

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

FOR THE SEPTEMBER 12, 2023 MEETING

10:00 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. **Public Hearing** – to offer the public an opportunity to comment on the proposed use of old and new CDBG funds totaling \$704,668 to the City of Fridley for use in developing a public park to serve as a multi-modal transit hub at 6101 University Avenue. **See attached** public hearing notice published August 4, 2023.
- \*5. Consider proposing an allocation of old and new CDBG funds totaling \$704,668 (\$694,668 for project plus \$10,000 for estimated Davis-Bacon costs) to the City of Fridley for use in developing a public park to serve as a multi-modal transit hub at 6101 University Avenue, Fridley. This project meets HUD’s National Objective of serving low to moderate income households. **See attached** worksheet.
- \*6. Consider authorizing the ACHRA Chair and Executive Director to enter into negotiations and a purchase agreement for an apartment building located in the southern portion of Anoka County. **See attached** worksheet.
- \*7. Consider approval of a contingent amendment to the Stepping Stone Emergency Housing Lease, Contract #C0009372A, to allow for renovations, subject to county approval of the final plans. **See attached** worksheet and draft lease addendum.

\*Requires ACHRA Board approval.

## NOTICE OF PUBLIC COMMENT AND PUBLIC HEARING DATES

This notice is to announce that August 5, 2023, 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 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. 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 and re-allocated funds from Anoka County's CDBG program.

Anoka County's HRA is proposing an allocation of old and new CDBG funds totaling \$704,668 (\$694,668 for project plus \$10,000 for estimated Davis-Bacon costs) to the City of Fridley for use in developing a public park to serve as a multi-modal transit hub at 6101 University Avenue, Fridley. This development project would include hardscape, landscape, benches, lighting, etc. to provide a functional transit hub for current and future bus and bike use by area low-to-moderate income residents who do not have access or income for a car. This project does meet HUD's National Objective of serving low-to-moderate income households.

The breakdown of CDBG funds spent would include previously unallocated PY 2020 funds of \$50,128, plus PY 2021 funds of \$10,281.44, plus PY 2022 funds of \$205,661.35. Also included in the project funding would be the reallocation of \$438,592.21 from PY 2023's Single-Family Home Rehabilitation program, making a combined proposed total of \$704,668 in CDBG funds.

Notice is also hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on September 12, 2023, at 10:15 a.m. or immediately following the Anoka County Board of Commissioners Public Comment period, whichever is later, for a specially 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.

Persons seeking additional information on the proposed allocation or who want to submit written comments or participate in the September 12, 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 September 11, 2023.

/s/ \_\_\_\_\_

Karen Skepper  
ACHRA Executive Director

/s/ \_\_\_\_\_

David Pedersen  
Assistant County Attorney



# ANOKA COUNTY HRA ACTION ITEM

September 12, 2023

<b>ACTION REQUESTED</b>	<p>Consider adding an additional activity to the Program Year 2023 Action Plan allocating \$704,668 Community Development Block Grant (CDBG) funds to the City of Fridley for use in developing a public park to serve as a multi-modal transit hub at 6101 University Avenue, Fridley.</p> <p>The breakdown of CDBG funds spent would include previously unallocated PY 2020 funds of \$50,128, plus PY 2021 funds of \$10,281.44, plus PY 2022 funds of \$205,661.35. Also included in the project funding would be the reallocation of \$438,597.21 from PY 2023's Single-Family Home Rehabilitation program; (\$694,668 for project plus \$10,000 for estimated Davis-Bacon costs) making a combined proposed total of \$704,668 in CDBG funds.</p> <p>In accordance with our Citizen Participation Plan, a 30-day public comment period was held August 5, 2023 - September 11, 2023. A public hearing will be held on September 12, 2023, to obtain comments on the proposed use of unallocated and re-allocated funds from Anoka County's CDBG program. This project meets HUD's National Objective of serving low-to-moderate income households. The City of Fridley qualifies for low-and moderate-income area (LMA) status.</p>
<b>BACKGROUND</b>	<p>The City of Fridley requested CDBG funds for use in developing a public park to serve as a multi-modal transit hub at 6101 University Avenue, Fridley. This development project would include hardscape, landscape, benches, lighting, etc. to provide a functional transit hub for current and future bus and bike use by area low-to-moderate income residents who do not have access or income for a car. Construction will begin this year and is expected to be completed by April 2024.</p>
<b>SUPPORTING DOCUMENTATION</b>	<p>Application funding request is available for review in the Community Development department.</p>
<b>FUNDING SOURCE</b>	<p>CDBG funding is provided through the US Department of Housing and Urban Development.</p>



# ANOKA COUNTY HRA ACTION ITEM

September 12, 2023

HRA

<b>ACTION REQUESTED</b>	Consider Authorizing the Chair and Executive Director to enter into negotiations and a purchase agreement for an apartment building located in the Southern portion of Anoka County.
<b>BACKGROUND</b>	<p>The HOME Investment Partnerships Program allocated American Recovery Program funding (ARP) to entitlement jurisdictions to be used to reduce homelessness. After conducting community outreach and evaluating housing data the purchase of a vacant apartment building that will be renovated into modern apartment units best meets the needs of Anoka County and will provide the greatest benefit to persons looking for permanent housing.</p> <p>An apartment building has been located and evaluated for renovation. Authorizing the Chair and Executive Director to start the official negotiation and draft a purchase agreement will allow the current ownership group to move forward with a possible sale.</p> <p>If the current ownership group accepts the purchase agreement the document will come back to the HRA Board for final execution.</p>
<b>SUPPORTING DOCUMENTATION</b>	Staff has worked with the ownership group and understands the work required to modernize the building. This information remains confidential until a purchase agreement is executed.
<b>FUNDING SOURCE</b>	Anoka County ARPA funds in the amount of \$2M and HOME ARP funds in the amount of \$2,066,000 are available for the purchase and exterior improvements to the building. Regular HOME funds may be used for additional interior improvements.
<b>RECOMMENDATIONS</b>	Consider Authorizing the Chair and Executive Director to enter into negotiations and a purchase agreement for an apartment building located in the Southern portion of Anoka County.



# ANOKA COUNTY HRA ACTION ITEM

September 12, 2023

HRA

<b>ACTION REQUESTED</b>	Consider recommending approval of a contingent amendment to the Stepping Stone Emergency Housing lease to allow for renovations subject to County approval of the final plans.
<b>BACKGROUND</b>	<p>Stepping Stone Emergency Housing intends to apply for a grant from the State of MN to make improvements to the commercial kitchen located in the basement of the building. The grant requires the lease contemplate any improvements included in the application.</p> <p>To assist Stepping Stone Emergency Housing with their application, an addendum to the lease is required to identify the improvements requested. This action does not stipulate the design or address any obligation to restore the property to original condition.</p> <p>If Stepping Stone Emergency Housing is successful in its grant application, the HRA Board will require approval of the final building plans and set a project completion date of August 31, 2024. This date is necessary to ensure the project has a 5-year period remaining on the lease as required by the State of MN grant application.</p>
<b>SUPPORTING DOCUMENTATION</b>	Draft 2023 addendum to the Stepping Stone Emergency Housing Lease for the Cronin Building permitting renovation of the kitchen.
<b>FUNDING SOURCE</b>	If awarded, this project will be 100% grant funded through the State of MN.
<b>RECOMMENDATIONS</b>	Consider recommending approval of the 2023 Addendum to the Stepping Stone Emergency Housing lease.

**LEASE ADDENDUM FOR RENOVATION PROJECT**

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**THIS LEASE ADDENDUM** is made and entered into on September \_\_\_\_, 2023, by and between the Anoka County Housing and Redevelopment Authority (“Landlord”), a public body corporate and politic, 2100 Third Avenue, Anoka, Minnesota 55303, and Stepping Stone Emergency Housing (“Tenant”), a Minnesota non-profit corporation, 3300 4th Avenue, Anoka, Minnesota, 55303.

**RECITALS:**

1. Tenant currently rents and occupies the basement, first floor, and a part of the second floor of the Cronin Building, located at 3300 4th Avenue, Anoka, Minnesota, pursuant to a lease agreement with the Landlord dated September 1, 2022 (the “Lease”) (contract number C0009372).
2. Tenant uses the space it leases in the Cronin Building to provide shelter services for adult individuals experiencing homelessness in Anoka County.
3. Tenant wishes to renovate the kitchen, cafeteria, and lighting in the Cronin Building.
4. Tenant has not currently secured funding for the proposed renovation, but it requested an addendum to the Lease that will permit the renovation if it successfully obtains grant funds for the project from the Minnesota State Department of Human Services.
5. Landlord agreed to permit the renovation contingent on Landlord’s review and approval of the design and architectural plans.

ACCORDINGLY, the parties agree as follows:

1. **Recitals and Defined Terms.** The above recitals are true and correct and are hereby incorporated in their entirety into this amendment. Any capitalized term not defined in this addendum shall have the meaning set forth in the Lease.
2. **Renovation Project.** “Renovation Project” means Tenant’s proposed plan to alter and improve the space it leases from Landlord in the Cronin Building by:
  - a. Renovating the kitchen area to include a stove, fryer and a hood;
  - b. Installing a walk-in cooler;

- c. Potentially building out the kitchen into the large conference room for more kitchen and seating space;
- d. Making the dining area multi-functional to include opportunity for staff meetings and large group activities;
- e. Creating cubicle space for a potential increase in Tenant's staff;
- f. Re-examining the utility of the Recreation Room; and
- g. Providing new interior doors throughout the building.

3. **Contingent Approval.** Contingent on Landlord's review and approval of Tenant's final architectural design plans, Tenant may make the alterations and improvements to the Premises in the Renovation Project described herein.

Landlord's approval of the design plans shall not be unreasonably withheld, but approval may be withheld if the alterations and improvements in the final design plans exceed the Renovation Project or require modifications of the building structure that could not have been reasonably anticipated by the Landlord based on the scope of the Renovation Project as described herein.

4. **Buildout Addendum Required.** If Landlord approves Tenant's final architectural design plans for the Renovation Project, the parties shall sign a written buildout addendum before work begins. The buildout addendum shall be substantially in the form of the September 1, 2022, Buildout Addendum to Lease.
5. **Schedule.** The Renovation Project shall be completed by August 31, 2024.
6. **Conflict.** All terms and conditions of the Lease remain in full force and effect. In the event of a conflict between the provisions of this addendum and the Lease, the terms and provisions of this addendum shall control and be given full force and effect.
7. **Counterparts.** This addendum may be signed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have signed this addendum on the dates written below.

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
KAREN SKEPPER,  
Executive Director

STEPPING STONE EMERGENCY HOUSING:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
STEVE GRIFFITHS,  
Executive Director

APPROVED AS TO FORM:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
DAVID PEDERSEN,  
Assistant Anoka County Attorney