

ANOKA COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY
BOARD AGENDA

FOR THE AUGUST 23, 2022 MEETING

10:00 A.M. or Immediately Following the
Anoka County Board Meeting
Whichever is Later

County Board Room #705
Anoka County Government Center

1. Chair calls meeting to order.
2. Trustees: Matt Look
Julie Braastad
Robyn West
Mandy Meisner
Mike Gamache
Jeff Reinert
Scott Schulte

Others:
3. Chair's remarks.
- *4. Consider approving the minutes from the ACHRA Board Meeting of July 26, 2022. **See attached** minutes.
5. **Public Hearing** – to obtain comments concerning the PY 2019 Action Plan with CDBG-CV (COVID) funding recommendations. **See attached** public hearing notice.
 - *A. Consider approving amending the PY 2019 Action Plan with a CDBG-CV (COVID) funding recommendation to allocate \$20,000 to Youthway Ministries' Manna Market Food Program due to demand for food and rising delivery costs. **See attached** worksheet.
 - *B. Consider approving amending the PY 2019 Action Plan with a CDBG-CV (COVID) funding recommendation to allocate \$103,409 to SACA (Southern Anoka Community Assistance) for the purchase of one electric delivery van (\$63,600), one forklift (\$32,860) and one warehouse floor scrubber (\$6,949) for use in their food shelf facility which provides food to low-to-moderate income households who continue to be impacted by COVID. **See attached** worksheet.
6. **Public Hearing** – to obtain comments concerning the PY 2022 Action Plan to allocate funds to the Community and Government Relations department. **See attached** public hearing notice.
 - *A. Consider approving amending the PY 2022 Action Plan to allocate funds in the amount of \$35,000 to the Community and Government Relations department for staffing and delivery costs directly related to carrying out the CDBG Housing Rehabilitation Loan Program. **See attached** worksheet.

*Requires ACHRA Board approval.

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

Government Center
Board Room
Anoka, Minnesota

July 26, 2022

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

Others Present: Karen Skepper, Community and Government Relations Director; Dee Guthman, Deputy County Administrator; Andrew Jackola, Assistant County Attorney; Renee Sande, Community Development Manager; Linda Hedstrom, Community Development Program Assistant; Tina Pedersen, Principal Administrative Secretary; staff and citizens

Chair Schulte called the meeting to order at 10:15 a.m.

Trustee Look made motion approving the minutes from the June 28, 2022 Anoka County Housing and Redevelopment board meeting. Trustee Braastad seconded the motion. Motion carried.

Trustee Braastad made motion approving the list of PY21 Community Development Block Grant (CDBG) Public Service and CDBG-CV activities to recapture funds on June 30, 2022, which marked the end of the program year. These recaptured funds will be used for future projects meeting funding requirements. Trustee West seconded the motion. Upon roll call vote, motion carried.

Trustee Reinert made motion approving Contract #C0009330 with Great Lakes Management Company for the management of the four senior housing buildings owned by the ACHRA. The term of this contract is for two years, from July 1, 2022 to June 30, 2024 and may be extended for three additional two-year terms, subject to review by the county attorney as to form and legality. Trustee Meisner seconded the motion. Upon roll call vote, motion carried.

The following item came forward on an additional agenda.

For informational purposes, the ACHRA received an invoice from Greater MSP in the amount of \$75,000 for annual investment dues.

The Anoka County Housing and Redevelopment Authority meeting adjourned at 10:21 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 HRA COMBINED NOTICE OF PUBLIC HEARING AND COMMENT

Notice is hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on August 23, 2022, at 10:15 a.m. or immediately following the Anoka County Board meeting, whichever is later, for a regularly scheduled ACHRA Board Meeting which includes a public hearing at the Anoka County Government Center, 2100 Third Avenue, Room 705, Anoka, MN. The purpose of this public hearing is to offer the public an opportunity to comment on proposed substantial amendment to the Anoka County portion of the Dakota County Consortium 2019 Program Year (PY) Action Plan as detailed below.

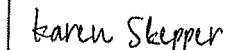
In accordance with the Citizen Participation Plan, for the CDBG-CV funds a special waiver was granted for 5-day public comment period for the proposed substantial amendments PY19 Action Plan. Notice is hereby given that August 12, 2022, represents the beginning of a 5-day public comment period during which citizens may make comments on the proposed substantial amendment to the Anoka County portion of the Dakota County Consortium 2019 Program Year (PY19) Action Plan. Under the Coronavirus Aid, Relief and Economic Impact Act (CARES Act) Anoka County was granted a HUD waiver to use CDBG funds for COVID-19 prevention, response and recovery.

The ACHRA proposes allocating PY19 CDBG-CV Entitlement Funds in the amount of \$103,409 to SACA (Southern Anoka Community Assistance) for the purchase of one electric delivery van (\$63,600), one forklift (\$32,860) and one warehouse floor scrubber (\$6,949) for use in their food shelf facility which provides food to low-to-moderate income households who continue to be impacted by COVID. This project will meet a national objective of low/mod clientele (LMC).

The ACHRA also proposes allocating PY 2019 CDBG-CV Entitlement Funds in the amount of \$20,000 to Youthway Ministries' Manna Market food program. Demand for food and increased delivery costs, automotive expenses and other services continue to rise; and in order to serve their low-to-moderate income households who continue to be impacted by COVID, additional funds are requested.. This project will meet a national objective of low/mod clientele (LMC).

Persons seeking additional information on this proposed substantial amendment, persons submitting written comments, or persons wanting to participate in the Public Hearing must contact Renee Sande at Community and Government Relations, Anoka County, 2100 Third Avenue, Suite 700, Anoka, MN. Telephone 763-324-4613; Fax: 763-324-5490, or email Renee.Sande@co.anoka.mn.us prior to 4:00 pm on August 22, 2022.

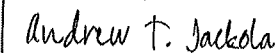
DocuSigned by:



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Karen Skepper

ACHRA Executive Director

DocuSigned by:



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Assistant County Attorney

PUBLISH IN: *Anoka County Union*

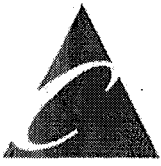
Friday, August 12, 2022



ANOKA COUNTY HRA ACTION ITEM

August 23, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2019 Action Plan to add:</p> <ul style="list-style-type: none">Youthway Ministries - to provide \$20,000 in CDBG-CV funds to purchase food / delivery fee (\$11,000), supplies (\$1,000), waste disposal (\$1,000) and gas / auto expenses (\$7,000). <p>Request the ACHRA Board of Trustees approve <u>CDBG-CV (COVID-19 funds)</u> allocation of:</p> <ul style="list-style-type: none"><u>\$20,000 for Youthway Ministries.</u> Approve the use of CDBG-CV funds to purchase food / delivery fee (\$11,000), supplies (\$1,000), waste disposal (\$1,000) and gas / auto expenses (\$7,000). The CDBG-CV funds are needed because of increased food shelf demand due to the COVID-19 Pandemic. This public service activity will meet a national objective of low/mod clientele (LMC). <p>Since the request is for CDBG-CV funds (COVID-19 prevention, response, or recovery), a HUD special waiver allows a 5-day public comment period held from August 12, 2022 – August 22, 2022.</p> <p>The public hearing is scheduled for August 23, 2022.</p>
BACKGROUND	<p>Youthway Ministries operates Manna Market a food recovery and distribution program. When the pandemic began the program expanded to a warehouse-sized location in Spring Lake Park and offers food distribution events in Anoka County. Expenses funded are not covered by another funding source (local, state or federal).</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG-CV funds provided through the US Department of Housing and Urban Development.</p>



ANOKA COUNTY HRA ACTION ITEM

August 23, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2019 Action Plan to add:</p> <ul style="list-style-type: none">• Southern Anoka Community Assistance (SACA) - to provide \$103,409 in CDBG-CV funds to purchase a forklift (\$32,860), floor scrubber (\$6,949) and a delivery van - electric powered (\$63,600) OR gas (\$60,750). <p>Request the ACHRA Board of Trustees approve <u>CDBG-CV (COVID-19 funds)</u> allocation of:</p> <ul style="list-style-type: none">• <u>\$103,409 for Southern Anoka Community Assistance (SACA)</u>. Approve the use of CDBG-CV funds to purchase a forklift (\$32,860), floor scrubber (\$6,949) and a delivery van - electric powered (\$63,600) OR gas (\$60,750). The equipment is needed because of increased food shelf demand due to the COVID-19 Pandemic. This public service activity will meet a national objective of low/mod clientele (LMC). <p>Since the request is for CDBG-CV funds (COVID-19 prevention, response, or recovery), a HUD special waiver allows a 5-day public comment period held from August 12, 2022 – August 22, 2022.</p> <p>The public hearing is scheduled for August 23, 2022.</p>
BACKGROUND	<p>SACA (Southern Anoka Community Assistance) operates a food shelf located in Columbia Heights. Expenses funded are not covered by another funding source (local, state or federal).</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG-CV funds provided through the US Department of Housing and Urban Development.</p>

NOTICE OF PUBLIC COMMENT AND PUBLIC HEARING DATES

This notice is to announce that July 22, 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 the PY22 Action Plan to include the allocation of \$35,000 in PY22 Community Development Block Grant (CDBG) funds to Anoka County. Funds are to be used for staffing and service delivery costs directly related to carrying out CDBG housing rehabilitation loan programs in the County's Community and Government Relations department. This funding will pay for costs directly related to administering the county's single-family CDBG home rehabilitation loan program. The purpose of the public comment period is to receive comments from and to pass information to the public concerning the proposed use of funds which will be paid for by HUD CDBG program funds.

Notice is hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on August 23, 2022, 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 3rd Avenue, Room 705, Anoka, MN. The purpose of this public hearing is to afford an opportunity for the public to comment on the proposed staff position in the County's Community and Government Relations department.

Persons seeking additional information on the proposed new position or who want to submit written comments or participate in the August 23, 2022, public hearing must contact Renee Sande at Community and Government Relations, Anoka County, 2100 3rd Avenue, Suite 700, Anoka, MN 55303. Telephone 763-324-4613; Fax: 763-324-5490, or email Renee.Sande@co.anoka.mn.us prior to 4:00 pm on August 22, 2022.

(Do not publish below line)

/s/ Karen Skepper
ACHRA Executive Director

/s/ Andrew Jackola
Assistant County Attorney

PUBLISH IN:
Anoka County Union

Friday, July 22, 2022



ANOKA COUNTY HRA ACTION ITEM

August 23, 2022

ACTION REQUESTED	<p>Consider recommending an amendment to the PY 2022 Action Plan to allocate \$35,000 in Community Development Block Grant (CDBG) funds to Anoka County's Community and Government Relations to be used for staffing and service delivery costs directly related to carrying out CDBG housing rehabilitation loan program.</p> <p>In accordance with our Citizen Participation Plan, a 30-day public comment was held July 22, 2022 - August 22, 2022, with a public hearing scheduled for August 23, 2022</p>
BACKGROUND	<p>Anoka County Community Development department administers a CDBG-funded home rehabilitation loan program to income-qualified residents. If awarded, these CDBG funds will pay for staffing costs directly related to administering the county's single-family CDBG home rehabilitation loan program. Currently, the programs administrative expenses are paid with CDBG administrative / planning funds. This is a HUD allowable use of CDBG funds.</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>CDBG funding is provided through the US Department of Housing and Urban Development.</p>