

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

FOR THE JANUARY 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
3. Chairs remarks.
- \*4. Consider approving the minutes from the ACHRA regular board meeting of December 14, 2021 and the statutory and organizational meeting of January 4, 2022. **See attached** minutes.
- \*5. Consider accepting resolutions from the City of Ham Lake and Ham Lake Development Company (HLDC) to transfer their existing business loans and return their unused Community Development Block Grant (CDBG) business revolving loan funds to the Anoka County Housing and Redevelopment Authority. **See attached** resolutions.
- \*6. Consider approving the use of ACHRA funds for the City of Columbia Heights in the amount of \$1,156 to assist with the Voluntary Cost Sharing Agreement for Anoka County Economic Development. **See attached** resolution from the City of Columbia Heights.
- \*7. Consider approving the use of ACHRA funds for the City of Columbia Heights in the amount of \$692,930.88 to pay for costs related to equipment relocation as an eligible activity of the City. **See attached** resolution from the City of Columbia Heights.

\*Requires ACHRA Board approval.

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

Government Center  
Board Room  
Anoka, Minnesota

December 14, 2021

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

Others Present:       Karen Skepper, Community and Government Relations Director; Andrew Jackola, Assistant County Attorney; Rhonda Sivarajah, County Administrator; Linda Hedstrom, Community Development Program Assistant; and Tina Pedersen, Principal Administrative Secretary

Chair Schulte called the meeting to order at 11:03 a.m.

\* \* \* \* \*

Trustee Braastad made motion approving the ACHRA minutes from the meeting of November 23, 2021. Trustee Look seconded the motion. Motion carried.

\* \* \* \* \*

Chair Schulte presented the ACHRA Management Committee report from the meeting of December 3, 2021.

1. Trustee Gamache and Trustee Look offered the following resolution and moved its adoption:

**RESOLUTION #2021-04**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ADOPTION OF THE FINAL BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2022**

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 28, 2021, the ACHRA adopted a proposed budget and levy for 2022; and,

WHEREAS, the 2022 budget, as recommended, provides the basis of the proposed special benefit tax levy as shown in Exhibit A:

NOW, THEREFORE, BE IT RESOLVED that, for the purposes of the 2022 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 final 2022 special benefit tax levy in the amount of \$2,219,958 to be certified in accordance with Minn. Stat. §§469.033, subd. 6 and 275.07.

BE IT FINALLY RESOLVED that the ACHRA approves the final 2022 operating budget as shown in Exhibit A. (Exhibit A is on file in County Administration.)

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

\* \* \* \* \*

- 2. Trustee Braastad made motion approving a deadline extension to January 31, 2023, for previously awarded Program Year 2020 HOME Investment Partnerships Program (HOME) funds for the Twin Cities Habitat for Humanity’s acquisition and rehabilitation of two (2) houses in Anoka County. The HOME project contract of \$140,000 is set to expire January 31, 2022. Trustee Gamache seconded the motion. Upon roll call vote, motion carried unanimously.
- 3. Trustee West made motion approving authorizing the chair to sign an amendment to the 2021 HOME Sub-Recipient Agreement between Anoka County and the Dakota County Community Development Agency, subject to review by the county attorney as to form and legality. (Agreement is on file in the Community Development Department.) Trustee Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

\* \* \* \* \*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 11:07 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 MEETING**

**STATUTORY AND ORGANIZATIONAL MEETING**

Government Center  
Board Room  
Anoka, Minnesota

January 4, 2022

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

Others Present: Karen Skepper, Executive Director; Tony Palumbo, County Attorney; Linda Hedstrom, Community Development Program Assistant; Tina Pedersen, Principal Administrative Secretary; other governmental officials and staff.

\* \* \* \* \*

Executive Director Karen Skepper called the meeting to order at 10:05 a.m. Karen stated that the first order of business would be the election of a chair for the ensuing year and called for nominations.

Trustee Braastad nominated Trustee Schulte for chair of the Anoka County Housing and Redevelopment Authority for 2022. Karen called (three times) for further nominations. There being no further nominations, Karen stated that nominations be closed. Trustee Look seconded the motion that Trustee Schulte be elected chair. Motion carried. Trustee Schulte was declared chair of the Anoka County Housing and Redevelopment Authority.

\* \* \* \* \*

Chair Schulte called for the election of a vice chair for the ensuing year and called for nominations.

Trustee Braastad nominated Trustee West for vice chair of the Anoka County Housing and Redevelopment Authority for 2022. Chair Schulte called (three times) for further nominations. There being no further nominations, Chair Schulte stated that nominations be closed. Trustee Look seconded the motion that Trustee West be elected vice chair. Motion carried. Trustee West was declared vice chair of the Anoka County Housing and Redevelopment Authority.

\* \* \* \* \*

Chair Schulte called for the election of secretary/treasurer/chair pro tem for the ensuing year and called for nominations.

Trustee West nominated Mike Gamache for secretary/treasurer/chair pro tem for 2022. Chair Schulte called (three times) for further nominations. There being no further nominations, Chair Schulte stated that nominations be closed. Trustee Meisner seconded the motion that Trustee Gamache be elected secretary/treasurer/chair pro tem. Motion carried. Trustee Gamache was elected secretary/treasurer/chair pro tem of the Anoka County Housing and Redevelopment Authority.

\* \* \* \* \*

Trustee Look offered the following resolution and moved its adoption:

**RESOLUTION #2022-01**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ESTABLISHMENT OF CERTAIN RULES AND PROCEDURES AND DESIGNATION OF A  
PUBLIC MEETING NOTICE FACILITY AND LEGAL PUBLICATION FOR THE ANOKA  
COUNTY HOUSING AND REDEVELOPMENT AUTHORITY FOR 2022**

WHEREAS, the Anoka County Housing and Redevelopment Authority (ACHRA) Board of Trustees is called upon to make numerous decisions necessitating various parliamentary and operating procedures; and,

WHEREAS, the ACHRA board, in carrying out their official functions during the year 2022 will hold numerous and varied meetings to consider the business of the ACHRA in various places in and about Anoka County:

NOW, THEREFORE, BE IT RESOLVED that:

1. A Management Committee of the board is hereby established as a standing committee of the board and shall consist of four trustees.
2. The chair of the board shall have the authority to appoint members of the board to the standing committees.
3. All matters to be acted upon by the (ACHRA) board shall be forwarded to the executive director who will refer such matters as are appropriate to the Management Committee or the board. Upon review and discussion, the Management Committee will forward recommendations to the board for action.
4. The ACHRA Travel and General Expense Reimbursement Policy shall be consistent with the Anoka County Travel and General Expense Reimbursement Policy, as adopted annually by the Anoka County Board of Commissioners. The Management Committee of the ACHRA or the ACHRA Board of Trustees shall authorize travel in accordance with that policy.
5. The Anoka County bulletin board, which is located on the first floor of the Anoka County Government Center, as well as the Anoka County Web site, are hereby designated as the public notification facilities of all ACHRA meetings involving the ACHRA Board of Trustees and its committees.
6. ECM Publishers, Inc. is hereby designated as the legal newspaper for the publication of ACHRA public notices, though the executive director shall publish notices in any other publication as deemed appropriate.

7. The executive director is directed to post notices of all meetings in sufficient time prior to said meeting to allow for adequate public notice.
8. The meetings of the board shall be governed by the most recent edition of Robert's Rules of Order; however, resolutions shall not require a second, and other motions shall require a second.
9. Unless a trustee signifies an abstention or votes in the negative on any given issue, the secretary shall be directed to record that each trustee has voted in the positive on that particular matter which is before the board.

BE IT FURTHER RESOLVED that the regular meeting of the ACHRA shall be the fourth Tuesday of the month, if necessary, or at the call of the chair, and shall be held immediately following the Anoka County board meeting. Such meetings shall be held in the county board room of the Anoka County Government Center, 2100 3rd Avenue, Anoka, Minnesota, unless reasonable notice is provided of an alternate location, date, or time.

BE IT FURTHER RESOLVED that minutes and resolutions or other actions of the ACHRA may be certified by the chair of the board or the executive director. Other duties of the deputy secretary of the ACHRA (ACHRA Principal Administrative Secretary) may be carried out by the deputy secretary's designee.

BE IT FURTHER RESOLVED that the ACHRA hereby delegates to the executive director the authority to negotiate, accept, and execute on its behalf contracts up to the amount of \$100,000, with the concurrence of the ACHRA chair, and settlements of claims against the ACHRA up to the amount of \$5,000, with the concurrence of the Anoka County Attorney's Office. The executive director shall periodically report on the cumulative total of contracts to the ACHRA.

BE IT FURTHER RESOLVED that the ACHRA delegates to the executive director, the authority to update policies and procedures to remain consistent with those approved by the Anoka County Board of Commissioners.

BE IT FINALLY RESOLVED that these rules and procedures shall continue to be applicable to meetings of the ACHRA board until reconsideration in whole or in part.

Motion carried unanimously. Resolution declared adopted.

\* \* \* \* \*

Trustee Look made motion appointing the following persons as deputies or assistants for program year 2022:

Deputy Secretary: ACHRA Principal Administrative Secretary or designee.

Deputy Treasurer: Division Manager of Finance and Central Services to perform collection and investment functions and accounting transactions.

Trustee Braastad seconded the motion. Motion carried unanimously.

\* \* \* \* \*

Trustee Gamache made motion appointing Karen Skepper to serve as Anoka County Housing and Redevelopment Authority executive director for 2022. Trustee Reinert seconded the motion. Motion carried unanimously.

Trustee Gamache made motion appointing Dee Guthman to serve as Anoka County Housing and Redevelopment Authority assistant executive director for 2022. Trustee Look seconded the motion. Motion carried unanimously.

\* \* \* \* \*

For informational purposes, Chair Schulte made the following appointments to the Anoka County Housing and Redevelopment Authority (ACHRA) Management Committee for 2022:

Scott Schulte, Chair  
Robyn West, Vice Chair  
Matt Look  
Mike Gamache

\* \* \* \* \*

The Anoka County Housing and Redevelopment Authority meeting was adjourned at 10:14 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
Mike Gamache, its Secretary/Treasurer

By: \_\_\_\_\_  
Scott Schulte, its Chair

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

**CITY OF HAM LAKE, MINNESOTA**

**RESOLUTION NO. 22-02**

**AUTHORIZING TRANSFER OF ALL HAM LAKE DEVELOPMENT COMPANY  
(HLDC) LOANS AND ALL UNUSED CDBG REVOLVING LOAN FUNDS  
TO ANOKA COUNTY**

**WHEREAS**, the City has utilized Community Development Block Grant (CDBG) funds from Anoka County for a number of years to establish a business revolving loan fund; and

**WHEREAS**, the Ham Lake Development Company (HLDC) was formed by the City to review and administer CDBG business loans and mortgages, collect payments, manage funds, and monitor compliance of the revolving loan program in an effort to provide opportunities to local businesses; and

**WHEREAS**, the City has determined that the financial and program requirements have limited the practical appeal of this loan program, and has determined the loan program would be more efficiently administered and promoted by a countywide program, which the County recently established; and

**WHEREAS**, the County's proposed countywide revolving loan program will benefit all cities within Anoka County by promoting local business and economic development; and


**WHEREAS**, to enable Anoka County to assume collection of the active loan files and to transfer all unused revolving funds to the countywide program, the City and HLDC concurrently agree to return all CDBG receivables and CDBG related cash assets managed by the HLDC to Anoka County; and

**WHEREAS**, the City and HLDC agree to execute all necessary assignments or other documentation required by Anoka County to assume the HLDC loan portfolio.

**NOW, THEREFORE, BE IT RESOLVED**, by the Ham Lake City Council that the unused CDBG funds as well as the existing HLDC loan portfolio shall be returned to Anoka County and that the Mayor and City Manager are hereby authorized to execute any and all documents necessary to accomplish the transfer of funds and assignment of any outstanding loans to Anoka County.

Adopted by a unanimous vote of the City Council this 3rd day of January, 2022.

  
\_\_\_\_\_  
Dawnette Shimek, Deputy City Clerk

  
\_\_\_\_\_  
Michael G. Van Kirk, Mayor



**HAM LAKE DEVELOPMENT COMPANY (HLDC)**

**RESOLUTION NO. \_\_\_\_\_**

**GRANTING AUTHORITY TO THE CITY OF HAM LAKE TO TRANSFER ALL  
HLDC LOANS AND ALL UNUSED CDBG REVOLVING LOAN FUNDS  
HELD BY HLDC TO ANOKA COUNTY**

**WHEREAS**, the Ham Lake Development Company (HLDC) was formed by the City of Ham Lake ("City") for the goal and purpose to improve the community, strengthen the tax base, and enhance employment opportunities; and

**WHEREAS**, HLDC has carried out its mission by providing financial assistance in the form of business loans on numerous business properties located within the City, which HLDC continues to administer and monitor for compliance; and

**WHEREAS**, the City has determined that the financial and program requirements have limited the practical appeal of the revolving loan program, and has determined the loan program would be more efficiently administered and promoted by a countywide program, which the County of Anoka recently established; and

**WHEREAS**, to enable Anoka County to assume collection of the active loan files and contribute unused revolving funds to the countywide program, the HLDC and City concurrently agree to return all CDBG receivables and cash assets managed by the HLDC; and

**WHEREAS**, the HLDC and City agree to execute all necessary assignments or other documents required by Anoka County to assume the HLDC loan portfolio.

**NOW, THEREFORE, BE IT RESOLVED**, that all unused CDBG funds as well as the existing HLDC loan portfolio shall be returned to Anoka County and the President of HLDC is hereby authorized to execute any and all documents necessary to accomplish the transfer of funds and assignment of any outstanding loans to Anoka County.

Passed by Board of Ham Lake Development Company on this \_\_\_\_ day of \_\_\_\_\_ 2022.

**HAM LAKE DEVELOPMENT COMPANY**

\_\_\_\_\_  
Nancy Braastad, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

**RESOLUTION NO. 2021-19**

**RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY TO SUPPORT ECONOMIC DEVELOPMENT ACTIVITIES WITHIN THE CITY OF COLUMBIA HEIGHTS**

**BE IT RESOLVED BY** the City Council (the "Council") of the City of Columbia Heights, Minnesota (the "City") as follows:

**WHEREAS**, the City is part of Anoka County (the "County"), and such is a rapidly growing and important segment of the Twin Cities Metropolitan Region, made up of rich variety of vital, desirable communities; and

**WHEREAS**, on June 24, 2017, the Council adopted Resolution 2017-70, a resolution authorizing the approval of participation in the Anoka County Housing and Redevelopment Authority (the "ACHRA") economic development activities; and

**WHEREAS**, the City is eligible to request funding for projects and programs that meet the requirements of MN Statute 469; and

**WHEREAS**, the Council, after appropriate examination and review, entered into a Memorandum of Understanding and a Voluntary Cost Sharing Agreement on September 24, 2018 (the "Agreements") with the County and municipalities of the County to set goals, create an action plan, and implement shared objectives to promote economic development; and

**WHEREAS**, the Agreements addressed the need for cost sharing and the City desires to request funding from the ACHRA to support the economic development activities.

**NOW, THEREFORE BE IT RESOLVED**, the City does hereby requests that the ACHRA contribute the sum of \$1,156.00, as a voluntary contribution to the economic development activities described in the Agreements.


**ORDER OF COUNCIL**

Passed this 22<sup>nd</sup> day of February, 2021

Offered by: Buesgens

Seconded by: Novitsky

Roll Call: All Ayes

  
Amada Márquez Simula, Mayor

Attest:

  
\_\_\_\_\_  
Nicole Tingley, City Clerk/Council Secretary

**RESOLUTION NO. 2021-99**

**RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY TO SUPPORT ECONOMIC DEVELOPMENT ACTIVITIES WITHIN THE CITY OF COLUMBIA HEIGHTS**

**BE IT RESOLVED BY** the City Council (the "Council") of the City of Columbia Heights, Minnesota (the "City") as follows:

**WHEREAS**, on June 26, 2017, the Council adopted Resolution 2017-70, a resolution authorizing the approval of participation in the Anoka County Housing and Redevelopment Authority (the "ACHRA") economic development activities; and

**WHEREAS**, the City is eligible to receive funding from the ACHRA for projects and programs that meet the requirements of MN Statute 469 ("Eligible Activity"); and

**WHEREAS**, the City's Economic Development Authority acquired the vacant and blighted property located at 3989 Central Avenue NE ("the Property"), for redevelopment purposes; and

**WHEREAS**, the Property contained certain rooftop cellular antennas and other related equipment ("the Equipment") that required relocation for the redevelopment project to move forward; and

**WHEREAS**, the City, after appropriate examination and review, entered into a Settlement Agreement with Crown Castle AS LLC, and New Cingular Wireless PCS, LLC to relocate the Equipment to the City owned property located at 3939 Central Avenue NE ("the Relocation Property"); and

**WHEREAS**, per the Settlement Agreement, the City has constructed at its own cost a new monopole tower on the Relocation Property to serve as the new location for the Equipment; and

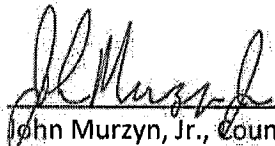
**WHEREAS**, the City desires to request funding from the ACHRA to pay for the costs incurred to date that are associated with the Equipment relocation efforts.

**NOW, THEREFORE BE IT RESOLVED**, the City does hereby request that the ACHRA contribute the sum of \$692,930.88 to pay for costs related to the Equipment relocation as an Eligible Activity of the City.

**ORDER OF COUNCIL**

Passed this 13<sup>th</sup> day of December, 2021

Offered by: Novitsky  
Seconded by: Buesgens  
Roll Call: All Ayes, Márquez Simula Absent

  
\_\_\_\_\_  
John Murzyn, Jr., Council President

Attest:   
\_\_\_\_\_  
Sara Ion, City Clerk/Council Secretary