

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

FOR THE SEPTEMBER 27, 2022 MEETING

10:15 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. Chairs remarks.
- \*4. Consider approving the minutes from the ACHRA Board Meetings of August 23, 2022 and September 13, 2022. **See attached** minutes.
5. **Public Hearing** – to obtain comments 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 2021 Dakota County Consortium Consolidated Plan and the Anoka County portion of the 2021 Dakota County Consortium Action Plan. **See attached** public hearing notice.
- \*6. Consider adopting Resolution #2022-04, Anoka County Housing and Redevelopment Authority Adoption of the Proposed Budget and Special Benefit Tax Levy for 2023. **See attached** worksheet, resolution, levy and budget information.
- \*7. Consider authorizing the chair to sign the 2022 HOME Sub-Recipient Agreement between Anoka County and the Dakota County Community Development Agency. The ACHRA is responsible for ensuring that its use of HOME funds complies with the Act, the Regulations and guidance from the United States Department of Housing and Urban Development (HUD.) **See attached** worksheet.

\*Requires ACHRA Board approval.

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

Government Center  
Board Room  
Anoka, Minnesota

August 23, 2022

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

Absent:                 Robyn West

Others Present:       Rhonda Sivarajah, County Administrator; Karen Skepper, Community and Government Relations Director; Renee Sande, Community Development Manager; Dee Guthman, Deputy County Administrator; Christine Carney, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; and Tina Pedersen, Principal Administrative Secretary

Chair Schulte called the meeting to order at 10:14 a.m.

\*\*\*\*\*

Trustee Look made motion approving the ACHRA minutes from the board meeting of July 26, 2022. Trustee Braastad seconded the motion. Motion carried.

\*\*\*\*\*

At 10:16 a.m., Chair Schulte asked Assistant County Attorney Christine Carney to conduct a public hearing to obtain comments amending Program Year 2019 Action Plan with CDBG-CV (COVID) funding recommendations.

Notice of publication was made a part of the record indicating time and place for the public hearing pursuant to statute.

Community Development Manager Renee Sande presented information regarding the use of the funds.

There were no written comments received.

Southern Anoka Community Assistance (SACA) co-director Dave Rudolph thanked the trustees and explained what the requested funds would be used for.

Assistant County Attorney Carney closed the public hearing at 10:19 a.m.

\*\*\*\*\*

Trustee Braastad made motion approving amending the Program Year 2019 Action Plan with 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. Trustee Reinert seconded the motion. Upon roll call vote, motion carried.

\*\*\*\*\*

Trustee Meisner made motion approving amending the Program Year 2019 Action Plan with a CDBG-CV (COVID) funding recommendation to allocate \$103,409 to SACA for the purchase of one electric delivery van and one warehouse floor scrubber for use in their food shelf facility which provides food to low-to-moderate income households who continue to be impacted by COVID. Trustee Gamache seconded the motion. Upon roll call vote, motion carried.

\*\*\*\*\*

At 10:26 a.m., Chair Schulte asked Assistant County Attorney Christine Carney to conduct a public hearing to obtain comments amending Program Year 2022 Action Plan to allocate funds to the Community and Government Relations department.

Notice of publication was made a part of the record indicating time and place for the public hearing pursuant to statute.

Community Development Manager Renee Sande presented information regarding the use of the funds.

There were no public or written comments received.

Assistant County Attorney Carney closed the public hearing at 10:27 a.m.

\*\*\*\*\*

Trustee Gamache made motion to approve amending the Program Year 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 and Rehabilitation Loan Program. Trustee Meisner seconded the motion. Upon roll call vote, motion carried.

\*\*\*\*\*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 10:28 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 HOUSING AND REDEVELOPMENT  
AUTHORITY SPECIAL MEETING MINUTES**

Government Center  
Board Room  
Anoka, Minnesota

September 13, 2022

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

Others Present:       Rhonda Sivarajah, County Administrator; Dee Guthman, ACHRA Assistant Executive Director; Renee Sande, Community Development Manager; Andrew Jackola, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; and Tina Pedersen, Principal Administrative Secretary

Chair Schulte called the meeting to order at 10:23 a.m.

\*\*\*\*\*

Trustee West made motion approving a lease agreement (Contract #C0009372) between the ACHRA and Stepping Stone Emergency Housing (SSEH) for the Cronin Building which includes a build-out addendum for 2<sup>nd</sup> floor improvements, and authorize the ACHRA Board chair and executive director to execute the lease, subject to review and approval by the county attorney's office as to form and legality. Trustee Schulte seconded the motion. Upon roll call vote, Trustees Look, Braastad, West, Schulte, Meisner and Reinert voted "yes." Trustee Gamache abstained. Motion carried.

\*\*\*\*\*

Trustee Look made motion approving a lease agreement (Contract #C0009473) with Savage Arms, Inc., located within the Anoka Law Center building to continue to provide rent revenue. Contract is effective as of August 1, 2022 and is subject to review and approval by the county attorney's office as to form and legality. Trustee Braastad seconded the motion. Upon roll call vote, motion carried.

\*\*\*\*\*

Trustee Look made motion approving the renewal of insurance premiums for senior buildings and additional commercial buildings acquired by the ACHRA from Anoka County through September 1, 2023, in the amount of \$119,857. Trustee West seconded the motion. Upon roll call vote, motion carried.

\*\*\*\*\*

Trustee Look made motion approving a funding agreement deadline extension from December 31, 2022 to March 31, 2023 for previously awarded Program Year 2019 CDBG-CV funds for the City of Anoka (Haven for Heroes) shelter air exchanger project. Trustee Braastad seconded the motion. Motion carried.

\*\*\*\*\*

Trustee Braastad made motion approving the ACHRA board hold a public hearing at the regular scheduled ACHRA Board meeting on September 27 to receive comments and approve the submission of the Program Year 2021 Anoka County Consolidated Annual Performance and Evaluation Report (CAPER.) Trustee Look seconded the motion. Motion carried.

\*\*\*\*\*

For informational purposes, the ACHRA 2023 preliminary budget was presented.

\*\*\*\*\*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 11:20 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**  
**COMBINED NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT**

Notice is hereby given that Anoka County Housing and Redevelopment Authority (ACHRA) will meet on September 27, 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 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 2021 Dakota County Consortium Consolidated Plan and the Anoka County portion of the 2021 Dakota County Consortium Action Plan.

Notice is hereby given that Friday, September 2, 2022 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 2021 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) 324-4610 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 26, 2022.

---

(Do not publish below this line)

/s/ \_\_\_\_\_  
ACHRA Executive Director

/s/ \_\_\_\_\_  
Assistant Anoka County Attorney

PUBLISH IN:            *Anoka County Union*

Friday, September 2, 2022



# ANOKA COUNTY HRA ACTION ITEM

September 27, 2022

ACTION REQUESTED	Consider adoption of the 2023 Housing and Redevelopment Authority (ACHRA) budget and proposed levy.
BACKGROUND	The ACHRA levy is pledged to back the bonds that were issued to build the four senior housing buildings owned by the ACHRA. To meet the bond requirements the ACHRA must be able to certify that there are sufficient funds to cover the indebtedness. For program year 2023 this will require certifying a preliminary levy equal to the maximum allowed by law.
SUPPORTING DOCUMENTATION	<ul style="list-style-type: none"><li>• Resolution</li><li>• Proposed Levy Certification Taxes Payable 2022 form</li><li>• 2023 ACHRA Budget</li></ul>
RECOMMENDATION	Adopt Resolution #2022-04 Anoka County Housing and Redevelopment Authority Adoption of the Budget and Proposed Special Benefit Tax Levy for 2023.

**ACHRA Resolution #2022-04**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ADOPTION OF THE PROPOSED BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2023**

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 Authority, 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 27, 2022, the ACHRA adopted a proposed budget and levy for 2023; and,

WHEREAS, the 2023 budget, as recommended, provides the basis of the proposed special benefit tax levy.

NOW, THEREFORE, BE IT RESOLVED that, for the purposes of the 2023 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 2023 special benefit tax levy in the amount of \$2,413,256 to be certified in accordance with Minn. Stat. §§469.033, subd. 6 and 275.07.

BE IT FINALLY RESOLVED that the ACHRA approves the proposed 2023 operating budget as shown in Exhibit A. (Exhibit A is on file in County Administration.)



# EXHIBIT A

## 2023 ACHRA Budget - Prelim

Expenses	Prelim 2023
Administrative Budget	\$800,014
---Open to Business, Greater MSP, Host Comm Fee	
Project Budget	\$1,770,190
---County Wide Programs with Cities Participation	
<b>TOTAL</b>	<b>\$2,570,204</b>
Revenues	Prelim 2023
Gross Levy	\$2,413,256
Management Fees	\$91,948
Interest	\$50,000
Ice Arena Fees	\$15,000
<b>TOTAL</b>	<b>\$2,570,204</b>

## 2023 ACHRA Administrative Budget - PRELIM

Line Item	2021	2022	2023
60xxx Salaries/Benefits	\$258,903	\$273,320	\$385,004
61102 Printing	\$1,500	\$0	\$0
61104 Copier Supplies	\$1,500	\$0	\$0
61149 Supplies - General	\$1,000	\$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	\$150	\$0	\$0
61475 Employee Mileage	\$3,000	\$1,000	\$1,000
61476 Other Travel	\$4,000	\$1,000	\$1,000
61477 Meals & Lodging	\$3,000	\$3,000	\$3,000
61557 Dues/Memberships	\$3,500	\$4,500	\$4,500
61101 Small Equipment	\$1,000	\$2,000	\$2,000
62112 Cellular Service	\$0	\$0	\$1,008
62114 PC Replacement Allocation	\$0	\$82	\$520
62115 Space Allocation	\$7,958	\$3,151	\$3,370
62117 Countywide Technology	\$1,500	\$3,500	\$3,700
62229 Telephone	\$1,500	\$1,500	\$1,500
62231 Postage	\$750	\$750	\$750
62365 Insurance Allocation	\$3,000	\$0	\$1,652
63010 Professional Services	\$25,000	\$20,000	\$20,000
63010 Audit	\$3,000	\$3,000	\$3,000
69310 IntraCounty Labor Reimbursement	\$140,461	\$141,638	\$126,617
64365 County Wide Economic Development Activities	\$274,708	\$325,834	\$236,893
<b>Total Administrative Budget</b>	<b>\$739,430</b>	<b>\$788,775</b>	<b>\$800,014</b>
<b>Project Budget</b>	<b>\$1,523,752</b>	<b>\$1,588,131</b>	<b>\$1,770,190</b>
<b>Total Expenses</b>	<b>\$2,263,182</b>	<b>\$2,376,906</b>	<b>\$2,570,204</b>



ANOKA COUNTY HRA ACTION ITEM

September 27, 2022

<b>ACTION REQUESTED</b>	Consider the ACHRA Board of Trustees authorize the chair to sign the 2022 HOME Program Sub-Recipient Agreement between Anoka County and the Dakota County Community Development Agency.
<b>BACKGROUND</b>	The 2022 HOME Sub-Recipient Agreement between Dakota County CDA and Anoka County to be executed as a condition to sub-grant HOME funds.
<b>SUPPORTING DOCUMENTATION</b>	2022 HOME Program Sub-Recipient Agreement (Dakota County Community Development Agency and County of Anoka)
<b>FUNDING SOURCE</b>	N/A