and Tina Pedersen, Principal Administrative Assistant

Chair Gamache called the meeting to order at 10:22 a.m.

\* \* \* \* \*

Trustee Schulte made motion approving the minutes from the ACHRA board meeting of November 12, 2025. Trustee Heinrich seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Gamache presented the ACHRA Management Committee report from the December 2 meeting:

Trustee Schulte offered the following resolution and moved its adoption:

**Resolution #2025-03**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ADOPTION OF THE FINAL BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2026**

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 23, 2025, the ACHRA adopted a proposed budget and levy for 2026; and,

WHEREAS, the 2026 budget, as recommended, provides the basis of the final special benefit tax levy.

NOW, THEREFORE, BE IT RESOLVED that, for the purposes of the 2026 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 2026 special benefit tax levy in the amount of \$3,218,377 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 2026 operating budget.

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

\* \* \* \* \*

Trustee Braastad made motion authorizing the ACHRA Executive Director to negotiate a replacement Joint Powers Agreement (JPA) and replacement Right of First Offer (RoFO) with the City of Ham Lake. Trustee Schulte seconded the motion. Upon roll call vote, motion carried.

\* \* \* \* \*

Trustee Meisner made motion approving Contract #C0012027, a professional services agreement with MKC, Inc., for Prevailing Wage/Davis-Bacon consulting services on Community Development Block Grant (CDBG) funded projects for a two-year term commencing January 1, 2026, with up to two, two-year renewals, with costs not to exceed \$60,000 annually. Trustee Heinrich seconded the motion. Upon roll call vote, motion carried.

\* \* \* \* \*

Trustee Schulte made motion approving an extension to Contract #C0006997D with Metropolitan Consortium of Community Developers (MCCD) for the Open to Business Program in the amount of \$165,000 annually. Trustee Meisner seconded the motion. Upon roll call vote, motion carried.

\* \* \* \* \*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 10:30 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY**

By:

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

By:

\_\_\_\_\_  
Mike Gamache, its Chair

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

**ANOKA COUNTY HOUSING AND REDEVELOPMENT  
AUTHORITY MEETING**

**STATUTORY AND ORGANIZATIONAL  
MEETING MINUTES**

Government Center  
Board Room  
Anoka, Minnesota

January 6, 2026

Executive Director Tonja West-Hafner called the meeting to order at 10:15 a.m.

Trustees Present: John Heinrich  
Julie Braastad  
Jeff Reinert  
Scott Schulte  
Mike Gamache  
Julie Jeppson  
Mandy Meisner

Others Present: Tonja West-Hafner, ACHRA Executive Director; Jim Dickinson, County Administrator; Josh Beck, ACHRA Assistant Director; David Pedersen, Assistant County Attorney; and Tina Pedersen, Associate Administrative Assistant

\* \* \* \* \*

Tonja 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 2026 and called for nominations.

Trustee Heinrich nominated Trustee Gamache for Chair of the ACHRA for 2026. Trustee Schulte seconded the motion.

Tonja called (three times) for further nominations. There being no further nominations, Tonja stated that nominations be closed. Tonja called for a vote for the election of Trustee Gamache to be ACHRA Chair for 2026. The vote for Trustee Gamache for ACHRA Chair passed unanimously.

\* \* \* \* \*

Chair Gamache called for nominations for the election of Vice Chair of the ACHRA for the ensuing year.

Trustee Schulte nominated Trustee Jeppson for Vice Chair of the ACHRA. Trustee Meisner seconded the motion.

Chair Gamache called (three times) for further nominations. There being no further nominations, Chair Gamache stated that nominations be closed. Chair Gamache called for a vote for the election of Trustee Jeppson to be ACHRA Vice Chair for 2026. The vote for Trustee Jeppson for ACHRA Vice Chair passed unanimously.

\* \* \* \* \*

Chair Gamache called for the election of Secretary/Treasurer/Chair Pro Tem of the ACHRA for program year 2026 and called for nominations.

Trustee Meisner nominated Trustee Reinert for Secretary/Treasurer/Chair Pro Tem for 2026. Trustee Heinrich seconded the motion.

Chair Gamache called (three times) for further nominations. There being no further nominations, Chair Gamache stated that nominations be closed. Chair Gamache called for a vote for the election of Trustee Reinert to be Secretary/Treasurer/Chair Pro Tem for 2026. The vote for Trustee Reinert for Secretary/Treasurer/Chair Pro Tem passed unanimously.

\* \* \* \* \*

Trustee Schulte offered the following resolution and moved its adoption:

**RESOLUTION #2026-01**

**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 2026**

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 2026 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 is hereby established as a Standing Committee of the Whole of the Anoka County Housing and Redevelopment Board and shall consist of seven trustees.
2. The chair of the board shall have the authority to appoint members of the board to any standing committee.
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, Training, and General Reimbursement Policy, as adopted 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. Public notification of all ACHRA meetings involving the ACHRA Board of Trustees and its committees will be posted on the Anoka County bulletin board, which is located on the first floor of the Anoka County Government Center, and as a convenience to the public, will also be placed on the Anoka County website.
6. 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 with the following exceptions:

January 13, which meeting will be held on January 6, 2026  
February 24, which meeting will be held on February 17, 2026  
November 24, which meeting will be held on November 10, 2026  
December 22, which meeting will be held on December 15, 2026

BE IT FURTHER RESOLVED that such meeting shall be held at the Anoka County Government Center, County Board Room #705, Anoka, Minnesota, unless otherwise designated.

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. Resolution declared adopted.

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Trustee Meisner made motion appointing Tonja West-Hafner to serve as ACHRA Executive Director for program year 2026. Trustee Jeppson seconded the motion. Motion carried.

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Trustee Heinrich made motion appointing the ACHRA Associate Administrative Assistant as the ACHRA Deputy Secretary for program year 2026. Trustee Jeppson seconded the motion. Motion carried.

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Trustee Braastad made motion appointing the Chief Financial Officer to perform collection and investment functions and accounting transactions as the ACHRA Deputy Treasurer for program year 2026. Trustee Schulte seconded the motion. Motion carried.

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Trustee Schulte made motion appointing Josh Beck to serve as ACHRA Assistant Executive Director for program year 2026. Trustee Braastad seconded the motion. Motion carried.

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For informational purposes, the ACHRA Management Committee structure will include the ACHRA Chair, Vice-Chair, Secretary/Treasurer/Chair Pro Tem, and all remaining trustees.

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The Anoka County Housing and Redevelopment Authority Statutory and Organizational meeting was adjourned at 10:25 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.*

**Housing and Redevelopment Authority  
Committee Recommendations for the  
March 24, 2026, ACHRA Board Meeting**

The Anoka County Housing and Redevelopment Authority (ACHRA) Management Committee meeting was held March 10, 2025, in Conference Room - #772, at the Anoka County Government Center

Committee Members Present: Trustees Gamache (Chair), Jeppson (Vice-Chair), Reinert, Meisner, Schulte, Braastad, and Heinrich

Others Present: Jim Dickinson, Dee Guthman, Tonja West-Hafner, Josh Beck, Gregory Frahm-Gilles, Ruth Thompson, David Pedersen, and Tina Pedersen

**Consent**

1. Authorize the ACHRA Executive Director to enter into Contract #SCON26-00001005 for a \$25,000 forgivable loan to the Anoka Technical College Foundation to assist with the purchase of training equipment. **See attached** worksheet.

**Informational**

2. For informational purposes, the committee discussed a contract renewal proposal for the extension of the Memorandum of Understanding with the 3M Open.



## HRA PROJECT FUNDING REQUEST SUMMARY

### Organization Summary

<b>Organization Name</b>	<b>Anoka Technical College Foundation</b>
<b>Project Title</b>	<b>Metrology / Inspection Lab Equipment</b>
<b>Project Address(es)</b>	Student activity within the Machine Trades' Metrology/Inspection lab is rapidly increasing. Thus we are in need of additional optical inspection equipment, like that heavily used by our industry partners in biomedical (RMS and Precera), consumer products (Graco and Mate) and aerospace (Tolerance Masters and Howmet).
<b>Organization Contact:</b>	<b>Pete Gravett</b>
<b>Organization Email &amp; Phone Number:</b>	<a href="mailto:pgravett@anokatech.edu">pgravett@anokatech.edu</a> , (763)234-7568
<b>Organization Address:</b>	<b>1355 W Sest HWY 10, Anoka MN 55303</b>

### Funding Amount Requested: 25000

Total budget for the whole project	\$59,935	Other sources	<ol style="list-style-type: none"> <li>1. Connect The Dots Event Fund the Need Appeal</li> <li>2. Donors Rick &amp; Jan Meier (former CEO Meier Tool in Anoka)</li> <li>3. Legislative Leverage Equipment Program</li> </ol>
Individuals/Households Served	160 students annually, plus high potential for non-credit training as well.	Cost per Individual/Household	Over the lifetime of the device, I estimate under \$10 per student served.

Timeline (months) 4 Estimated Start date 12/16/2025 Completion date 4/16/2026

**Project Summary**-What is the project/service accomplishing in less than 100 words? What is your organization doing with the requested funds?

The piece of equipment that we are seeking is a Micro Vu Vertex 341 US6X LWD with InSpec Metrology Software and operational stand. We already have the \$10,000 seed gift from Rick and Jan Meier. I believe that the rest of the fundraising could be completed in a 4-month span with the help of the HRA.



**Need** -Describe the need and who are the people who would be served (100 words or less)

The need stems from the fact that this piece of optical metrology equipment is the workhorse of inspection or quality control assurance for manufacturers across the country and world-wide for that matter. We have some optical instruments, but not enough and not of this caliber. If our program is to stay relevant it ought to be in our lab, widely available for student use. Between day and evening cohorts of Machine Trades students, I anticipate over 160 students to use this machine. We now also have a degree program focused entirely on quality or inspection. These students would have more time on this machine and thus learn additional aspects of its capabilities.

**Project Outcomes** - What is the intended result of funds invested (100 words or less)

Outcomes are as follows:

160 students for-credit Machine Trades students trained annually.

40 non-credit students trained annually via our incumbent worker programs run by our Professional Workforce Training department, depending upon availability over and above the needs of the for-credit program.

### Budget Narrative

Provide an explanation of the project budget and funding sources including leveraged funds and how they are applied towards your project and how the amount you are asking for is the minimum needed to get the project competed: (1000-characters)

The budget narrative is as follows.

Expense Narrative: I have sent the estimate from Concept tool via email with this proposal, but the basic breakdown is as follows:

Micro Vu Vertex 341 US6X LWD with InSpec Metrology Software: \$56,495

Vertex 341 Stand with cabinet: \$3440

Income Narrative:

The plan is to leverage \$10,000 seeded by Rick & Jan Meier (secured), \$25,000 from the HRA and \$7935 of the Machine Trades allotment from the state’s legislative leverage program (also secured). This bring the campaign within reach of a typical “Fund the Need” appeal (approx. \$17,000) at our April 16<sup>th</sup> Connect the Dots fundraising event.

### BUDGET

Identify the federal, state, and local leveraging resources used for **the proposed project only**. This information is provided directly to HUD. Proformas can be included (and is encouraged) but will not



substitute this budget form. Budgets should be specific and include all things public funds will be used for.

**\*DO NOT** include your entire operational budget.

Use of Funds	Source of Funds (Please list amount and source specifically)						
Line Item	Requested HRA Funds	Applicant Funds	Federal Funds	State of MN Funds	Other Funds	Private Funds	Total
Micro VU Vertex w/stand	25000	17000		7935		10000	59935
<b>Total</b>							

**Applicant Agency Information**

Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Date of incorporation:	2/21/1992		Federal Tax ID number:	36-3494697	
Agency UEI number: *required prior funding			Annual operating budget:	\$1,250,000	
Number of paid staff:	3		Number of volunteers:	30	

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator.



Signature of Authorized Official

**Peter Gravett**

Name of Authorized Official

**Development Director, Anoka Technical College Foundation**

Title



# ANOKA COUNTY ACTION ITEM

March 24, 2026

HRA

ACTION REQUESTED	Consider approval and authorize the Anoka County Housing and Redevelopment Authority (ACHRA) Chairperson and Executive Director to finalize and execute a new Memorandum of Understanding (MOU) with the 3M Open for tournament years 2026-2030.
BACKGROUND	<p>The 3M Open is a PGA TOUR event held annually at TPC Twin Cities in Blaine.</p> <p>The 3M Open has been renewed by the PGA TOUR for years 2026-2030.</p> <p>Since 2019, ACHRA has had a presence at this tournament through a hospitality suite used for economic development purposes to attract new business and real estate investment in the County.</p> <p>Anoka County has also had a presence at prior iterations of the tournament, from the Burnet Senior Classic played at Bunker Hills Golf Course in the 1990s and then the 3M Championship senior golf tour since 2001.</p> <p>County staff have negotiated the terms of a renewal for a new MOU with the 3M Open, with the following base terms:</p> <ul style="list-style-type: none"><li>- One-year agreement (2026), with four additional renewal options (2027-2030). The agreement will automatically renew unless the County provides notice of non-renewal to the 3M Open staff by December 31<sup>st</sup> of each year.</li><li>- Annual fee of \$106,183</li><li>- Contracted services provided directly to the tournament by other county departments are to be reimbursed (Highway, Recycling/Public Health, Emergency Communications).</li></ul>
FUNDING SOURCE	ACHRA administrative funds.
RECOMMENDATIONS	Approve and authorize the ACHRA Chairperson and ACHRA Executive Director to finalize and execute a new MOU for the 3M Open.