

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 NOVEMBER 24, 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 Special Board Meeting of October 13, 2020.
See attached minutes.
- *5. ACHRA Management Committee Report.

* Requires ACHRA Board approval.

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 SPECIAL MEETING MINUTES

Government Center
Board Room
Anoka, Minnesota

October 13, 2020

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

Others Present: Dee Guthman, Housing and Redevelopment Authority Assistant Executive Director; Tony Palumbo, County Attorney; Renee Sande, Community Development Manager; Rachel Finazzo-Doll, Community Development Specialist; Cory Kampf, Finance and Central Services Division Manager; Linda Hedstrom, Community Development Program Assistant; and Tina Pedersen, Principal Administrative Secretary

* * * * *

Chair Schulte called the meeting to order at 11:05 a.m.

* * * * *

Trustee Look made motion approving the ACHRA minutes from September 22, 2020. Trustee Braastad seconded the motion. Motion carried.

* * * * *

At 11:06 a.m., County Attorney Palumbo opened a public hearing to obtain comments on the proposed substantial amendments to the Anoka County portions of the Dakota County Consortium 2019 Program Year Action Plan. The public hearing notice was published October 2, 2020 in the Anoka County Union.

County Attorney Palumbo called on Community Development Manager, Renee Sande to provide information. Applications for CDBG-COVID funds and traditional CDBG will be available online on October 19. As no comments were received, County Attorney Palumbo closed the public hearing at 11:11 a.m.

* * * * *

Trustee Braastad made motion authorizing the chair to sign the 2020 HOME Sub-Recipient Agreement between Anoka County and the Dakota County Community Development Agency. Trustee West seconded the motion. Motion carried.

* * * * *

Trustee Schulte made motion approving three amendments to the HOME Investment Partnerships Program 2016, 2017, 2018 and 2020 Fiscal Year Action Plan. Public comments will be received until October 26, 2020. Trustee Braastad seconded the motion. Motion carried.

Trustee Reinert made motion approving a new lease agreement (Contract #C0008277) with Dr. Mark Kleiman, Forensic and Clinical Psychologist to provide services at the Anoka Courthouse Commons Building (Jackson Street Properties) to clients of the Anoka County Courts and Anoka County Corrections, at a rate of \$275 per month, subject to review by the county attorney as to form and legality. Trustee West seconded the motion. Motion carried.

Trustee Braastad made motion to approve the Analysis of Impediments to Fair Housing Choice. Trustee West seconded the motion. Upon roll call vote, motion carried.

The Anoka County Housing and Redevelopment Authority meeting adjourned at 11:25 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
MANAGEMENT COMMITTEE REPORT

FOR THE NOVEMBER 24, 2020
HOUSING AND REDEVELOPMENT AUTHORITY MEETING

The Anoka County Housing and Redevelopment Authority (ACHRA) Management Committee meeting was held November 10, 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 -- Rhonda Sivarajah, County Administrator; Dee Guthman, Deputy County Administrator; Renee Sande, Community Development Manager; Cory Kampf, Finance and Central Services Division Manager; Tony Palumbo, County Attorney; and Tina Pedersen, Principal Administrative Secretary

All items were approved by all committee members unless otherwise noted.

***Action Items**

1. The ACHRA Management Committee recommends approving 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. The ACHRA Management Committee recommends 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. The ACHRA Management Committee recommends approving 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.

*Requires ACHRA Board approval.



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.