

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (ACHRA)  
MANAGEMENT COMMITTEE  
and Meeting of the  
Anoka County Housing and Redevelopment Authority Trustees\*\***

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

**AGENDA**

FOR THE SEPTEMBER 12, 2023 MEETING

10:15 A.M. or Immediately Following the  
ACHRA Special Board Meeting, Whichever is Later

Conference Room #772 - 7th Floor - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. Consider recommending the ACHRA Board of Trustees hold a public hearing on September 26 to receive comments and approve submission of the Program Year 2022 Anoka County Consolidated Annual Performance and Evaluation Report (CAPER.) **See attached** Notice of Public Hearing and Public Comment.
3. Consider recommending the ACHRA Board of Trustees authorize the chair or executive director to execute a contract with SACA (Southern Anoka Community Assistance) for Anoka County to provide/conduct environmental review services related to a HUD-funded project for SACA. **See attached** worksheet.
4. Consider recommending the ACHRA Board of Trustees approve the use of HRA funds for the City of Columbia Heights to purchase two buildings on Central Avenue in the amount of \$780,000, contingent upon receipt of resolution from the city. **See attached** worksheet.
5. Consider recommending the ACHRA Board of Trustees adopt Resolution #2023-04, Anoka County Housing and Redevelopment Authority Adoption of the Proposed Budget and Special Benefit Tax Levy for 2024. **See attached** resolution, levy and budget information.
6. For informational purposes, Alice Strand, Lead Community Development Specialist, will attend the MN NAHRO (National Association of Housing and Redevelopment Organizations) Conference/Training in Duluth, Minnesota for four days in September. Costs to include registration \$565, lodging \$477, mileage \$202, per diem \$276.
7. Other.

*\*\*Actions taken by this committee do not bind the Anoka County Housing and Redevelopment Authority (ACHRA) Board. In addition to the trustees appointed to this committee, additional trustees may attend. Non-committee trustees may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the ACHRA, this shall serve as notice of an ACHRA Board meeting.*

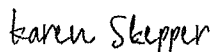
**ANOKA COUNTY**  
**COMBINED NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT**

Notice is hereby given that Anoka County Housing and Redevelopment Authority (ACHRA) will meet on September 26, 2023, at 10:15 a.m. or immediately following the Anoka County Board Meeting's public comment period, whichever is later, for a regularly scheduled ACHRA Board Meeting which includes conducting a public hearing at the Anoka County Government Center, 2100 Third Avenue, Room 705, Anoka, MN. The purpose of this public hearing is to afford an opportunity for the public to comment on the performance of Anoka County Community and Government Relations in meeting the housing, community and economic development needs as outlined in the Anoka County portion of the 2022 Dakota County Consortium Consolidated Plan and the Anoka County portion of the 2022 Dakota County Consortium Action Plan.

Notice is hereby given that Friday, September 1, 2023 represents the beginning of a fifteen (15) day public comment period during which a draft version of the Anoka County Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2022 will be available for review and citizen comment on the Community Development website [www.anokacounty.us/cd](http://www.anokacounty.us/cd)

Persons having questions regarding the draft CAPER, or persons wanting to participate in the Public Hearing should contact Renee Sande of Community and Government Relations at 763-324-4613 or mail comments to Community & Government Relations, ATTN: Renee Sande, Anoka County Government Center, 2100 3<sup>rd</sup> Avenue, Ste 700, Anoka, MN 55303-5024; or FAX (763) 324-5490 or email [renee.sande@co.anoka.mn.us](mailto:renee.sande@co.anoka.mn.us) Comments will be accepted until 4:00 p.m. on September 25, 2023.

DocuSigned by:



ACHRA Executive Director

DocuSigned by:



Assistant Anoka County Attorney

PUBLISH IN: *Anoka County Union*

Friday, September 1, 2023



# ANOKA COUNTY HRA MANAGEMENT COMMITTEE

## ACTION ITEM

September 12, 2023

ACTION REQUESTED	Consider recommending the ACRHA Management Committee approve the ACHRA Board of Trustees to authorize the chair or executive director to execute a contract with SACA (Southern Anoka Community Assistance) for Anoka County to provide/conduct environmental review services related to a HUD-funded project for SACA.
BACKGROUND	<p>Programs funded through the Department of Housing and Urban Development (HUD), require compliance with federal Community Project Funding (CPF) grants regulations, including an environmental review for the property SACA received CPF funds to renovate. SACA does not have the ability to conduct an ERR or have access to HUD's environmental reporting system. HUD advised SACA to contact Anoka County to request county staff conduct the environmental review and enter it into HUD's system.</p> <p>If approved, SACA will reimburse Anoka County for the staff time and benefits, cost of publications, and environmental testing costs.</p>
SUPPORTING DOCUMENTATION	The contract to be used is available at the HRA and the Community and Government Relations office.
FUNDING SOURCE	SACA (Southern Anoka Community Assistance) will reimburse all staff time and benefits, publications, environmental testing costs and other costs as necessary that are related to conducting the environmental review for SACA's newly acquired property located in Anoka County.



# ANOKA COUNTY HRA ACTION ITEM

September 7, 2023

HRA

<b>ACTION REQUESTED</b>	Consider recommending approval to the HRA Board of Trustees a request from Columbia Heights to use HRA funds in the amount of \$780,000.
<b>BACKGROUND</b>	The City of Columbia Heights is planning to purchase two buildings on Central Ave that are in very poor condition using \$780,000 in HRA funds. In addition, the buildings will be demolished; utilities capped; hazardous materials removed, and the land regraded for future economic development activities.
<b>SUPPORTING DOCUMENTATION</b>	The City of Columbia Heights has reviewed and approved this project through their EDA and will bring the project to the City Council on Monday September 11 <sup>th</sup> . After the Council meeting staff will forward a resolution from the City Council officially requesting the funding. Award of these funds will be contingent upon the receipt of the resolution.
<b>FUNDING SOURCE</b>	The Special Benefits Tax Levy for the City of Columbia Heights has been set aside for several years in anticipation of a redevelopment project. The accumulated funds will be used to complete this project.
<b>RECOMMENDATIONS</b>	Consider recommending approval of the use of \$780,000 in HRA Special Benefit Tax Levy funds for the City of Columbia Heights to undertake an economic development project contingent upon receipt of a City Council resolution.

**ACHRA Resolution #2023-04**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ADOPTION OF THE PROPOSED BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2024**

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 26, 2023, the ACHRA adopted a proposed budget and levy for 2024; and,

WHEREAS, the 2024 budget, as recommended, provides the basis of the proposed special benefit tax levy.

NOW, THEREFORE, BE IT RESOLVED that, for the purposes of the 2024 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 proposed 2024 special benefit tax levy in the amount of \$2,961,905 to be certified in accordance with Minn. Stat. §§469.033, subd. 6 and 275.07.

BE IT FINALLY RESOLVED that a certified copy of this resolution is forwarded to the Anoka County Division Manager of Property Records and Taxation on or before September 30, 2023.

## 2024 ACHRA Budget - Prelim

Expenses	Prelim 2024
Administrative Budget	\$852,584
---Open to Business, Greater MSP, Host Comm Fee	
Project Budget	\$2,268,301
---County Wide Programs with Cities Participation	
<b>TOTAL</b>	<b>\$3,120,885</b>
Revenues	Prelim 2024
Gross Levy	\$2,961,905
Management Fees	\$93,980
Interest	\$50,000
Ice Arena Fees	\$15,000
<b>TOTAL</b>	<b>\$3,120,885</b>

## 2024 ACHRA Administrative Budget - Prelim

Line Item	2022	2023	2024
60xxx Salaries/Benefits	\$273,320	\$385,004	\$415,231
61102 Printing	\$0	\$0	\$0
61104 Copier Supplies	\$0	\$0	\$0
61149 Supplies - General	\$500	\$500	\$500
61251 R&M - Office Machines	\$1,000	\$1,000	\$1,000
61355 Conferences, Conventions	\$3,000	\$3,000	\$3,000
61356 Education Programs	\$0	\$0	\$0
61475 Employee Mileage	\$1,000	\$1,000	\$1,000
61476 Other Travel	\$1,000	\$1,000	\$1,000
61477 Meals & Lodging	\$3,000	\$3,000	\$3,000
61557 Dues/Memberships	\$4,500	\$4,500	\$4,500
61101 Small Equipment	\$2,000	\$2,000	\$2,000
62112 Cellular Service	\$0	\$1,008	\$1,032
62114 PC Replacement Allocation	\$82	\$520	\$425
62115 Space Allocation	\$3,151	\$3,370	\$4,060
62117 Countywide Technology	\$3,500	\$3,700	\$3,800
62229 Telephone	\$1,500	\$1,500	\$1,500
62231 Postage	\$750	\$750	\$750
62365 Insurance Allocation	\$0	\$1,652	\$1,395
63010 Professional Services	\$20,000	\$20,000	\$25,000
63010 Audit	\$3,000	\$3,000	\$3,000
69310 IntraCounty Labor Reimbursement	\$141,638	\$126,617	\$77,224
64365 County Wide Economic Development Activities	\$325,834	\$236,893	\$303,167
<b>Total Administrative Budget</b>	<b>\$788,775</b>	<b>\$800,014</b>	<b>\$852,584</b>
<b>Project Budget</b>	<b>\$1,588,131</b>	<b>\$1,770,190</b>	<b>\$2,268,301</b>
<b>Total Expenses</b>	<b>\$2,376,906</b>	<b>\$2,570,204</b>	<b>\$3,120,885</b>