

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

FOR THE OCTOBER 25, 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 September 27, 2022.  
**See attached** minutes.

\*5. Consider approving the following lease agreements and authorize the ACHRA Board chair and executive director to execute such lease agreements. All businesses are located within the Anoka Law Center building and will continue to provide rent revenue.

- A. Contract #C0009614 with Alexandra House, Inc.
- B. Contract #C0009615 with Central Minnesota Legal Services
- C. Contract #C0009630 with Hicken, Scott, Howard & Anderson, P.A.

**See attached** worksheets.

\*6. Consider authorizing the ACHRA Board chair and executive director to execute an "Acknowledgement of Receptivity of a Metropolitan Council LCA Funding Award" to serve as a pass through for Twin Cities Habitat for Humanity Local Housing Incentives Account (LHIA) funds. The local match would be previously awarded PY22 HOME funds that would be used for the rehabilitation of two houses in Anoka County. **See attached** worksheet and funding award document.

\*Requires ACHRA Board approval.

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

Government Center  
Board Room  
Anoka, Minnesota

September 27, 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 11:55 a.m.

\*\*\*\*\*

Chair Schulte noted the Anoka County Housing and Redevelopment Authority meetings would be live-streamed starting with this meeting and going forward.

\*\*\*\*\*

Trustee Look made motion approving the ACHRA minutes from the board meetings of August 23, 2022 and September 13, 2022. Trustee Gamache seconded the motion. Motion carried.

\*\*\*\*\*

At 11:57 a.m., Chair Schulte asked Assistant County Attorney Andrew Jackola to conduct a 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.

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.

There were no written or public comments received.

Assistant County Attorney Jackola closed the public hearing at 11:59 a.m.

\*\*\*\*\*

Trustee Gamache made motion approving the submission of the 2021 Dakota County Consortium Action Plan. Trustee Meisner seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Gamache offered the following resolution and moved its adoption:

**RESOLUTION #2022-04**

**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 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 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 a certified copy of this resolution is forwarded to the Anoka County Division Manager of Property Records and Taxation on or before September 30, 2022.

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

\*\*\*\*\*

Trustee Reinert made motion 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 for Housing and Urban Development (HUD.) Trustee Meisner seconded the motion. Motion carried.

\*\*\*\*\*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 12:02 p.m.

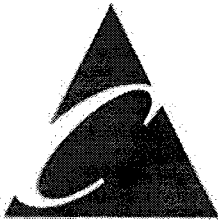
ATTEST:

**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 Board

### ACTION ITEM

October 25, 2022

<b>ACTION REQUESTED</b>	Consider recommending the Anoka County Housing and Redevelopment Authority approve a Lease Agreement (Contract # C0009614) with Alexandra House inc., a Minnesota Corporation, located within the Anoka Law Center Building, 2150 Third Ave, Suite 100, Anoka, MN 55303; and authorize the HRA Board Chair and Executive Director to execute such Lease Agreement.
<b>BACKGROUND</b>	<p>Alexandra House is requesting a renewal, they are reducing their footprint and sharing their space with Central Minnesota Legal Services.</p> <p>The Lease Structures for all tenants within the Anoka Law Center Building will be adjusted to a Net Lease, which establishes a base rent and then a Common Area Maintenance Charge (CAM) for taxes and maintenance. As we make changes or renewals with current Lessee's or establish leases with new tenants, the structure will be adjusted to a net lease concept. The CAM will be established annually and trued up each year.</p>
<b>SOLUTIONS</b>	Staff has negotiated with Alexandra House the attached Terms for Suite 100 and the net lease document is being written by our Attorney's office. The final document will be available prior to the approval at the October 25 <sup>th</sup> ACHRA meeting.
<b>CONCLUSION</b>	See attached Lease Terms for Alexandra Houses, Suite 100 at the Anoka Law Center Building.
<b>RECOMMENDATIONS</b>	Consider recommending the Anoka County Housing and Redevelopment Authority approve a Lease Agreement (Contract # C0009614) with Alexandra House inc., a Minnesota Corporation, located within the Anoka Law Center Building, 2150 Third Ave, Suite 100, Anoka, MN 55303; and authorize the HRA Board Chair and Executive Director to execute such Lease Agreement.
<b>FUNDING</b>	This action will continue to provide rent revenue to the Anoka Law Center Building.





## ANOKA COUNTY HRA Board

### ACTION ITEM

October 25, 2022

<b>ACTION REQUESTED</b>	Consider recommending the Anoka County Housing and Redevelopment Authority approve a Lease Agreement (Contract # C0009615) with Central Minnesota Legal Services., 430 First Avenue North, Suite 359, Minneapolis, MN 55401, located within the Anoka Law Center Building, 2150 Third Ave, Suite 100, Anoka, MN 55303; and authorize the HRA Board Chair and Executive Director to execute such Lease Agreement.
<b>BACKGROUND</b>	<p>Central Minnesota Legal Services (CMLS) is requesting a Lease as they plan to share space with Alexandra House within Suite 100.</p> <p>The Lease Structures for all tenants within the Anoka Law Center Building will be a Net Lease, which establishes a base rent and then a Common Area Maintenance Charge (CAM) for taxes and maintenance. The CAM will be established annually and trued up each year.</p>
<b>SOLUTIONS</b>	Staff has negotiated with CMLS the attached Terms for Suite 100 and the net lease document is being written by our Attorney's office. The final document will be available prior to the approval at the October 25 <sup>th</sup> ACHRA meeting.
<b>CONCLUSION</b>	See attached Lease Terms for CMLS, Suite 100 at the Anoka Law Center Building.
<b>RECOMMENDATIONS</b>	Consider recommending the Anoka County Housing and Redevelopment Authority approve a Lease Agreement (Contract # C0009615) with Central Minnesota Legal Services., 430 First Avenue North, Suite 359, Minneapolis, MN 55401, located within the Anoka Law Center Building, 2150 Third Ave, Suite 100, Anoka, MN 55303; and authorize the HRA Board Chair and Executive Director to execute such Lease Agreement.
<b>FUNDING</b>	This action will continue to provide rent revenue to the Anoka Law Center Building.

**Anoka County - Anoka Law Center Building  
Central MN Legal Services (Suite 100)  
Lease Proposal ( moving to a Net Lease Structure)**

Begn Date 11/01/2023  
 End Date 10/31/2025  
 Right to renew? Yes  
 Leasable Sqft 0

Option To renew		
1273	1273	1273

**Rent Cost Proposal**

	Current	2023	2024	2025	2026	2027
Base Rent per square Foot	\$ -	\$ 10.00	\$ 10.25	\$ 10.50	\$ 10.75	\$ 11.00
Common Area Maintenance (CAM) *	\$ -	\$ 9.75	\$ 10.04	\$ 10.34	\$ 10.65	\$ 10.97
Base Rent Monthly	\$ -	\$ 1,060.83	\$ 1,087.35	\$ 1,113.88	\$ 1,140.40	\$ 1,166.92
Estimated CAM Monthly	\$ -	\$ 1,034.31	\$ 1,065.34	\$ 1,097.30	\$ 1,130.22	\$ 1,164.13
Total Montly Rent	\$ -	\$ 2,095.15	\$ 2,152.70	\$ 2,211.18	\$ 2,270.62	\$ 2,331.04
Base Rent Annual	\$ -	\$ 12,730.00	\$ 13,048.25	\$ 13,366.50	\$ 13,684.75	\$ 14,003.00
Base Rent Increase	\$ -		2.50%	2.44%	2.38%	2.33%
Estimated CAM Annual	\$ -	\$ 12,411.75	\$ 12,784.10	\$ 13,167.63	\$ 13,562.65	\$ 13,969.53
Total Annual Rent	\$ -	\$ 25,141.75	\$ 25,832.38	\$ 26,534.15	\$ 27,247.43	\$ 27,972.56
Annual Pct Increase			2.75%	2.72%	2.69%	2.66%

\* CAM amounts are estimated using a 3% growth factor and will be adjusted annually to reflect the actual Taxes, and repair & maintenance costs  
CAM will be trued up on a Calendar year basis and adjusted.

**Other Terms:**

Option to renew with terms listed for two years with a 90 day notice.





## ANOKA COUNTY HRA Board

### ACTION ITEM

October 25, 2022

ACTION REQUESTED	Consider recommending the Anoka County Housing and Redevelopment Authority approve a Lease Agreement (Contract # C0009630) with Hicken, Scott, Howard & Anderson, P.A., located within the Anoka Law Center Building, 2150 Third Ave, Suite 105, Anoka, MN 55303; and authorize the HRA Board Chair and Executive Director to execute such Lease Agreement.
BACKGROUND	<p>Hicken, Scott, Howard, &amp; Anderson are existing tenants and currently on a month-to-month lease as their lease was expired when the HRA purchased the building in July. They currently reside on 3<sup>rd</sup> floor; however, they have recently reduced their footprint need and are willing to move to 1<sup>st</sup> floor in the space vacated by Alexandra House. This will allow the remaining Tenant on 3<sup>rd</sup> Floor to lease the entire floor to accommodate their growth. An amended contract for the third-floor tenant will come early next year, once the move and tenant buildout for the proposed Lease (Suite 105) is complete.</p> <p>The Lease structures for all tenants within the Anoka Law Center Building will be adjusted to a Net Lease, which establishes a base rent and then a Common Area Maintenance Charge (CAM) for taxes and maintenance. As we make changes or renewals with current Lessees or establish leases with new tenants, the structure will be adjusted to a net lease concept. The CAM will be established annually as an estimated cost and trued up each year based upon actual expenses.</p>
SOLUTIONS	Staff has negotiated with Hicken, Scott, Howard, & Anderson the attached Terms for Suite 105 and the net lease document is being written by our Attorney's office. The negotiated terms include a tenant buildout that will be reimbursed to us over the course of the 4-year lease. The firm intends to vacate the space at the end of their lease.
CONCLUSION	See attached Lease Terms for Hicken, Scott, Howard, & Anderson, P.A., Suite 105 at the Anoka Law Center Building.
RECOMMENDATIONS	Consider recommending the Anoka County Housing and Redevelopment Authority approve a Lease Agreement (Contract # C0009630) with Hicken, Scott, Howard & Anderson, P.A., located within the Anoka Law Center Building, 2150 Third Ave, Suite 105, Anoka, MN 55303; and authorize the HRA Board Chair and Executive Director to execute such Lease Agreement.
FUNDING	This action will continue to provide rent revenue to the Anoka Law Center Building.

**Anoka County - Anoka Law Center Building  
Hicken, Scott, Howard & Anderson  
Lease Proposal ( Net Lease Structure) - 1st Floor Option**

Begin Date 11/01/2022  
End Date 10/31/2026  
Right to renew? Yes  
Leasable Sqft 1647

**Options to Renew**

**Rent Cost Proposal**

	Current	2023	2024	2025	2026	2027	2028
Base Rent per square Foot	\$ 5.2200	\$ 10.00	\$ 10.25	\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25
Common Area Maintenance (CAM) *	\$ 9.10	\$ 9.75	\$ 10.04	\$ 10.34	\$ 10.65	\$ 10.97	\$ 11.30
Base Rent Monthly	\$ 1,131.00	\$ 1,372.50	\$ 1,406.81	\$ 1,441.13	\$ 1,475.44	\$ 1,509.75	\$ 1,544.06
Estimated CAM Monthly	\$ 1,971.67	\$ 1,338.19	\$ 1,377.99	\$ 1,419.17	\$ 1,461.71	\$ 1,505.63	\$ 1,550.93
Tenant Improvements Monthly		\$ 608.70	\$ 608.70	\$ 608.70	\$ 608.70		
<b>Total Monthly Rent</b>	<b>\$ 3,102.67</b>	<b>\$ 3,319.39</b>	<b>\$ 3,393.50</b>	<b>\$ 3,468.99</b>	<b>\$ 3,545.85</b>	<b>\$ 3,015.38</b>	<b>\$ 3,094.99</b>
Base Rent Annual	\$ 13,572.00	\$ 16,470.00	\$ 16,881.75	\$ 17,293.50	\$ 17,705.25	\$ 18,117.00	\$ 18,528.75
Base Rent Increase		21.35%	2.50%	2.44%	2.38%	2.33%	2.27%
Estimated CAM Annual	\$ 23,660.00	\$ 16,058.25	\$ 16,535.88	\$ 17,029.98	\$ 17,540.55	\$ 18,067.59	\$ 18,611.10
Tenant Improvements Annual		\$ 7,304.40	\$ 7,304.40	\$ 7,304.40	\$ 7,304.40		
<b>Total Annual Rent</b>	<b>\$ 37,232.00</b>	<b>\$ 39,832.86</b>	<b>\$ 40,722.06</b>	<b>\$ 41,627.90</b>	<b>\$ 42,550.22</b>	<b>\$ 36,184.61</b>	<b>\$ 37,139.87</b>
Annual Pct Increase		6.99%	2.23%	2.22%	2.22%	-14.96%	2.64%

\* CAM amounts are estimated using a 3% growth factor and will be adjusted annually to reflect the actual Taxes, and repair & maintenance costs  
CAM will be trued up on a Calendar year basis and adjusted.

**Other Terms:**

Option to renew for up to two one-year terms (can be done together or separately).



# ANOKA COUNTY HRA ACTION ITEM

October 25, 2022

<b>ACTION REQUESTED</b>	Consider the ACHRA Board of Trustees authorize the Anoka County HRA to enter into an agreement to "Acknowledgement of Receptivity of a Metropolitan Council LCA Funding Award" (attached) to serve as a pass through for Twin Cities Habitat for Humanity Local Housing Incentives Account (LHIA) funds.
<b>BACKGROUND</b>	Twin Cities Habitat for Humanity is applying for Metropolitan Council Local Housing Incentives Account (LHIA) funds. If LHIA funds are awarded, TC Habitat would use previously awarded PY22 HOME funds as the match. The HRA would receive the funds from the Met Council, then send them to us at project completion. LHIA funds also must be matched at a 1 to 1 rate by dollars from a governmental agency. Habitat plans to use the HOME dollars awarded to leverage additional funds from LHIA to complete the rehabilitation of two houses in Anoka County.
<b>SUPPORTING DOCUMENTATION</b>	"Acknowledgement of Receptivity of a Metropolitan Council LCA Funding Award" (attached)
<b>FUNDING SOURCE</b>	N/A

# ACKNOWLEDGEMENT OF RECEPTIVITY OF A METROPOLITAN COUNCIL LCA FUNDING AWARD

The \_\_\_\_\_ (“Grantee”) agrees to accept and make available in a timely manner to  
(city/township, county, development authority)  
 the Request for Proposal (RFP) Applicant, \_\_\_\_\_, any Local Housing Incentives  
 Account (LHIA) award to the Grantee to assist the housing development or activity proposed in this application, if  
 such an award is made, and to provide the funding match as required by state statute. The Grantee certifies that the  
 housing development, for which the application is submitted, is located in \_\_\_\_\_, which is a  
(city/township)  
 participant in the Metropolitan Council’s Livable Communities LHIA program.

By: \_\_\_\_\_  
(Authorized Official)

## PROPOSED PROJECT INFORMATION (Required for grant contracting purposes)

PROJECT INFORMATION

\_\_\_\_\_

Project Name                                      Project Address      or                                      Project City

Street boundaries/intersections:

PROJECT STAFF CONTACT INFORMATION

\_\_\_\_\_

Contact Name                                      Address                                      City                                      Zipcode

\_\_\_\_\_

Phone Number                                      Fax Number                                      E-mail address

GRANTEE (CITY/TOWNSHIP, HOUSING/DEVELOPMENT AUTHORITY) CONTACT INFORMATION

\_\_\_\_\_

Contact Name                                      Title                                      Phone                                      E-mail Address

\_\_\_\_\_

Signature

GRANTEE’S “AUTHORIZED OFFICIAL” CONTACT INFORMATION

\_\_\_\_\_

Name                                      Title                                      Phone                                      E-mail Address

\_\_\_\_\_

Signature