

The Anoka County Housing and Redevelopment Authority Management Committee will hold their regularly scheduled meeting in Room #705 of the Anoka County Government Center and via Webex. All members of the committee will be present either in person or on Webex. However, due to the Governor's Emergency Executive Order 20-48, and a determination by the authority 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 (ACHRA)
MANAGEMENT COMMITTEE
and Meeting of the
Anoka County Housing and Redevelopment Authority Trustees****

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

AGENDA

FOR THE NOVEMBER 10, 2020 MEETING

10:15 A.M. or Immediately Following the
Anoka County Board Meeting
Whichever is Later

ROOM CHANGE

County Board Room #705 - 7th Floor - Government Center

- *1. Consider recommending the ACHRA Board of Trustees approve an extension to the City of Columbia Heights for their Root Property Clean-up Project. If approved, the project will be completed by September 2021. **See attached** worksheet.
- *2. Consider recommending the ACHRA Board of Trustees approve an Early Termination Addendum to the Lease Agreement (Contract #C0005095) with Severin Law Office, P.A. located within the Anoka Courthouse Commons Building, effective November 30, 2020. This action will end lease payments and allow for the collection of remaining buildout charge through July 2021. **See attached** worksheet.
- *3. Consider recommending the ACHRA Board of Trustees approve the participation in the 2021 Minnesota Housing Finance Agency (MHFA) Start Up Program for first time homebuyers. There is no cost to participate in this program. **See attached** worksheet.
4. Due to the Governor's Emergency Executive Orders, and determination by the county 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, so for persons who wish to submit public comment they may do so by sending an email to tina.pedersen@co.anoka.mn.us or mailing a letter to: Anoka County Administration, 2100 3rd Avenue, Suite 700, Anoka, Minnesota 55303.
5. Other.

*Requires ACHRA Board approval.

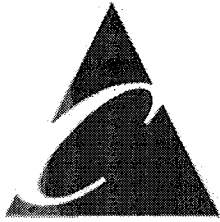
***Actions taken by this committee do not bind the Anoka County Housing and Redevelopment Authority (ACHRA) Board. In addition to the trustees appointed to this committee, additional trustees may attend. Non-committee trustees may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the ACHRA, this shall serve as notice of an ACHRA Board meeting.*



ANOKA COUNTY HRA ACTION ITEM

November 10, 2020

ACTION REQUESTED	Consider recommending the ACRHA Board of Trustees approve a deadline extension to September 30, 2021 for previously awarded Program Year 2019 Community Development Block Grant (CDBG) funds for the City of Columbia Heights Root Property Clean-up Project. The CDBG project funds of \$83,720 are set to expire December 31, 2020.
BACKGROUND	In Program Year 2019, Anoka County allocated \$108,475 in Community Development Block Grant (CDBG) funding to the City of Columbia Heights for environmental review (ER) consulting and environmental clean-up of the Root Property located on University Avenue in Columbia Heights. The ER (Phase 1 - \$24,755) was completed. The Root Property Clean-up (Phase 2 - \$83,720) has not begun due to environmental review delays and construction delays due to COVID-19 pandemic. The City of Columbia Heights requests an extension to complete the project by September 2021.
SUPPORTING DOCUMENTATION	The application and cost estimates are available in the Community and Government Relations office and are available for review.
FUNDING SOURCE	CDBG funds. Extending the deadline for spending previously awarded PY19 CDBG funds. No new funds requested.



ANOKA COUNTY HRA

ACTION ITEM

November 10, 2020

ACTION REQUESTED	Consider Recommending the Anoka County Housing and Redevelopment Authority Approve An Early Termination Addendum to the Lease Agreement (Contract # C0005095) With Severin Law Office, PA located within the Anoka Courthouse Commons Building, 403 Jackson St, Anoka MN 55303 (known as part of Jackson Street Properties).
BACKGROUND	<p>Gretchen Severin of Severin Law Offices currently have a Lease that ends on May 31, 2021, and on October 28, 2020 provided notice of intent to terminate the lease effective November 30, 2020. The Tenant will vacate the property effective November 30, 2020.</p> <p>Also, in 2016, an Addendum was signed for a buildout charge as a repayment for the office buildout that occurred. The terms of the Addendum were 60 months loan at an interest rate of 3%.</p>
SOLUTIONS	The buildout charge is \$500.13 monthly, with \$4,099.05 remaining as of October 1, 2020. Severin Law Office is agreeing to continue making the monthly buildout payments until final payment is received in July of 2021. The monthly lease payment would terminate as of November 30, 2020.
CONCLUSION	The action would result in the early termination of the Lease, stopping all lease payments as of November 30, 2020 but continuing to pay the remainder of the buildout charge that will end on July 1, 2021. The payment process of the buildout charge will continue using the same methodology that is currently in practice.
RECOMMENDATIONS	Consider Recommending the Anoka County Housing and Redevelopment Authority Approve An Early Termination Addendum to the Lease Agreement (Contract # C0005095) With Severin Law Office, PA located within the Anoka Courthouse Commons Building, 403 Jackson St, Anoka MN 55303 (known as part of Jackson Street Properties).
FUNDING	This action will end lease payments for Severin Law Office, PA, and allow for the collection of remaining buildout charge through July of 2021.



ANOKA COUNTY HRA ACTION ITEM

November 10, 2020

HRA

ACTION REQUESTED	Consider continued participation in the Minnesota Housing (MN Housing) Start Up Program for first time homebuyers.
BACKGROUND	Anoka County HRA has participated in the Start Up program (First Time Homebuyer Program) for many years. This program works with local municipalities to provide first time homebuyers low-interest, fixed-rate mortgages and additional down payment/closing cost assistance if needed.
SUPPORTING DOCUMENTATION	MN Housing 2021 MN City Participation Program Application Program Application Commitment Agreement
FUNDING SOURCE	There is no cost to participate in this program.
RECOMMENDATIONS	Consider authorizing staff to submit an application in January 2021.