

**CITY OF ANOKA
HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES – JANUARY 12, 2015**

Call to Order: Chair Carl Youngquist called the meeting to order at 5:00 p.m.

Roll Call: Commissioners present were: Chair Carl Youngquist, Commissioners Dave Bonthuis, Lynn Hopkins, and Lori Manzoline. Staff present were: Housing Manager Darin Berger.

Also present: Nathan Gunn, Realtor.

Chair Youngquist announced long-time Commissioner Merrywayne Elvig passed away on January 8, 2015. He stated Commissioner Elvig was appointed to the Housing and Redevelopment Authority in 1979 and had served for nearly 35 years. Chair Youngquist gave a wonderful tribute to Commissioner Elvig and outlined her extraordinary contributions and dedication to the City of Anoka. Chair Youngquist declared Commissioner Elvig the “Matriarch of Anoka” and said she will be truly missed.

Approval of the Agenda: MOTION BY CHAIR YOUNGQUIST, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE AGENDA AS PRESENTED.

UPON A VOICE VOTE, MOTION CARRIED.

Approval of Minutes:
December 8, 2014, Regular Meeting:

Housing Manager Darin Berger stated that due to technical difficulties the December meeting was not recorded and asked the Board to review the minutes in order to accurately reflect the motions made that evening. He said the minutes will then be completed and filed accordingly.

MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE DECEMBER 8, 2014, REGULAR MEETING MINUTES AS COMPLETED.

UPON A VOICE VOTE, MOTION CARRIED.

Open Forum: David Elvig, Ramsey, thanked the Board for their kind words regarding his mother, Commissioner Elvig. He said she felt very strongly about the caliber of people she served with on the Board and was very proud of the good work they did as the HRA.

Commissioners Hopkins and Bonthuis shared their condolences with Mr. Elvig and his family and shared memories of Commissioner Elvig.

Annual Meeting Business:

Oath of Office: Mr. Berger said the City Council re-appointed Lynn Hopkins at their December 1, 2014, meeting. He said her appointment is for a five-year term then issued the Oath of Office to Commissioner Hopkins.

Chair Youngquist congratulated Commissioner Hopkins on her appointment.

Election of Officers: Chair, Vice Chair, and Secretary – Mr. Berger said each year the HRA Board must elect officers for the positions of Chair, Vice Chair, and Secretary. The Secretary position will be elected with the duties of keeping the minutes, which is delegated to the Housing Manager. The staff then hires TimeSaver Offsite Secretarial to keep the minutes.

Action Requested: Nominate and Elect HRA Chair and Vice Chair by motion, second, and vote.

MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER HOPKINS, TO NOMINATE CARL YOUNGQUIST AS CHAIR FOR 2015.

Nominations closed.

UPON A VOICE VOTE, MOTION CARRIED.

Chair Youngquist thanked the Board and said he enjoyed the opportunity.

MOTION BY COMMISSIONER MANZOLINE, SECONDED BY COMMISSIONER HOPKINS, TO NOMINATE DAVE BONTHUIS AS VICE CHAIR FOR 2015.

Nominations closed.

UPON A VOICE VOTE, MOTION CARRIED.

Commissioner Bonthuis said he is honored and humbled to serve as Vice Chair.

The Board designated Housing Manager Darin Berger as Secretary for 2015 who in turn designated secretarial duties to TimeSaver Offsite Secretarial.

Review of Bylaws: Mr. Berger shared the Bylaws with the Board and requested their review and approval.

Action Requested: Approve Bylaws by motion, second, and vote.

MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER HOPKINS, TO APPROVE THE HRA BYLAWS AS PRESENTED.

Chair Youngquist suggested adding to the last sentence on Page 2, Section 4 as follows: "...the Secretary may delegate duties to a designated employee of the City of Anoka **or an approved outside agency.**" in order to clarify that meeting minutes can be created by TimeSaver Offsite Secretarial.

UPON A VOICE VOTE, MOTION CARRIED.

Review 2015 Meeting Schedule: Mr. Berger shared the 2015 Meeting and Event Schedule, noting the October meeting will be held on Tuesday, October 13 because of the Columbus Day Holiday and the North Suburban Home Improvement Show on March 21 as a reminder of the Board's role as greeters. He also noted a correction to a note for the February 9 meeting that referred to last year's schedule.

Action Requested: Adopt 2015 Meeting and Event Schedule by motion, second, and vote.

MOTION BY COMMISSIONER MANZOLINE, SECONDED BY COMMISSIONER HOPKINS, TO APPROVE THE 2015 MEETING AND EVENT SCHEDULE AS PRESENTED.
UPON A VOICE VOTE, MOTION CARRIED.

Unfinished Business:

Update Regarding Walker Plaza II Project: Mr. Berger stated staff met with Walker Methodist's Executive Director of Development and Anoka's City Planner on January 5. He said this meeting was held to discuss several items, including a tentative schedule for submittals to the Planning Commission and City Council for site plan and rezoning approval. Staff anticipates both submittals prior to February 20 in order to include these items on their April agendas.

Additionally, Walker plans to make a final selection of their architect on January 19. HRA staff is also still awaiting additional financial documents.

Significant progress is being made by both parties and we are still on track to break ground late this spring.

Action Requested: None at this time. Informational only.

Commissioner Bonthuis asked if the architect they are considering has been involved with City projects before. Mr. Berger said he believes so but noted no final selection has been made. He said it has been helpful since Walker has been through this before as some of the same staff is involved and we know what to expect.

Other Updates: None.

New Business:

Approval of Letter of Intent Between Walker Methodist and City of Anoka Housing and Redevelopment Authority Regarding Purchase of 1833 2nd Avenue and 100 Monroe Street: Mr. Berger said the Anoka HRA and the developer (Walker Methodist) are proposing to enter into a Letter of Intent (LOI) for the purchase and development of the HRA owned properties located at 1833 2nd Avenue and 100 Monroe Street. A LOI is a non-binding agreement that is put in place prior to formal agreement(s) that will come in the near future.

The LOI identifies a purchase price of \$206,283, which is based on the square foot price the HRA Board agreed to during a closed session on June 9, 2014. The LOI is effective through June 1, 2015 and identifies a closing date on or before June 1, 2015. Walker Methodist is anticipating starting construction late spring 2015.

Action Requested: Approve signing of the Letter of Intent with Walker Methodist by motion, second, and vote.

Chair Youngquist said the price we quoted during the June 9 meeting was a good decision for both Walker Methodist and in the long term for Anoka and the HRA.

Mr. Berger said the LOI states no one can enter into negotiations with another party until March 1 but that he anticipates received the purchase agreement by then. He said if received after the LOI would be null and void.

Chair Youngquist said once the LOI is signed then we should be confident that we will receive a signed purchase agreement by June 1.

MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER MANZOLINE TO APPROVE LETTER OF INTENT BETWEEN WALKER METHODIST AND CITY OF ANOKA HOUSING AND REDEVELOPMENT AUTHORITY REGARDING PURCHASE OF 1833 2ND AVENUE AND 100 MONROE STREET.

UPON A VOICE VOTE, MOTION CARRIED.

Chair Youngquist complimented Mr. Berger on the progress of this project and said he looks forward to this development.

Discussion Items: None.

Tentative Agenda Items for Future Meetings: None.

Chair Youngquist noted the Board will be holding a worksession immediately following to review 2014 accomplishments and 2015 goals.

Adjournment: MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER HOPKINS, TO ADJOURN.

Chair Youngquist thanked everyone for their support during this difficult time.

The motion carried, the meeting was adjourned at 5:45 p.m.

Submitted by: Cathy Sorensen, *TimeSaver Off Site Secretarial, Inc.*