

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

FOR THE JANUARY 28, 2020 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  
Scott Schulte  
  
Others:
3. Chairs remarks.
- \*4. Consider approving the minutes from the ACHRA Organizational and Statutory Meeting of January 7, 2020, and the ACHRA Board Meeting Minutes of December 17, 2019. **See attached** minutes.
- \*5. Consider recommending the ACHRA Board of Trustees approve funding requests from the following cities for economic development activities and to assist with the Voluntary Cost Sharing Agreement:  
  
A. Columbia Heights - \$1,156  
B. Ham Lake - \$912  
  
**See attached** worksheet and resolutions from cities.
- \*6. Consider approving travel for one staff member to attend the National Association of County Community and Economic Development (NACCED) Legislative Conference in Washington D.C., for 4 days, February 2020 - costs to include: \$100 registration, \$552 lodging, \$250 air fare, \$266 per diem, and \$50 ground transportation. Travel and training forms are available in Community Development for review.
7. For informational purposes, the ACHRA will hold a work session on Tuesday, February 11, immediately following the ACHRA Management Committee meeting. All trustees are invited to attend.
8. Other.

\*Requires ACHRA Board approval.

**ANOKA COUNTY HOUSING AND REDEVELOPMENT  
AUTHORITY MEETING**

**STATUTORY AND ORGANIZATIONAL MEETING**

Government Center  
Board Room  
Anoka, Minnesota

January 7, 2020

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

Others Present: Karen Skepper, Executive Director; Dee Guthman, Deputy County Administrator; Christine Carney, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; Tina Pedersen, Principal Administrative Secretary; other governmental officials and staff.

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County Attorney Tony Palumbo administered the Oath of Office to Matt Look, Mandy Meisner, Robyn West and Mike Gamache.

Executive Director Karen Skepper called the meeting to order at 10:00 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 Gamache made motion nominating Scott Schulte for chair of the Anoka County Housing and Redevelopment Authority for program year 2020. Karen called for further nominations (three times.) There being no further nominations, Trustee Look moved that nominations be closed and that Trustee Schulte be elected Chair. Trustee Braastad seconded the motion. Motion carried unanimously.

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Trustee Schulte called for nominations for Vice Chair of the Anoka County Housing and Redevelopment Authority.

Trustee Braastad made motion nominating Robyn West for Vice-Chair of the Anoka County Housing and Redevelopment Authority for program year 2020. Trustee Schulte called (three times) for further nominations.

There being no further nominations, Trustee Look moved that nominations be closed and Trustee West be elected Vice Chair. Trustee Braastad seconded the motion. Motion carried unanimously.

\* \* \* \* \*

Trustee Schulte called for nominations for Secretary/Treasurer/Chair Pro Tem of the Anoka County Housing and Redevelopment Authority.

Trustee Braastad made motion nominating Mike Gamache for Secretary/Treasurer/Chair Pro Tem of the Anoka County Housing and Redevelopment Authority for program year 2020. Trustee Schulte called (three times) for further nominations. There being no further nominations, Trustee Look moved that nominations be closed and Mike Gamache be elected Secretary/Treasurer/Chair Pro Tem. Trustee Braastad seconded the motion. Motion carried unanimously.

\* \* \* \* \*

Trustee Look offered the following resolution and moved its adoption:

**RESOLUTION #2020-01**

**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 2020**

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 2020 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.

Resolution adopted unanimously.

\* \* \* \* \*

Trustee Look made motion appointing the following persons as deputies or assistants for program year 2020:

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 West seconded the motion. Motion carried unanimously.

\*\*\*\*\*

Trustee West made motion appointing Karen Skepper to serve as Anoka County Housing and Redevelopment Authority executive director for program year 2020. Trustee Braastad 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 program year 2020. Trustee Look seconded the motion. Motion carried unanimously.

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Trustee Schulte presented Chair appointments to the Anoka County Housing and Redevelopment Authority (ACHRA) Management Committee for program year 2020.

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

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The Anoka County Housing and Redevelopment Authority meeting was adjourned at 10:08 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.*

**ANOKA COUNTY HOUSING AND REDEVELOPMENT  
AUTHORITY MEETING**

Government Center  
Board Room  
Anoka, Minnesota

December 17, 2019

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

Absent:                 Robyn West

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

\*\*\*\*\*

Chair Schulte called the meeting to order at 11:09 a.m.

\*\*\*\*\*

Chair Schulte asked if there were any changes or corrections to the ACHRA Board Meeting minutes of November 26, 2019. There being no changes or corrections, Chair Schulte declared the minutes stand as submitted.

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Trustee Gamache offered the following resolution:

**RESOLUTION #2019-09**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ADOPTION OF THE FINAL BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2020**

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 August 27, 2019, the ACHRA adopted a proposed budget and levy for 2020; and,

WHEREAS, the 2020 budget, as recommended, provides the basis of the final special benefit tax levy as shown in Exhibit A:

NOW, THEREFORE, BE IT RESOLVED that, for the purposes of the 2020 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 2020 special benefit tax levy in the amount of \$1,935,043 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 2020 operating budget as shown in Exhibit A. (Exhibit A is on file in County Administration.)

Motion carried. Resolution declared adopted.

\* \* \* \* \*

Trustee Meisner moved to recommend the ACHRA Board of Trustees renew Contract #C0006977A with Metropolitan Consortium of Community Developers (MCCD) for the Open to Business Program in the amount of \$150,000 annually, with a term from January 1, 2020 through December 31, 2021. Thereafter, MCCD shall have the option to renew the term of the agreement for two additional two-year periods, upon written agreement of the parties. Trustee Braastad seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Gamache moved to recommend the ACHRA Board of Trustees approve Contract #C0007689 with MKC, Inc., for Prevailing Wage/Davis Bacon consulting on CDBG funded projects, for a term of two years commencing January 1, 2020, with potential for two renewals (two-year terms) for a total of six years, in an amount not to exceed \$60,000 per year. Trustee Meisner seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Gamache moved to recommend the ACHRA Board of Trustees amend the 2019 Action Plan to add CommonBond Communities Pine Point apartment multi-family rehabilitation project, using unallocated CDBG Entitlement Funds in the amount of \$500,000. A 30-day public comment period ended on December 10. Trustee Schulte seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Look moved to recommend the ACHRA Board of Trustees approve the 2020-2024 Consolidated Plan List of High Priorities and Community Needs. A survey was conducted and closed on November 27. Trustee Gamache seconded the motion. Motion carried.

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The Anoka County Housing and Redevelopment Authority meeting was adjourned at 11:23 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 HRA ACTION ITEM

January 28, 2020

|                  |  |
|------------------|--|
| ACTION REQUESTED | <p>Consider Recommending the Anoka County Housing and Redevelopment Authority approve funding requests from the cities of:</p> <ul style="list-style-type: none"><li>• Columbia Heights \$1,156</li><li>• Ham Lake \$912</li></ul> <p>Funds will be used to cover the Voluntary Cost Share established for regional economic development activities.</p> |
| BACKGROUND       | <p>The cities listed above had requested to use ACHRA funding to pay their pro-rata share of the regional economic development activities. Each of the communities are members of the ACHRA and have passed resolutions opting into the economic development activities authorized by state statute.</p>   |
| FUNDING SOURCE   | <p>ACHRA levy funds</p>  |

**RESOLUTION NO. 2019-93**

**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

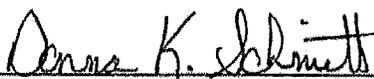
**WHEREAS**, the Agreements addressed the need for cost sharing and the City desires to request funding from the ACHRA to support the economic development activities.

**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 25<sup>th</sup> day of November, 2019

Offered by: Buesgens  
Seconded by: Williams  
Roll Call: All Ayes

  
\_\_\_\_\_  
Donna Schmitt, Mayor

Attest:

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

RESOLUTION NO. 19-62

CITY OF HAM LAKE  
COUNTY OF ANOKA  
STATE OF MINNESOTA

RESOLUTION REQUESTING THE USE OF ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY FUNDS FOR A PROJECT IN THE CITY OF  
HAM LAKE

WHEREAS, Ham Lake is an Anoka County municipality, and participates in the Anoka County Housing and Redevelopment Authority program; and

WHEREAS, the City is in need of grant funding to assist with the Voluntary Cost Sharing Agreement for Anoka County Economic Development; and

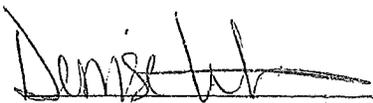
WHEREAS; this project meets the requirements outlined in State Statute as a housing, redevelopment or economic development activity; and

WHEREAS; there are sufficient funds available through the Anoka County Housing and Redevelopment Authority.

NOW THEREFORE BE IT RESOLVED that the City of Ham Lake formally requests a grant in the amount of \$912.00 from the Anoka County Housing and Redevelopment Authority.

Adopted by the City Council of the City of Ham Lake this 2nd day of December, 2019.

  
\_\_\_\_\_  
Tom Johnson, Acting Mayor

  
\_\_\_\_\_  
Denise Webster, City Clerk