

ANOKA COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY
BOARD AGENDA

FOR THE NOVEMBER 14, 2023 MEETING

10:15 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. Approval of minutes from the ACHRA board meeting of October 24, 2023. **See attached minutes.**
4. Chair's remarks.
5. For informational purposes, consider a presentation from Mary Bujold, President of Maxfield Research, for an overview of the Anoka County Housing Needs Analysis report.
6. **Public Hearing** – to obtain comments on the proposed use of the following re-allocated Program Year 2023 CDBG Single-Family Home Rehab program funds.
 - *A. Consider approving the following proposed re-allocation of Program Year 2023 CDBG Single-Family Home Rehab Program funds:
 1. Allocating \$123,200 Community Development Block Grant (CDBG) funds to the City of Spring Lake Park for public park updates/improvements to Able Park located at 8200 Able Street in Spring Lake Park.
 2. Allocating \$117,000 in Community Development Block Grant (CDBG) funds to the City of East Bethel for public park updates/improvements to the city's one park located at 23810 Dewey Street in Bethel.

See attached worksheets and public notice.

- *7. Consider recommending the renewal of insurance premiums for ACHRA senior housing facilities in the amount of \$129,478 for coverage from September 1, 2023 through September 1, 2024. **See attached** memo from Anna Shimanski, Insurance and Claims Specialist.
- *8. Consider approval of Contract #C0006566, a Lease Agreement between the County of Anoka, a Political Subdivision of the State of Minnesota, by and through its Anoka County Housing and Redevelopment Authority, a Public Body Corporate and Politic (ACHRA) and Salvation Army, a Minnesota Nonprofit Corporation with a five-year term from January 1, 2024 to December 31, 2029 at the standard rate of \$10.11 per square foot, with a \$0.50 increase in rental every two years per the building plan. **See attached** worksheet.
9. For informational purposes, the county will enter into a month-to-month lease with Dental Specialties (Well at Work Dental Clinic), with operations in the 2150 building at a base cost of \$0. Dental Specialties will be responsible for all operating costs. The dental clinic may be moving to a government center location within the next six months, freeing up the space at the 2150 building which will allow us to lease it to another private party. **See attached** worksheet.
10. For informational purposes, the ACHRA has filled the position of Assistant Executive Director.

*Requires ACHRA Board approval.

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

Government Center
Board Room
Anoka, Minnesota

October 24, 2023

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

Others Present: Karen Skepper, ACHRA Executive Director; Rhonda Sivarajah, County Administrator; David Pedersen, Assistant County Attorney, Steve Nash, Special Assistant County Attorney; Linda Hedstrom, Associate Community Development Specialist; and Tina Pedersen, Associate Administrative Assistant

Chair Gamache called the meeting to order at 11:02 a.m.

Trustee Schulte made motion approving the minutes from the ACHRA board meeting of September 26, 2023. Trustee Look seconded the motion. Motion carried unanimously.

Trustee Schulte made motion recommending an increase from \$200 to \$250 in the Agricultural Best Management Practices (AgBMP) application fees collected for processing AgBMP well/septic loan applications. Trustee Jeppson seconded the motion. Upon roll call vote, motion carried unanimously. This item will move forward to the county board for approval following the fee review public hearing scheduled for December 1, 2023.

At 11:07 a.m., the ACHRA Board of Trustees entered into a closed meeting for discussion of a pending real estate transaction pursuant to provisions of Minnesota Statutes, Section 13D.05, Subdivision 3 (c) to consider and develop offers or counteroffers for the purchase of real property located at 1515 44th Avenue Northeast, Columbia Heights.

The meeting reconvened to the public at 11:25 a.m.

Trustee Schulte made motion authorizing the chair and the executive director to sign a purchase agreement for the purchase of real property located at 1515 44th Avenue Northeast, Columbia Heights, subject to the ACHRA Board of Trustees final approval of the transaction prior to closing. Trustee Meisner seconded the motion. Upon roll vote, motion carried unanimously.

The Anoka County Housing and Redevelopment Authority meeting adjourned at 11:34 p.m.

ATTEST:

**ANOKA COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: _____
Jeff Reinert, its Secretary/Treasurer

By: _____
Mike Gamache, Chair

Motion carried means all trustees in attendance voted affirmatively unless otherwise noted.

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

CLOSED MEETING

Government Center
Board Room
Anoka, Minnesota

October 24, 2023

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

Others Present: Karen Skepper, ACHRA Executive Director; Rhonda Sivarajah, County Administrator; David Pedersen, Assistant County Attorney; Steve Nash, Special Assistant County Attorney; Linda Hedstrom, Associate Community Development Specialist; and Tina Pedersen, Associate Administrative Assistant

Chair Gamache called the closed meeting to order at 11:07 a.m.

The Anoka County Board of Trustees discussed a pending real estate transaction pursuant to provisions of Minnesota Statutes, Section 13D.05, Subdivision 3 (c) to consider and develop offers or counteroffers for the purchase of real property located at 1515 44th Avenue Northeast, Columbia Heights.

The Anoka County Housing and Redevelopment Authority closed meeting adjourned at 11:25 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: _____
Jeff Reinert, its Secretary/Treasurer

By: _____
Mike Gamache, Chair

Motion carried means all trustees in attendance voted affirmatively unless otherwise noted.



ANOKA COUNTY HRA ACTION ITEM

November 14, 2023

ACTION REQUESTED	<p>Consider adding an additional activity to the Program Year 2023 Action Plan allocating \$123,200 Community Development Block Grant (CDBG) funds to the City of Spring Lake Park for public park updates/improvements to Able Park located at 8200 Able Street in Spring Lake Park.</p> <p>The breakdown of CDBG funds spent would include previously allocated PY 2023 CDBG Single-Family Home Rehab program funds totaling \$123,200 (\$113,200 for project plus \$10,000 for estimated Davis-Bacon costs).</p> <p>In accordance with our Citizen Participation Plan, a 30-day public comment period was held October 6, 2023 – November 13, 2023. A public hearing will be held on November 14, 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 Spring Lake qualifies for low-and moderate-income area (LMA) status.</p>
BACKGROUND	<p>The City of Spring Lake Park requested CDBG funds for use of completing updates/ improvements to the Able Park located at 8200 Able Street. The current park equipment would be replaced with new interactive/accessible equipment and durable rubber surfaces would replace the old wood chips. This project meets HUD's National Objective of serving low-to-moderate income households. Construction is expected to be completed by September 2024.</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>



ANOKA COUNTY HRA ACTION ITEM

November 14, 2023

ACTION REQUESTED	<p>Consider adding an additional activity to the Program Year 2023 Action Plan allocating \$117,000 Community Development Block Grant (CDBG) funds to the City of Bethel for public park updates/improvements to the city's one park located at 23810 Dewey Street in Bethel.</p> <p>The breakdown of CDBG funds spent would include previously allocated PY 2023 CDBG Single-Family Home Rehab program funds totaling \$117,000 (\$107,000 for project plus \$10,000 for estimated Davis-Bacon costs).</p> <p>In accordance with our Citizen Participation Plan, a 30-day public comment period was held October 6, 2023 – November 13, 2023. A public hearing will be held on November 14, 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 Bethel qualifies for low-and moderate-income area (LMA) status.</p>
BACKGROUND	<p>The City of Bethel requested CDBG funds for use of completing updates/ improvements to the city's one park located at 23810 Dewey Street. The current park equipment is 25 years old and not ADA compliant. This project would include replacement of playground equipment, resurfacing of playground area and making other improvements to make the park ADA compliant. This project meets HUD's National Objective of serving low-to-moderate income households. Construction is expected to be completed by September 2024.</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>

NOTICE OF PUBLIC COMMENT AND PUBLIC HEARING DATE

This notice is to announce that October 6, 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 Program Year (PY) 2023 Action Plan to include re-allocation of PY 2023 project funds from Anoka County's Community Development Block Grant (CDBG) Single-Family Home Rehab program to park improvement projects in the cities of Bethel and Spring Lake Park. The purpose of the public comment period is to receive comments from and to relay information to the public concerning the proposed use of re-allocated funds from Anoka County's CDBG program.

Anoka County's HRA is proposing a re-allocation of PY 2023 CDBG Single-Family Home Rehab program funds totaling \$117,000 (\$107,000 for project plus \$10,000 for estimated Davis-Bacon costs) to the City of Bethel for use in completing updates/improvements to the city's one park located at 23810 Dewey Street. The current park equipment is 25 years old and not ADA compliant. This project would include replacement of playground equipment, resurfacing of playground area and making other improvements to make the park ADA compliant. This project meets HUD's National Objective of serving low-to-moderate income households.

Anoka County's HRA is proposing a re-allocation of PY 2023 CDBG Single-Family Home Rehab program funds totaling \$123,200 (\$113,200 for project plus \$10,000 for estimated Davis-Bacon costs) to the City of Spring Lake Park for use in completing updates/improvements to the city's Able Park located at 8200 Able Street. The current playground equipment would be replaced with new interactive/accessible equipment and durable rubber surfaces would replace the old wood chips. This project meets HUD's National Objective of serving low-to-moderate income households.

Notice is also hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on November 14, 2023, at 10:15 a.m. or immediately following the Anoka County Board of Commissioners Public Comment period, whichever is later, for its monthly ACHRA Board Meeting which will include a public hearing at the Anoka County Government Center, 2100 3rd Avenue, Room 705, Anoka, MN.

Persons seeking additional information on the proposed allocation or who want to submit written comments or participate in the November 14, 2023, public hearing must contact Renee Sande at Anoka County, Community and Government Relations, 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 November 13, 2023.

/s/ _____
ACHRA Executive Director

/s/ _____
Assistant County Attorney

PUBLISH IN: *Anoka County Union*

Friday, October 6, 2023



Anoka County

FINANCE & CENTRAL SERVICES DIVISION

Enriching Community | Quality Service | Financial Integrity

Central Accounting

Budget

Treasury & Collections

Human Services Accounting

Human Services Collections

Central Services

Date: October 27, 2023

To: Karen Skepper,
Director of Community and Government Relations

From: Anna Shimanski
Insurance & Claims Specialist

Re:HRA Property and Casualty Insurance Renewal for Senior Housing.

The overall Property and Casualty insurance renewal premium for policy year 2023/2024 is \$129,478 for the same policy coverage as last year. This is an increase in premium of \$9,621. The premium increase is due to the increased property values and increased insurance rates across the board. Below is an outline of the coverage premiums.

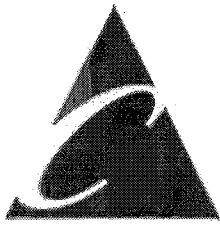
Coverage	2020/2021 Premium	2021/2022 Premium
Property*	\$87,697	\$114,677
Equipment Breakdown*	\$10,062	\$12,271
Liability*	\$2,264	\$2,093
Cyber Liability*	\$437	\$437
Total	\$119,857	129,478

* Senior Housing Deductible is \$2,500 the 4 buildings that are not senior housing will have a deductible of \$25,000.

It is recommended that the HRA Board approve the insurance for the premium year 9/1/2023 through 9/1/2024.

If you have any questions, please contact me.

cc: Dee Guthman, Associate County Administrator
Cory Kampf, F&CS Division Manager
Bill Keller, Central Services Director
Tina Pedersen, Principal Administrative Secretary

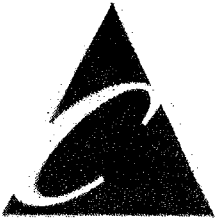


ANOKA COUNTY HRA

ACTION ITEM

Nov 14, 2023

ACTION REQUESTED	Recommend the Anoka County Housing and Redevelopment Authority Approve Renewal of Contract # C0006566, a Lease Agreement between the County of Anoka, a Political Subdivision of the State of Minnesota, by and through the Anoka County Housing and Redevelopment Authority, A Public Body Corporate and Politic (ACHRA) and Salvation Army, a Minnesota Nonprofit Corporation with an effective date of January 1, 2024.
BACKGROUND	<p>Salvation Army has been leasing space at the Blaine Services Center for many years, their current lease ends on December 31, 2023, and they would like to renew for five years at the standard rate we charge the nonprofits that are leasing space in the building.</p> <p>The lease structure is five years (through December 31, 2029), starting at \$10.11 per square foot, with a \$0.50 increase in rental every two years per the building plan.</p>
CONCLUSION	The Lease terms and conditions are consistent with all other tenants, as the Salvation Army is a long-term tenant occupying suite 1200 on the first floor in the amount of 2,091 square feet. Approval is recommended.
RECOMMENDATIONS	Recommend the Anoka County Housing and Redevelopment Authority Approve Renewal of Contract # C0006566, a Lease Agreement between the County of Anoka, a Political Subdivision of the State of Minnesota, by and through the Anoka County Housing and Redevelopment Authority, A Public Body Corporate and Politic (ACHRA) and Salvation Army, a Minnesota Nonprofit Corporation with an effective date of January 1, 2024
FUNDING	No impact on planned funding.



ANOKA COUNTY HRA
INFORMATIONAL ITEM

Nov 14, 2023

BACKGROUND	<p>Dental Specialties represents the dental services provided by Health Partners. The County receives its dental benefits through Dental Specialties and has operated a well at work dental clinic one day a week in this space (located at the 2150 Building).</p> <p>Dental Specialties had sublet to Smile Orthodontics through September 30, 2023. Smile has vacated the premise and we are exploring with Health Partners moving the Well at Work Dental Clinic to a location near the well at work Health Clinic we currently operate within the Government Center. As space is identified at the Government Center and built out at the expense of Dental Specialties, we are planning to continue having the well at work dental clinic operate out of its current location within the 2150 building.</p>
CONCLUSION	<p>We are entering into a month-to-month lease, whereby the base cost will be \$0, and they will be responsible for all operating costs at the location. We hope to move the dental clinic within the next six months to a location at the Government Center, which will free up the space at the 2150 building and allow us to lease it to another private party.</p>