

ANOKA COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY
BOARD AGENDA

FOR THE AUGUST 22, 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 board meeting of July 27, 2023. **See attached** minutes.
5. ACHRA Management Committee report.
- *6. Consider amending Lease Agreement, Contract #C0006629 with Mediation Services located at the Blaine Human Services Center. Terms are for six years through August 31, 2029, at \$10.11 per square foot, with a \$0.50 per square foot increase in rental every two years. After September 1, 2029, the lease has an automatic two-year term renewal clause unless terminated. **See attached** worksheet.
- *7. Consider awarding lowest bidder, Schumacher Elevator Company, a contract to modernize the elevators at the Willows of Ham Lake and Savannah Oaks senior buildings. The bid amounts came in at \$147,770 and \$145,620 respectively and will take approximately 12 days to complete. **See attached** worksheet.

*Requires ACHRA Board approval.

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

Government Center
Board Room
Anoka, Minnesota

July 27, 2023

Trustees Present: Julie Braastad
Jeff Reinert
Scott Schulte
Matt Look
Julie Jeppson (Vice Chair)
Mandy Meisner

Absent: Mike Gamache (Chair)

Others Present: Karen Skepper, ACHRA Executive Director; Rhonda Sivarajah, County Administrator; Cory Kampf; Chief Financial Officer; David Pedersen, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; Tina Pedersen, Administrative Assistant; and citizens

Vice Chair Jeppson called the meeting to order at 10:39 a.m.

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Trustee Look made motion approving the ACHRA minutes from the board meeting of June 27, 2023. Trustee Schulte seconded the motion. Motion carried.

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Trustee Schulte made motion authorizing the chair or executive director to execute a subscription agreement with the City of St. Paul to provide services related to the work of the Twin Cities Section 3 Collaborative, for a term of three years beginning July 1, 2023 for \$4,000 per calendar year. Trustee Meisner seconded the motion. Upon roll call vote, motion carried.

* * * * *

Trustee Schulte made motion approving a Lease Agreement, Contract #C0009898 with Bolt Law Firm, located within the Anoka Law Center Building, 2150 Third Avenue, Suite 350. The lease terms are through 2029 based on their assigned lease but with a Net Lease which establishes a base rent and then a Common Area Maintenance Charge for taxes and maintenance. Bolt is also requesting a buildout loan, which will be provided at a six percent rate. Trustee Jeppson seconded the motion. Upon roll call vote, Trustees Braastad, Reinert, Schulte, Jeppson and Meisner voted “yes.” Trustee Look abstained. Motion carried.

* * * * *

Trustees Look and Schulte offered the following resolution and moved its adoption:

RESOLUTION #2023-03

RESOLUTION PROHIBITING THE USE OR POSSESSION OF CANNABIS ON ALL PROPERTIES OWNED BY THE ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY, AS DEFINED IN THE POLICY

WHEREAS, during the 2023 session, the Minnesota legislature approved a bill (HR 100) legalizing adult-use cannabis, parts of which will become effective on August 1, 2023; and,

WHEREAS, portions of the new law will allow the use and possession of cannabis in certain places specified in the bill; and,

WHEREAS, while the new law prohibits use and possession of cannabis in some areas and locations, the legislation remains unclear and is subject to more than one reasonable interpretation, which may cause confusion; and,

WHEREAS, the Anoka County Board of Commissioners has adopted a policy prohibiting possession and use of cannabis on properties owned by Anoka County (the “Anoka County Cannabis-Free Property Policy”); and,

WHEREAS, the Anoka County Cannabis-Free Property Policy applies to properties owned by the Anoka County Housing and Redevelopment Authority (“ACHRA”), provided the policy is approved by the ACHRA’s board of trustees; and,

WHEREAS, the ACHRA shares Anoka County’s commitment to promote the health and well-being of its employees, its clients, its tenants, and the public by preventing them from being exposed to the known and unknown health effects of secondhand smoke from individuals smoking or vaping on county-owned property and from being exposed to other forms of cannabis use; and,

WHEREAS, the ACHRA agrees that employees and the general public would benefit from a policy clarifying the locations where use and possession of cannabis on ACHRA property is restricted.

THEREFORE, BE IT RESOLVED, the Anoka County Housing and Redevelopment Authority Board of Trustees approves and adopts the Anoka County Cannabis-Free Property Policy effective July 31, 2023 (the “Policy”), which prohibits the use or possession of cannabis on all properties owned by the Anoka County Housing and Redevelopment Authority, as defined in the Policy.

BE IT FURTHER RESOLVED, that awareness of, and compliance with, the Policy shall be encouraged through signage and education.

BE IT FURTHER RESOLVED, the Anoka County Housing and Redevelopment Authority Executive Director is directed to communicate the Policy to employees, management companies, senior housing residents and other lease holders as well as the public and, in cooperation with other county departments, to create and post appropriate and approved signage regarding this ban.

BE IT FINALLY RESOLVED, the Anoka County Housing and Redevelopment Authority Executive Director, with approval of the Anoka County Housing and Redevelopment Authority Chair, and in consultation with the Anoka County Attorney's Office, is authorized to make future amendments to the policy.

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

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The Anoka County Housing and Redevelopment Authority meeting adjourned at 10:49 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: _____
Jeff Reinert, its Secretary/Treasurer

By: _____
Mike Gamache, Chair

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

ANOKA COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY
MANAGEMENT COMMITTEE REPORT

FOR THE AUGUST 22, 2023
HOUSING AND REDEVELOPMENT AUTHORITY MEETING

The Anoka County Housing and Redevelopment Authority (ACHRA) Management Committee meeting was held August 8, 2023, in Conference Room - #772, Anoka County Government Center, Anoka, Minnesota.

Present: **Committee Members** – Trustee Mike Gamache (Chair); Trustee Julie Jeppson; Trustee Jeff Reinert; and Trustee Mandy Meisner

Others— Karen Skepper, ACHRA Executive Director; Renee Sande, Community Development Manager; Alice Strand, Lead Community Development Specialist; David Pedersen, Assistant County Attorney; Linda Hedstrom, Associate Community Development Specialist; and Tina Pedersen, Associate Administrative Assistant

Informational Items

1. For informational purposes, the ACHRA Board of Trustees will hold a special ACHRA Board meeting on September 12, 2023, to hold a public hearing regarding the ACHRA's proposed Amendment to its PY23 Action Plan to include allocations of previously unallocated project funds from Anoka County's Community Development Block Grant (CDBG) Program Years (PYs) 2020, 2021, 2022, and to re-allocate Single-Family Home Rehab funds from PY 2023.
2. For informational purposes, the committee reviewed the 2024 preliminary budget for the Anoka County Housing and Redevelopment Authority.
3. For informational purposes, the committee discussed the use of Anoka County ARPA and HOME ARPA funds for the potential acquisition of an apartment building.
4. For informational purposes, the committee discussed the 2025 expiration of senior housing bonds at the Willows of Ham Lake.
5. For informational purposes, the committee was updated on action steps taken at senior housing buildings to prohibit recreational cannabis.
6. For informational purposes, the committee will tour the ACHRA senior housing apartments on Thursday, October 19, 2023 from 8:00 until noon.



ANOKA COUNTY HRA

ACTION ITEM

August 22, 2023

ACTION REQUESTED	Recommend the Anoka County Housing and Redevelopment Authority Amend Contract # C0006629, a Lease Agreement between the County of Anoka, a Political Subdivision of the State of Minnesota, by and through the Anoka County Housing and Redevelopment Authority, A Public Body Corporate and Politic (ACHRA) and Mediation Services for Anoka County, a Minnesota non-profit Corporation, d/b/a Mediation and Restorative Services, with an effective date of September 1, 2023.
BACKGROUND	<p>Mediation and Restorative Services has been a long-time tenant at the Blaine Human Services Center.</p> <p>The lease structure is six years (through August 31, 2029), starting at \$10.11 per square foot, with a \$0.50 per square foot increase in rental every two years per the building plan (July 1, 2025, and July 1, 2027, and July 1, 2029). After September 1, 2029, the Lease has an automatic two-year term renewal clause unless terminated.</p>
CONCLUSION	The Lease terms and conditions are consistent with all other tenants in the Blaine Human Services Center, with a commencement date of September 1, 2023.
RECOMMENDATIONS	Recommend the Anoka County Housing and Redevelopment Authority Amend Contract # C0006629, a Lease Agreement between the County of Anoka, a Political Subdivision of the State of Minnesota, by and through the Anoka County Housing and Redevelopment Authority, A Public Body Corporate and Politic (ACHRA) and Mediation Services for Anoka County, a Minnesota non-profit Corporation, d/b/a Mediation and Restorative Services, with an effective date of September 1, 2023.
FUNDING	No impact on planned funding.



ANOKA COUNTY HRA ACTION ITEM

August 16, 2023

HRA

ACTION REQUESTED	<p>Consider recommending award of the Savannah Oaks and the Willows of Ham Lake elevator modernization contracts to Schumacher Elevator Company in the amounts of:</p> <p>Savannah Oaks: \$145,620</p> <p>The Willows of Ham Lake: \$147,770</p>
BACKGROUND	<p>The elevators at the Willows of Ham Lake and Savannah Oaks are nearly 30 years old and in need of modernization. Sealed bids were received, and Schumacher Elevator Company was the lowest bid. Each of these buildings has a single elevator that will need to be shut down during the modernization. The pricing listed above provides the shortest amount of down time by running two crews 7 days a week. It is anticipated that the modernization will take 12 days to complete.</p>
SUPPORTING DOCUMENTATION	<p>The bid tabulation is available in the Community and Government Relations office.</p>
FUNDING SOURCE	<p>Savannah Oaks and The Willows of Ham Lake repair and replacement accounts.</p>
RECOMMENDATIONS	<p>Consider recommending award of the Savannah Oaks and the Willows of Ham Lake elevator modernization contracts to Schumacher Elevator Company in the amounts of:</p> <p>Savannah Oaks: \$145,620</p> <p>The Willows of Ham Lake: \$147,770</p>