

*The Anoka County Housing and Redevelopment Authority will hold their regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the board will be present. However, due to the applicable Governor's Emergency Executive Orders, and a determination by the board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.*

## ANOKA COUNTY

### HOUSING AND REDEVELOPMENT AUTHORITY AGENDA

FOR THE SEPTEMBER 22, 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  
Jeff Reinert  
Scott Schulte
3. Chairs remarks.
- \* 4. Consider approving the minutes from the ACHRA Board Meeting of August 25, 2020. **See attached** minutes.
- \*\* 5. **Public Hearing** – to obtain comments on the Twin Cities' draft Regional Analysis of Impediments to Fair Housing Choice. **See attached** Combined Notice of Public Hearing and Public Comment Period.
- \*\* 6. **Public Hearing** – to obtain comments on the 2019 Consolidated Annual Performance and Evaluation Report (CAPER) in meeting the housing, community and economic development needs as outlined in the Anoka County portion of the 2019 Dakota County Consortium Consolidated Plan and the Anoka County portion of the 2019 Dakota County Consortium Action Plan. **See attached** Combined Notice of Public Hearing and Public Comment.
- \* 7. ACHRA Management Committee Report.

#### New Item

- \* 8. Consider an amendment to a lease agreement with Tenere Home Care Services, LLC, located within the Anoka Courthouse Commons Building (Contract #C0005100) to add a second room to provide tutoring services related to social distance learning due to the COVID-19 pandemic, at a rate of \$275 per month, subject to review by the county attorney as to form and legality. **See attached** worksheet.
  - \* Requires ACHRA Board approval.
  - \*\* *Persons wishing to comment during the public hearing are advised to contact Tina Pedersen at [tina.pedersen@co.anoka.mn.us](mailto:tina.pedersen@co.anoka.mn.us) or 763-324-4607 b7 3:00 p.m., Monday, September 21 to arrange for telephonic or video conference access.*

*The Anoka County Housing and Redevelopment Authority held their regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the authority were present. However, due to the Governor's Emergency Executive Order 20-33, and a determination by the authority chair that public attendance is not feasible due to the health pandemic, members of the public were not allowed to attend this meeting in person. Public members were able to monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner was done pursuant to Minn. Stat. 13D.021.th*

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

Government Center  
Board Room  
Anoka, Minnesota

August 25, 2020

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

Others Present: Karen Skepper, Housing and Redevelopment Authority Executive Director;  
Tony Palumbo, County Attorney; Dee Guthman Housing and Redevelopment  
Authority Assistant Executive Director; and Tina Pedersen, Principal  
Administrative Secretary

\* \* \* \* \*

Chair Schulte called the meeting to order at 10:53 a.m.

\* \* \* \* \*

Trustee Look made motion approving the ACHRA minutes from July 28, 2020. Trustee Braastad seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Look made motion approving amendments to the lease agreements of tenants at the Blaine Human Services Center, deferring the scheduled lease rental rate increase to January 1, 2022. Trustee West seconded the motion. Motion carried.

\* \* \* \* \*

Trustee Meisner made motion approving the Cooperative Funding Agreement with the Fair Housing Implementation Council. Fair Housing planning and implementation are required for any community that receives Federal Community Development and Block Grant (CDBG) funding. Trustee Reinert seconded the motion. Motion carried.

\* \* \* \* \*

For informational purposes, the ACHRA will hold two public hearings at the September 22, 2020 ACHRA Board meeting.

\* \* \* \* \*

For informational purposes, Trustee Look inquired about ACHRA dollars requested from agencies and how they are spent.

\* \* \* \* \*

The Anoka County Housing and Redevelopment Authority meeting adjourned at 11:05 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 PERIOD FOR THE 2020-2024 DRAFT REGIONAL ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

Notice is hereby given that Anoka County Housing and Redevelopment Authority (ACHRA) will meet on September 22, 2020 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 review and gather feedback on the Twin Cities' draft Regional Analysis of Impediments to Fair Housing Choice (the "AI").

Due to applicable Governor's Emergency Executive Orders, and a determination by the board chair that public attendance is not feasible due to the Covid-19 pandemic, members of the public will not be allowed to attend the Public Hearing in person. The public may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4603 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

Notice is hereby given that Friday, August 21, 2020 represents the beginning of a thirty (30) day public comment period to gather comments and input on the AI. Copies of the Draft 2020-2024 AI are available for review on the Anoka County Community Development website at: [www.anokacounty.us/cd](http://www.anokacounty.us/cd).

Anyone interested in commenting may do so by writing to Community and Government Relations, ATTN: Karen Skepper, Anoka County Government Center, 2100 3<sup>rd</sup> Avenue, Anoka, MN 55303 or Email [karen.skepper@co.anoka.mn.us](mailto:karen.skepper@co.anoka.mn.us). Comments will be accepted until September 21, 2020.

  
\_\_\_\_\_  
Karen Skepper  
ACHRA Executive Director

  
\_\_\_\_\_  
Andrew T. Jackola  
Assistant County Attorney

**PUBLISH IN:**

*Anoka County Union*

Friday, August 28, 2020

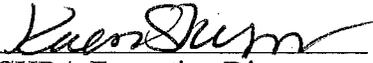
**ANOKA COUNTY**  
**COMBINED NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT**

Notice is hereby given that Anoka County Housing and Redevelopment Authority (ACHRA) will meet on September 22, 2020 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 2019 Dakota County Consortium Consolidated Plan and the Anoka County portion of the 2019 Dakota County Consortium Action Plan.

Due to applicable Governor's Emergency Executive Orders, and a determination by the board chair that public attendance is not feasible due to the Covid-19 pandemic, members of the public will not be allowed to attend the Public Hearing in person. The public may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4613 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

Notice is hereby given that Friday, August 28, 2020 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 2019 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, persons submitting written comments, and/or persons wanting to participate in the Public Hearing should contact Renee Sande of Community and Government Relations at 763-324-4613. If you would like to submit comments after reviewing the CAPER or want a comment read at the Public Hearing, please send them in writing to Community & Government Relations, ATTN: Renee Sande, Anoka County Courthouse, 2100 3<sup>rd</sup> Avenue, Ste W250, Anoka, MN 55303; 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 September 21, 2020.

  
ACHRA Executive Director

  
Assistant Anoka County Attorney

PUBLISH IN: *Anoka County Union*

Friday, August 28, 2020

**ANOKA COUNTY**  
**HOUSING AND REDEVELOPMENT AUTHORITY**  
**MANAGEMENT COMMITTEE REPORT**

FOR THE SEPTEMBER 22, 2020  
HOUSING AND REDEVELOPMENT AUTHORITY MEETING

The Anoka County Housing and Redevelopment Authority (ACHRA) Management Committee meeting was held September 8, 2020, in County Board Room - #705, Anoka County Government Center, Anoka, Minnesota.

Present: **Committee Members** – Trustee Scott Schulte (Chair); Trustee Robyn West (Vice Chair); Trustee Matt Look; and Trustee Mike Gamache

**Others** – Karen Skepper, Executive Director; Rhonda Sivarajah, County Administrator; Dee Guthman, Deputy County Administrator; Tony Palumbo, County Attorney; Andrew Jackola, Assistant County Attorney; and Tina Pedersen, Principal Administrative Secretary

**\*Action Items**

1. The ACHRA Management Committee recommends adopting Resolution #2020-02, Anoka County Housing and Redevelopment Authority Adoption of the Proposed Budget and Special Benefit Tax Levy for 2021. **See attached** worksheet, resolution, levy and budget information.
2. The ACHRA Management Committee recommends approving the renewal of insurance premiums through September 1, 2021 in the amount of \$97,075 for the senior buildings and additional commercial buildings acquired by the HRA from Anoka County. **See attached** worksheet and memo from Anna Schimanski, Risk Management Coordinator.

\*Requires ACHRA Board approval.



## ANOKA COUNTY HRA ACTION ITEM

September 8, 2020

ACTION REQUESTED	Consider adoption of the 2021 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 2021 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 2021 form</li><li>• 2021 ACHRA Budget</li></ul>
RECOMMENDATION	Adopt Resolution #2020-02 Anoka County Housing and Redevelopment Authority Adoption of the Budget and Proposed Special Benefit Tax Levy for 2021.

**ACHRA Resolution #2020-02**

**ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
ADOPTION OF THE PROPOSED BUDGET AND  
SPECIAL BENEFIT TAX LEVY FOR 2021**

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 22, 2020, the ACHRA adopted a proposed budget and levy for 2021; and,

WHEREAS, the 2021 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 2021 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 2021 special benefit tax levy in the amount of \$2,107,649 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 2021 operating budget as shown in Exhibit A. (Exhibit A is on file in County Administration.)

## 2021 ACHRA Budget - PROPOSED

Expenses	Proposed 2021
Administrative Budget	\$739,430
---Open to Business, Greater MSP, Host Comm Fee*	
Project Budget	\$1,523,752
---County Wide Programs with Cities Participation	
<b>TOTAL</b>	<b>\$2,263,182</b>
Revenues	Proposed 2021
Gross Levy	\$2,107,649
Management Fees	\$90,533
Interest	\$50,000
Ice Arena Fees	\$15,000
<b>TOTAL</b>	<b>\$2,263,182</b>

## 2021 ACHRA Administrative Budget - PROPOSED

Line Item	2019	2020	2021
60xxx Salaries/Benefits	\$243,866	\$252,621	\$258,903
61102 Printing	\$1,500	\$1,500	\$1,500
61104 Copier Supplies	\$1,500	\$1,500	\$1,500
61141 Supplies - General	\$1,000	\$1,000	\$1,000
61251 R&M - Office Machines	\$1,000	\$1,000	\$1,000
61355 Conferences, Conventions	\$3,000	\$3,000	\$3,000
61356 Education Programs	\$150	\$150	\$150
61475 Employee Mileage	\$3,000	\$3,000	\$3,000
61476 Other Travel	\$4,000	\$4,000	\$4,000
61477 Meals & Lodging	\$3,000	\$3,000	\$3,000
61557 Dues/Memberships	\$3,500	\$3,500	\$3,500
61810 Other Misc Expenses	\$1,000	\$1,000	\$1,000
62115 Space Allocation	\$7,420	\$7,958	\$7,958
62117 Device Allocation	\$1,500	\$1,500	\$1,500
62118 PC Support	\$1,500	\$0	\$0
62229 Telephone	\$1,500	\$1,500	\$1,500
62231 Postage	\$600	\$750	\$750
62365 Insurance	\$3,000	\$3,000	\$3,000
63010 Professional Services	\$25,000	\$25,000	\$25,000
63010 Audit	\$3,000	\$3,000	\$3,000
69310 IntraCounty Labor Reimbursement	\$139,487	\$139,988	\$140,461
64365 County Wide Economic Development Activities	\$170,919	\$201,455	\$274,708
<b>Total Administrative Budget</b>	<b>\$620,442</b>	<b>\$659,422</b>	<b>\$739,430</b>
<b>Project Budget</b>	<b>\$1,268,311</b>	<b>\$1,389,379</b>	<b>\$1,523,752</b>
<b>Total Expenses</b>	<b>\$1,888,753</b>	<b>\$2,048,801</b>	<b>\$2,263,182</b>



# ANOKA COUNTY HRA ACTION ITEM

September 8, 2020

HRA

ACTION REQUESTED	Consider authorizing the Property and Casualty insurance renewal for the four senior housing properties and commercial properties.
BACKGROUND	<p>Risk Management works with several insurance carriers to obtain the best possible rates and coverage for the HRA owned properties. The past several years we have obtained coverage through the League of MN Cities Trust.</p> <p>For policy year 2020/2021, starting September 1, 2020, the total premium for the four senior housing buildings will be \$85,045. The senior housing coverage will remain the same with a \$2,500 deductible. The commercial properties will have a \$25,000 deductible.</p>
SUPPORTING DOCUMENTATION	<ul style="list-style-type: none"><li>• Memo from Anna Shimanski, Risk Management Coordinator</li></ul>
RECOMMENDATION	Approve the renewal of the Property and Casualty Insurance Premium in the amount of \$85,045 for the senior housing properties and coverage for the commercial properties, for a total of \$97,075.



# 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: September 3, 2020

To: Karen Skepper,  
Director of Community and Government Relations

From: Anna Shimanski,  
Risk Management Coordinator

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

The overall Property and Casualty insurance renewal premium for policy year 2020/2021 is \$97,075 for the same policy coverage as last year. This is an increase in premium of \$11,969. 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	2019/2020 Premium	2020/2021 Premium
Property*	\$73,438	\$85,045
Equipment Breakdown*	\$9,372	\$9,748
Liability*	\$2,296	\$2,282
<b>Total</b>	<b>\$85,106</b>	<b>\$97,075</b>

\* 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 9/1/2020 through 9/1/2021.

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

September 22, 2020

ACTION REQUESTED	Consider Recommending the Anoka County Housing and Redevelopment Authority Approve An Amendment to the Lease Agreement with Tenere Home Care Services, LLC located within the Anoka Courthouse Commons Building, 403 Jackson St, Anoka MN 55303 (known as part of Jackson Street Properties).
BACKGROUND	<p>Tenere Home Care Services currently leases suite 102 of the Anoka Courthouse Commons Building (known as Jackson Street Properties), located at 403 Jackson St., Anoka MN 55303. They have requested a second room, known as suite 103, in which they plan to provide tutoring services and educational help to families in the community related to the social distance learning scenario's that the schools are experiencing related to the COVID-19 Health Pandemic.</p> <p>Also, we have lost one tenant in the building due to retirement and are expecting another lease cancellation within the next month or two.</p>
SOLUTIONS	Staff has identified a room across the hall (suite 103), that is vacant, convenient to the front door for access by families, and is ready for occupancy. The rentable rate for the new space is similar to what we are charging some other tenants in the building.
CONCLUSION	<p>The Lease Amendment is adding Suite 103 with approximately 200 square feet of rentable space at a lease rate of \$16.50 per square foot, or \$3,300 annually (\$275 per month).</p> <p>Also, the Amendment will fix a discrepancy in the lease document around Suite 102, which was listed at 100 square feet of rentable space to 120 square feet of rentable space at a rate of \$27.50 per foot, or \$3,300 annually (\$275 per month).</p>
RECOMMENDATIONS	Consider Recommending the Anoka County Housing and Redevelopment Authority Approve An Amendment to the Lease Agreement with Tenere Home Care Services, LLC located within the Anoka Courthouse Commons Building, 403 Jackson St, Anoka MN 55303 (known as part of Jackson Street Properties).
FUNDING	This action will provide additional rent revenue to the Jackson Street Properties Fund.