



CITY OF ANOKA

**Housing & Redevelopment Authority**

**Monday, April 11<sup>th</sup>, 2016**

**Anoka City Hall**

**Council Chambers**

**5:00 p.m.**

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of Minutes
  - A. March 14<sup>th</sup>, 2016 Regular Meeting
- V. Open Forum
- VI. Unfinished Business
  - A. Walker Methodist Plaza Gardens Report
  - B. North Suburban Home Improvement Show Recap
  - C. Chairpersons Quarterly Meeting Recap
  - D. 1806 2<sup>nd</sup> Avenue Report
  - E. Other Reports
- VII. New Business
  - A. Review Quarterly Financial Report
  - B. Center for Energy and Environment Quarterly Report
- VIII. Discussion Items
- IX. Tentative Agenda Items for Future Meetings
- X. Adjournment

# **AGENDA ITEM IV. A.**

**CITY OF ANOKA  
HOUSING AND REDEVELOPMENT AUTHORITY  
MEETING MINUTES – MARCH 14, 2016**

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

**Roll Call:** Commissioners present were: Chair Carl Youngquist, Dave Bonthuis, Lynn Hopkins, Lori Manzoline, Colleen Werdien. Absent: None.

Staff present were: Housing Manager Darin Berger. Others present: None.

**Approval of the Agenda:** MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE AGENDA AS AMENDED, REMOVING ITEM VIIB.

UPON A VOICE VOTE, MOTION CARRIED.

**Approval of Minutes:**

**February 8, 2016, Regular Meeting:** MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER MANZOLINE, TO APPROVE THE FEBRUARY 8, 2016, REGULAR MEETING MINUTES AS CORRECTED, DELETING DUPLICATE TEXT ON PAGE 2.

UPON A VOICE VOTE, MOTION CARRIED.

**Open Forum:** No one appeared.

**Unfinished Business:**

**Walker Methodist Plaza Gardens Report:** Mr. Berger stated that Walker Methodist submitted their fourth request on February 22, 2016, based on terms of the development agreement signed June 15, 2015. Mr. Berger shared Draw Request #4 documentation.

Per the development agreement, the HRA is reimbursing Walker Methodist up to \$250,000 in TIF funds towards earthwork/site work for this project. In addition to the \$250,000, the HRA also agreed to provide up to \$17,500 towards soil corrections for a total maximum of \$267,500.

Mr. Berger reviewed details of this reimbursement request and said based on that language staff approved the fourth disbursement of \$10,261 to Weis Builders and shared that this brings the total disbursements to date to \$190,656. On March 7, the City Council was asked to approve an encroachment agreement for the project. The location of the encroachment is specific to the north side of Monroe Street. The skyway from 100 Monroe Street to the current building at 131 Monroe Street will require two above grade columns that extend approximately 16 inches into the public right-of-way and six below grade micro-pilings that extend approximately 54 inches into the public right-of-way. In order to allow encroachment into the public right-of-way, the City Council granted this encroachment agreement. This agreement removes all liability from the City regarding emergency removal of the columns or any damage caused to the columns as a

result of snow removal, sidewalk repair, or any other maintenance activities that occur within the public right-of-way. Mr. Berger shared the resolution, sketch detailing the area of focus and the encroachment agreement with the Board.

Mr. Berger stated as of last week Walker Plaza Gardens continues to have a wait list of 19 people, adding this number will likely significantly increase as the project nears completion. He shared photos of the project and said Weis Builders is constructing the project efficiently and still on schedule for an August or September 2016 completion.

Commissioner Bonthuis asked if they are ahead of schedule based on the weather. Mr. Berger said they may be a bit ahead of schedule but are being cautious in anticipation of potential delays.

Commissioner Bonthuis asked the width of the sidewalk. Mr. Berger said he is unsure of the exact width.

Commissioner Bonthuis said the encroachment is minimal and not much of an issue.

Mr. Berger said Weis will be giving at least a two-week lead time regarding skyway construction.

Commissioner Manzoline noted this will be the first skyway in Anoka. Mr. Berger said there are still discussions about naming this skyway honoring former Commissioner Elvig.

Action Requested: No action is necessary at this time; informational only.

**Other Updates:** Mr. Berger thanked those who attended the recent North Suburban Home Improvement Show and said the feedback he received was very positive from both attendees and exhibitors. He commented with the nice weather that day the turn-out was a little lower than hope and said he will have a detailed report at next month's meeting.

Commissioner Bonthuis estimated they had 1,000 visitors.

Chair Youngquist commented the best attendance they ever had was approximately 1,300 and in spite of the beautiful weather and hockey tournaments attendance this year was still very steady. He shared one vendor had commented that this is one of the premier home improvement shows he attends and had \$400,000 in kitchen and other remodeling projects from 16 leads last year and collected 29 contacts this year.

Commissioner Bonthuis suggested using those statistics in future show promotions.

Mr. Berger said there were no other updates at this time.

**New Business:**

**Acceptance of Demolition Bid for Structure at 1806 2<sup>nd</sup> Avenue:** Mr. Berger shared the HRA purchased 1806 2<sup>nd</sup> Avenue on February 26, 2016. Since then staff has toured the property with

the Heritage Preservation Commission, given access to the Anoka County Sheriff's Department for training, and directed Environmental Property Audits, Inc. to perform an asbestos/regulated waste material survey. Those results have not come back yet but removal of any harmful materials will need to take place prior to demolition. Those bids will be approved administratively based on the lowest responsible bid.

Commissioner Bonthuis asked what type of training was conducted by the Sheriff's Department. Mr. Berger said the drug task force conducts hostage role playing exercises and other real-life scenarios.

Commissioner Bonthuis asked if the Sheriff approached us to do this training. Mr. Berger said staff is in regular contact with the department but this time the Sheriff reached out to discuss the possibility, adding he is pleased to have this partnership.

Mr. Berger shared that five demolition contractors were sent project manuals via email on March 3, 2016. In order to allow for the Board to accept the bid at the earliest date so we can proceed with the redevelopment, the bid deadline was set for today and bid results were sent via email prior to the meeting for Board review. Mr. Berger said staff received two bids of \$26,238 and \$18,000 from Sauter and Sons.

Commissioner Werdien asked if we have used Sauter and Sons in the past. Mr. Berger said we have and have received good results.

Action Requested: Authorize staff to enter into a contract with the lowest responsible bidder for demolition of 1806 2<sup>nd</sup> Avenue \$18,000 for Sauter and Sons.

MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIS, TO AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH SAUTER AND SONS IN THE AMOUNT OF \$18,000 FOR DEMOLITION OF 1806 2<sup>ND</sup> AVENUE.

Chair Youngquist said Sauter and Sons did the demolition work for Riverway Clinic and other projects and have been around a long time. He said we like to use Anoka contractors first if possible but the lowest bid is best and staff is comfortable with their past work.

UPON A VOICE VOTE, MOTION CARRIED.

Chair Youngquist thanked Mr. Berger for his work on this project.

Commissioner Werdien asked if the property contains anything salvageable. Mr. Berger said the HPC reviewed the property and agreed there is nothing of historical significance to preserve, adding he has arranged for the appliances to be picked up.

Chair Youngquist said they have found stained glass windows at properties in the past, which is why the HPC is invited to review such properties.

~~Discontinuance of Loan Servicing for 2020 Shaw Avenue:~~ Mr. Berger shared the

Item removed from the agenda.

**South Ferry Street Corridor Vision Presentation:** Mr. Berger shared the City Council was presented with the South Ferry Corridor Vision at its February 16, 2016, worksession. Staff was in attendance to monitor how this may affect the HRA owned properties at 1900 South Ferry Street and the properties we own at the corner of Benton and Ferry Streets. Mr. Berger reviewed the South Ferry Street Study and Plan's goals and tasks and stated in the last couple of months, based on Council direction and consistent with the Plan, staff has been working with Riverplace Counseling Center to relocate that facility. Mr. Berger reviewed the 2013 South Ferry Street Plan that gives an overview of the Corridor as a whole, 2015 Trail Plan, and the 2016 River Walk Concept Plan.

Chair Youngquist said discussions have been held regarding removing the buildings and creating green space.

Commissioner Hopkins inquired about the pillars entrance to the trail. Mr. Berger said in theory pillars would be included, adding the wall is historic so a configuration would be included in order for the original wall to remain.

Commissioner Bonthuis said the plan was very interesting and the goal of being able to see the river all the way to Main Street is very important. He said this is a first effort that will obviously include changes but said he is impressed with the concept and direction.

Commissioner Werdien asked if native plants would be included to have friendly pollinators involved. Mr. Berger said those discussions will come later but said they could eventually be included.

Chair Youngquist said this site will include a great improvement for a first impression of the City and commented the lights under the bridge will provide an even better view. He inquired about the Walker redevelopment and Chamber of Commerce relocation. Mr. Berger said those topics were discussed but are outdated at this point.

Commissioner Hopkins asked if the walkway was discussed by the Woodbury House path. Commissioner Bonthuis said this path would not go by the river quite as much because of the steep bank but would be very close, approximately 20-30 feet from the home.

Mr. Berger said there is City-owned property along the river so we will not need to do any additional acquisitions.

Commissioner Bonthuis said the plan is to extend the trail virtually to the dam.

Commissioner Werdien inquired about the likeliness of the Walker expansion. Mr. Berger said we own the land and while he is not sure of Walker's plans at this time expansion has always been discussed. He said it makes sense to expand but less ingress/egress along Ferry Street is better, adding Walker would likely take advantage of the property by the river instead of going

out onto Ferry Street. Mr. Berger said funding was an issue at one point as they were trying to obtain federal funds but Walker is now more confident and keeping this as an option.

Commissioner Bonthuis said there are definite terrain challenges in the area and to afford river views will need shoreline work. Mr. Berger agreed.

Chair Youngquist said this project has been in discussions for a long time with the possibility coming to fruition soon. He said he hopes this results in a win-win for everyone and that Riverplace could provide the atmosphere they want in a new facility as well as accommodate their needs.

Commissioner Hopkins said she feels the reality of this vision is not feasible with Ferry Street being the main artery as there is too much traffic. Chair Youngquist said \$2.95 million is a lot of money.

Action Requested: No action is necessary at this time; informational only.

**Potential Acquisition of 2221 Ferry Street:** Mr. Berger shared the at the HRA's February Board meeting, staff was directed to research the potential acquisition of a property at 2221 Ferry Street under the Scattered Site Replacement Program (SSRP). This program was established in 2007 to reduce the negative impact of substandard and/or vacant housing to improve residential neighborhoods, to improve the City's housing stock and to increase the City's tax base. Mr. Berger said in keeping with that mission, staff has been monitoring houses that have remained on the market for long periods of time, including 2221 Ferry Street. At the suggestion of Commissioner Manzoline, staff reviewed this property with Nathan Gunn of Foundational Realty.

Mr. Berger said an inspection was completed on February 11, which resulted in the determination that the property was substandard. The property was registered with the City under the Vacant Property Registration ordinance on April 18, 2014 and has been vacant ever since. He noted that Nathan Gunn conducted further due diligence to determine the property's current status and found there is an offer already in place that would supersede our offer. This offer is contingent on bank approval of the short sale, which means both mortgage companies would have to sign off. It is likely the bank would counter the initial offer, which could be significantly more than the asking price of \$85,000.

Mr. Berger said the HRA also has the option to submit a backup offer, which could take months or up to a year to finalize, contingent on the existing offer being denied. Mr. Berger said due to the fact there is a short sale, multiple mortgages held and bankruptcy involved, staff recommendation would be to continue to monitor this property and determine if we would like to pursue purchase at a later time. He commented that a property that sits vacant that long likely has logistics issues and while he suggests monitoring there is no rush to act at this time.

Action Requested: Provide staff direction on whether or not to make an offer at this time based on motion, second, and vote.

Commissioner Bonthuis asked if we have knowledge of any pending offers. Mr. Berger said he is not aware of any other offers.

Commissioner Hopkins said this is currently zoned single family and inquired if staff has reviewed the condition. Mr. Berger said they have reviewed the property and found it to be in poor, substandard condition and noted it would take a significant amount of money to rehab. He said he feels it is in the HRA's best interest to monitor the property and while it would qualify under the SSRP program the Board's direction has been not to meddle in private investment. He said he will notify the Board of any progress.

Commissioner Bonthuis said Mr. Gunn felt the property was inhabitable and that saleable, starter homes are being sold in days and even hours because of the market shortage.

Chair Youngquist agreed staff should continue to monitor and while the price is higher than our benchmark if an offer goes through subject to inspection and fails the bank may reevaluate their thinking.

**MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER MANZOLINE, TO DIRECT STAFF TO CONTINUE TO MONITOR PROPERTY AT 2221 FERRY STREET FOR POSSIBLE ACQUISITION.**

Commissioner Manzoline said her concern is an investor will purchase the property and then rent in its current condition.

Commissioner Bonthuis said the property would not pass a rental inspection in its current condition. Mr. Berger agreed, adding Code Enforcement staff is aware of this property and should it come up under rental licensing it has to pass inspection, which is how we can monitor the property.

Chair Youngquist said there have been concerns in the past about the rental licensing program's effectiveness and allowing the purchase of substandard properties and subsequently rented.

UPON A VOICE VOTE, MOTION CARRIED.

**City Council Goals 2016:** Mr. Berger shared that City Manager Greg Lee has requested that staff liaisons share the City Council goals adopted at the March 7, 2016 meeting. Mr. Berger shared the goals, including Ferry Street corridor.

Chair Youngquist said he has expressed reservations in the past with the Woodbury House's parking lot and first impressions of the City so he was pleased to see the City's goal of no more expenditures at this this time.

Mr. Berger referred to the City's smaller, older housing stock and creating programs with the Center for Energy and Environment (CEE) to address families wishing to bring their home to more modern standards as those improvements can get very expensive.

Commissioner Werdien asked if the City offers first time home buyer programs. Mr. Berger said these programs are offered through CEE.

Mr. Berger reviewed the Council's legislative goals, including TH 10/47 and MnDOT railroad grade separation. He said this project is very important as this is one of the most dangerous crossings in the State and he hopes that MnDOT takes notice and moves forward.

Commissioner Manzoline referred to the preservation of the State Hospital buildings for veteran housing as she felt this would be an excellent use. Mr. Berger said he had worked with Common Bond who was leading the project to try to secure funding with Minnesota Housing. He said while they did not secure that funding they are currently reviewing reapplying or identifying other funding sources.

Commissioner Hopkins asked how would the rehab cost. Commissioner Bonthuis said he thought the cost was approximately \$1.5 million per building.

Mr. Berger said the cost would be likely even higher but believed in providing this housing opportunity for veterans.

Commissioner Hopkins said this is a gorgeous site and would be a win/win for everyone if it could be affordable.

Commissioner Bonthuis said there were even plans for 1-, 2-, and 3-bedroom apartment-type units.

Commissioner Hopkins said there is a similar facility near St. Cloud and it would be nice to see such a facility in Anoka. Chair Youngquist agreed but said the cost could be prohibitive and will require more than one government agency to be involved. He added the timeline is getting short and something needs to be done soon.

Commissioner Werdien asked if there is support for this project. Mr. Berger said Representative Jerry Newton is very much on board with this project.

Commissioner Bonthuis said Senator Abeler is likely supportive as well and that Representative Newton is very active in veterans affairs.

Action Requested: No action is necessary at this time; informational only.

**Discussion Items:**

**Board Appreciation Dinner:** Mr. Berger shared the annual Boards and Commissions appreciation dinner will be held on Thursday, April 14 at Green Haven. The dinner is set to begin around 5:00 p.m. and official invitations will be sent later this month.

**Tentative Agenda Items for Future Meetings:**

Chair Youngquist commented that he is pleased Mr. Berger is back working with the HRA full-time and noted the code enforcement program is now successful and can continue to be under other staff.

**Adjournment:** MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER WERIDEN, TO ADJOURN. The motion carried, the meeting was adjourned at 6:04 p.m.

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

# **AGENDA ITEM VI. A.**

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# Memo

**To:** HRA Board Members  
**From:** Darin Berger, Housing Manager  
**Date:** April 11<sup>th</sup>, 2016  
**Re:** Walker Methodist Plaza Gardens Report

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There have not been any additional disbursement requests received for this project since the 4<sup>th</sup> one on February 22<sup>nd</sup>. Per the development agreement, the HRA is reimbursing Walker Methodist up to \$250,000.00 in Tax Increment Financing (TIF) funds towards Earthwork/Site work for this project. In addition to the \$250,000.00, the HRA also agreed to provide up to \$17,500.00 towards Soil Corrections for a total maximum of \$267,500.00. Based on that language, there is currently \$76,844 remaining to be paid to Walker Methodist.

Here is a recap of disbursements already paid:

Disbursement #1: \$124,705  
Disbursement #2: \$28,920  
Disbursement #3: \$26,770  
Disbursement #4: \$10,261

**GRAND TOTAL: \$190,656.00**

In addition to the current project at Walker Plaza Gardens, Walker Methodist is in the process of refinancing Walker Plaza and intends to put up to \$1.5 million into the existing building later this year. Improvements are set to include exterior façade upgrades, interior reconfiguration of spaces and cosmetic finishes.

As of April 7<sup>th</sup>, 2016 Walker Plaza Gardens has an interest list of 20 people. This number will significantly increase as the project nears completion later this summer.

Weis Builders are constructing the project efficiently and are still on schedule for an August/September 2016 completion. Staff has included pictures that were recently taken for your review. Walker Methodist plans to have a soft opening in September and a Grand Opening in October for this project.

**Action Requested: No action necessary, informational only.**

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# Memo

**To:** HRA Board Members  
**From:** Darin Berger, Housing Manager  
**Date:** April 11<sup>th</sup>, 2016  
**Re:** Walker Methodist Plaza Gardens Report

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**Action Requested: No action necessary, informational only.**



04/07/2016



04/07/2016

SAFETY SIGNS



04/07/2016



**DANGER**  
CONSTRUCTION AREA  
NO TRESPASSING

**DANGER**

**WEAR HATS  
AND VESTS  
WHEN ON  
GREEN  
AT ALL TIMES**

04/07/2016



(765) 422-1226

131 walker Plaza

131 walker Plaza

04/07/2016

# **AGENDA ITEM VI. B.**

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# Memo

**To:** HRA Board Members  
**From:** Darin Berger, Housing Manager  
**Date:** April 11<sup>th</sup>, 2016  
**Re:** North Suburban Home Improvement Show Recap

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As you know, the 18<sup>th</sup> Annual North Suburban Home Improvement Show was held Saturday, March 12<sup>th</sup> at the Andover YMCA Community Center. This year's event was a huge success and drew around 1050 attendees. While this number is a couple hundred lower than last year that was mostly due to unseasonably warm weather and exhibitors and attendees were still very pleased with the event. In addition to solid attendance numbers, there was also nearly 237 pounds of food and \$31.25 donated to ACBC Food Shelf that was collected by Cub Scout Pack 609. Attached are the results of our surveys for your review.

Save the date for next year: March 11<sup>th</sup>, 2017.

Thanks to all that attended, our sponsors, and to all that helped to make this event a continued success!

**Action Requested: No action necessary at this time, informational only.**





## EXHIBITORS SURVEY RESULTS 2016

	Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Dissatisfied
Set Up & Organization	61	0	0	0 (No Answer: 1)
Location	56	4	0	1 (No Answer: 1)
Staff Assistance	59	2	0	0 (No Answer: 1)
Booth Price	48	10	0	0 (No Answer: 4)
Advertising Efforts	52	8	0	0 (No Answer: 2)
Adequate Number of Potential Customers	47	12	3	0 (No Answer: 0)
Adequate Number and Variety of Exhibitors	46	9	2	0 (No Answer: 5)

**1. What is your overall opinion of the event?**

Positive: 55    Negative: 0    Ok: 2    No Answer: 5

Good traffic (5), companies that are competition need to be separated (1), good show (2), attendance (5), easy set up (1), good networking (1), organized (4), good space (1), potential customers (2), slow due to good weather (2), good advertising (1), slower than past years (2), better turn out than last year (1), neat and clean (1), best show (2), great staff (4), successful show for company (1), good location (1)

**2. What worked well with this event?**

Everything (8), no answer (18), nice and easy set up (7), location (6), easy access/cart usage (1), potential customers (6), free popcorn (3), face painting (1), door prizes (3), placement (1), venue (2), shuttle bus (3), date and time (4), variety of exhibitors (3), weather (4), event hours (1), marketing (1), organization (1), communication (1), layout (1), equal sized booths (1), staff (1), food (1)

**3. What should we consider adding or changing to the event to make it better for you and/or the customers?**

Nothing: 9    No Answer: 24

**ADD:**

More concessions (1), request form to keep the same booth location in future shows (1), more advertising (4), more yellow covers for cords, many people tripped (1), subway delivery to booths (1), coon rapids trivia (1)

**CHANGE:**

Organization with lunch pre-order (2), research on vendors so competitors aren't placed next to each other (3), more focus on local businesses (1), how to get more people in the afternoon hours (1), time that the show is put on (1), people just looking for free stuff (1), too many contractors (1), line process at subway that's easier and quicker (2), less announcements (1), Friday night and Saturday (1), staff at subway they are rude and unorganized (1), limit annoying deputy sheriffs (1), enough coffee at subway (1)

# **AGENDA ITEM VI. C.**

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# Memo

**To:** HRA Board Members  
**From:** Darin Berger, Housing Manager  
**Date:** April 11<sup>th</sup>, 2016  
**Re:** Chairpersons Quarterly Meeting Recap

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Chairman Youngquist attended the quarterly Chairpersons Communication Board meeting on April 6<sup>th</sup> and will now give a brief recap of what was discussed.

**Action Requested: No action necessary at this time. Informational only.**

# **AGENDA ITEM VI. D.**

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# Memo

**To:** HRA Board Members  
**From:** Darin Berger, Housing Manager  
**Date:** April 11<sup>th</sup>, 2016  
**Re:** 1806 2<sup>nd</sup> Avenue Report

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The HRA purchased 1806 2<sup>nd</sup> Avenue on February 26<sup>th</sup>, 2016. Since then, Staff has toured the property with the Heritage Preservation Commission (HPC), given access to the Anoka County Sheriff's Department/Anoka Police Department for training purposes; Environmental Property Audits, Inc. has completed all necessary testing, and Mavo Systems has removed all asbestos/regulated waste material. Environmental Property Audit, Inc.'s report/invoice and Mavo System's proposal are included in your packet for your reference.

At the March 14<sup>th</sup>, 2016 meeting, Sauter and Sons was awarded the demolition bid, however, work has been slightly delayed due to weight restrictions on City streets. Demolition is anticipated to be completed by the end of this week or early part of next week at the latest.

Staff has begun contacting developers to gauge interest in the HRA owned land near this site.

**Action Requested: No action necessary, informational only.**

2701 4<sup>th</sup> Avenue N, Anoka, MN 55303  
Phone: 763.323.6700  
Fax: 763.323.6677  
[www.epaconsultants.com](http://www.epaconsultants.com)



Health & Safety  
Consultants

March 22, 2016

Mr. Darin Berger  
City of Anoka  
2015 1<sup>st</sup> Avenue  
Anoka, MN 55303

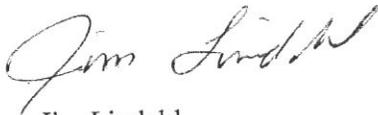
Dear Mr. Berger:

Enclosed with this letter is the asbestos and regulated waste survey report for the residence located at 1806 2<sup>nd</sup> Avenue, Anoka, MN. As indicated in the report, asbestos was identified in the 2<sup>nd</sup> floor kitchen floor tile/mastic, 1<sup>st</sup> floor bathroom linoleum and the garage siding material. A list of additional regulated waste materials as identified at the property is also provided in the report

The site review and material sampling was performed in accordance with OSHA 1926.1101 "Asbestos" standard for material sampling, inspection and disclosure requirements for planned demolition projects. The regulated waste inventory is based on the MN Pollution Control Agency pre-demolition checklist.

Thank you for choosing EPA, Inc. for your environmental concerns. If there are any questions concerning this report, please contact me at 763.323.6700.

Sincerely,



Jim Lindahl  
President

Enclosure: Asbestos Inspection Report  
Inspector Credentials  
Invoice

# **SURVEY FOR ASBESTOS AND REGULATED WASTE MATERIALS**

**1806 2<sup>ND</sup> AVENUE  
ANOKA, MN**

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**March 2016**

Prepared for: **Mr. Darin Berger  
City of Anoka  
2015 1<sup>st</sup> Avenue  
Anoka, MN 55303**

Prepared by: **Environmental Property Audits, Inc.  
2701 4<sup>th</sup> Avenue North  
Anoka, MN 55303  
763.323.6700; fax 763.323.6677**

**ASBESTOS MATERIAL SURVEY**  
**1806 2<sup>ND</sup> AVENUE**  
**ANOKA, MINNESOTA**

**1.0 INTRODUCTION**

Environmental Property Audits, Inc. (EPA, Inc.) conducted a visual survey at the residence located at 1806 2<sup>nd</sup> Avenue, Anoka, MN. The survey was completed on March 8, 2016, for Mr. Darin Berger of the City of Anoka. The purpose of the survey was to identify, sample and assess suspect building materials that may contain asbestos and to identify other regulated waste concerns. The inspection was requested in order to facilitate an upcoming demolition of the structure, and to provide an inventory of asbestos containing materials (ACM) as found in or on the building. Site work included a visual review of suspect asbestos containing building materials and collection of bulk samples. EMSL Analytical, Inc., Minneapolis, MN, analyzed the samples utilizing Polarized Light Microscopy (PLM) - Method EPA 600/R-93/116. The primary materials which were sampled included: flooring, ceiling tile, ceiling texture, wall skim coat/plaster, sheetrock/joint compound, siding and roof materials.

**2.0 SCOPE OF WORK**

A Minnesota licensed asbestos inspector from EPA, Inc. conducted a building survey for the identification and assessment of accessible suspect ACM in the house and garage. The following activities have been completed by EPA, Inc.:

- A walk-through of the building's interior spaces, with observations of accessible suspect ACM and regulated waste.
- Random sample collection from suspect ACM building materials with consideration to homogeneous areas and material types.
- Mapping and logging bulk samples for future reference.
- Documentation of regulated waste materials by location.
- Estimated quantity of material types identified as asbestos containing (greater than 1%).
- Analysis of bulk samples by polarized light microscopy, utilizing EMSL Analytical, Inc. of Minneapolis.

The laboratory analysis confirmed materials that are asbestos containing and the summary includes the following information: **3.0** Building Description; **4.0** Suspect Building Materials; **5.0** Asbestos Containing Building Materials List (including estimated quantities); **6.0** Non-asbestos Containing Materials List, **7.0** Non-suspect Materials; **8.0** Regulated Waste Material List by location; and **9.0** Inspector Accreditation. Site drawing is included in the report.

**ASBESTOS MATERIAL SURVEY**  
**1806 2<sup>ND</sup> AVENUE**  
**ANOKA, MINNESOTA**

**2.1 LIMITATIONS**

EPA Inc. made reasonable attempts to access all areas of the building as presented within the scope of this work. The following areas and/or materials were not able to be accessed or due to safety concerns or other limitations.

- No excavations were made to identify foundation conditions below grade (i.e. exterior damp-proofing). Not expected due to age of structure and foundation.
- A limited number of penetrations were made in the exterior structure walls to identify if insulation fill (i.e. vermiculite) was used. New fiberglass insulation was identified in the exterior wall cavities and cellulose in the attic area.
- The small wood shed located at the SE corner of the property was not accessed due to security concerns.

**3.0 BUILDING DESCRIPTION**

The primary project work consisted of a two-story residence with an unfinished partial basement area and a detached garage.

- The primary heating system was provided by a forced air furnace.
- The interior walls are primarily wood framing with sheetrock and paint application. It appears that most of the interior structure had been gutted and rebuilt in the 1980's or 1990's.
- The ceilings are primarily sheetrock. Most ceiling areas on 1<sup>st</sup> and ½ of 2<sup>nd</sup> floor have ceiling texture.
- The exterior finish on the residence was a concrete/stucco application.
- The floor covering is a mix of floor tile or linoleum with some carpet over hardwood floors upstairs.
- The roof was a steep-slope roof with newer architectural shingles on both the house & garage.
- This building has a concrete block/rock walls with dirt floor in the unfinished basement.

**4.0 SUSPECT BUILDING MATERIALS**

Representative bulk samples of suspect ACM building materials were randomly collected from the building. Samples were collected by reference of color, surface texture, patterns, and material types per functional space or homogenous area.

The identified materials that were considered suspect and subsequently sampled include:

- Flooring Materials
- Ceiling texture
- Ceiling tile
- Wall Skim Coat/Plaster
- Sheetrock/joint compound
- Roofing materials
- Siding

**ASBESTOS MATERIAL SURVEY**  
**1806 2<sup>ND</sup> AVENUE**  
**ANOKA, MINNESOTA**

Of the materials sampled, the following were found to be asbestos containing:

- 9x9" floor tile/black mastic (2<sup>nd</sup> fl kitchen)
- Linoleum (1<sup>st</sup> floor bathroom)
- Siding (garage)

Due to the demolition plans for the building, removal of the identified asbestos containing materials is highly recommended for maintaining compliance with State and Federal Regulations. The removal of the identified materials should be completed prior to the start of any demolition work where the asbestos materials will likely be disturbed. A licensed abatement contractor using appropriate removal methods and engineering controls would be required to perform the removal of the asbestos containing materials.

Please refer to the following section for the analytical laboratory results, including material locations, and quantities.

**5.0 ASBESTOS CONTAINING MATERIAL INVENTORY**

The following materials were found to have an asbestos content of greater than 1% by weight.

Sample #	Functional Space	Material Identification	Asbestos Content	Material Amount**
16-01501 B-09	2 <sup>nd</sup> Floor Kitchen	9x9" floor tile black mastic	4% Chrysotile 3% Chrysotile	100 sq. ft.
16-01501 B-22	1 <sup>st</sup> Floor Bathroom	Linoleum	25% Chrysotile	80 sq. ft.
16-01501 B-24	Garage	Siding	10% Chrysotile	750 sq. ft.

\*\*Estimate of visible material amounts. Require abatement contractors to verify material amount for bidding purposes.

**6.0 NON -ASBESTOS CONTAINING MATERIAL INVENTORY**

The following materials had laboratory results of "None Detected" (ND) for asbestos content. No special regulations pertain to these building materials.

Sample #	Functional Space	Material Identification	Asbestos Content
16-01501 B-01	East Porch Flat Roof	Roofing	ND
16-01501 B-02	House	Shingle	ND
16-01501 B-03	House	Tarpaper	ND
16-01501 B-04	2 <sup>nd</sup> Floor Wall	Sheetrock	ND
16-01501 B-05	2 <sup>nd</sup> Floor Wall	Skimcoat	ND

**ASBESTOS MATERIAL SURVEY**  
**1806 2<sup>ND</sup> AVENUE**  
**ANOKA, MINNESOTA**

Sample #	Functional Space	Material Identification	Asbestos Content
16-01501 B-06	2 <sup>nd</sup> Floor Wall	Plaster	ND
16-01501 B-07	2 <sup>nd</sup> Floor Wall	Plaster	ND
16-01501 B-08	2 <sup>nd</sup> Floor Kitchen	Linoleum	ND
16-01501 B-10	2nd Floor Bathroom	Top layer linoleum/adhesive	ND
16-01501 B-11	2 <sup>nd</sup> Floor Bathroom	Original linoleum/adhesive	ND
16-01501 B-12	2 <sup>nd</sup> Floor Living Room	2x4' ceiling tile	ND
16-01501 B-13	2 <sup>nd</sup> Floor West Porch	Ceiling texture	ND
16-01501 B-14	2 <sup>nd</sup> Floor Kitchen	Ceiling texture	ND
16-01501 B-15	1 <sup>st</sup> Floor W Living Room	Ceiling texture	ND
16-01501 B-16	1 <sup>st</sup> Floor Mid Room	Ceiling texture	ND
16-01501 B-17	1 <sup>st</sup> Floor Kitchen	Ceiling texture	ND
16-01501 B-18	North Entry	Flooring/adhesive	ND
16-01501 B-19	N Entry Bsmt Storage	1x1' Ceiling tile	ND
16-01501 B-20	Basement	Floor sheeting	ND
16-01501 B-21	Basement	Floor sheeting	ND
16-01501 B-22	1 <sup>st</sup> Floor Bathroom	Linoleum/adhesive	ND
16-01501 B-23	1 <sup>st</sup> Floor Kitchen	Linoleum/adhesive	ND
16-01501 B-24	Garage	Black tar adhesive under siding	ND

**7.0 NON-SUSPECT MATERIALS**

The following materials are present in this building but are not considered as suspect asbestos building materials.

Functional Space	Material Identification
Exterior walls	Wood framing/stucco
Foundation	Concrete block/rock

**8.0 REGULATED WASTE INVENTORY**

The following items were visually identified within the building. The Minnesota Pollution Control Agency (MPCA) identifies these items as regulated waste materials that need to be removed prior to demolition for special waste disposal. The inventory as provided is a reasonable representation of the regulated materials present on the site at the time of the inspection. No fuel tanks or wells were visibly identified at this site. No below grade probing was conducted.

**ASBESTOS MATERIAL SURVEY**  
**1806 2<sup>ND</sup> AVENUE**  
**ANOKA, MINNESOTA**

The regulated waste materials that were identified for this site are as follows:

2<sup>nd</sup> Floor

- 1 vacuum

2<sup>nd</sup> Floor Kitchen

- Stove
- Refrigerator
- Thermostat on wall

Main Level Kitchen

- Stove
- 2 Refrigerator
- 1 microwave
- 1 CFL

Main Level

- Smoke detector (west porch)
- Smoke detector (west living room)
- 2 CFL's (west living room)
- Smoke detector (mid living room)
- 1 thermostat (mid living room)
- 2 CFL's (NW bedroom)
- Smoke detector (NW bedroom)
- 3 clothes dryers (east porch)
- 1 vacuum (east porch)

Basement

- 5-5 gallon pails paint
- 2 washing machines
- 1 clothes dryer
- 2 hot water heaters
- 1 furnace
- 1 TV

Garage

- 2 large TV's
- 1 jug qt oil/fluid
- 1 small mattress
- 2 small bikes
- 1 tire on rim
- 1 8' 2-bulb fluorescent light

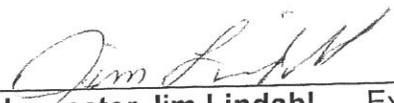
Misc

- Approximately 5-10 cubic yards of household/general waste

**ASBESTOS MATERIAL SURVEY**  
**1806 2<sup>ND</sup> AVENUE**  
**ANOKA, MINNESOTA**

**9.0 Asbestos Building Inspector Accreditation**

Please see the following pages for Minnesota Department of Health certification information.



**Inspector Jim Lindahl** Exp. Date 11/24/16  
Minnesota Certification Number – #AI2333

**Asbestos Chain of Custody**  
**EMSL Order Number (Lab Use Only):**

EMSL ANALYTICAL, INC.  
 14375 3<sup>RD</sup> AV<sup>E</sup> NORTH  
 MINNEAPOLIS, MN 55447  
 PHONE: (763) 440-4929  
 FAX: (763) 448-4924

1336

EMSL ANALYTICAL, INC.  
 LABORATORY PRODUCTS DIVISION

Company: Environmental Property Audits, Inc.		EMSL Bill to: <input checked="" type="checkbox"/> Same <input type="checkbox"/> Different <small>If Bill is Different note instructions in Comments**</small>	
Street: 2704 N 4 <sup>th</sup> Avenue		Third Party Billing requires written authorization from third party	
City: Anoka	State/Province: MN	Zip/Postal Code: 55303	Country: USA
Report To (Name): Jim Lindahl		Fax #: 763-323-6677	
Telephone #: 763-323-6700		Email Address: lindahlj@epaconsultants.com	
Project Name/Number: 1806 2 <sup>nd</sup> AVE ANOKA		U.S. State Samples Taken: MN	
Please Provide Results: <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email		Purchase Order:	

**Turnaround Time (TAT) Options\* - Please Check**

3 Hour   
  6 Hour   
  24 Hour   
  48 Hour   
  72 Hour   
  96 Hour   
  1 Week   
  2 Week

\*For TEM Air 3 hr through 6 hr, please call ahead to schedule. There is a premium charge for 3 Hour TEM AHERA or EPA Level II TAT. You will be asked to sign an authorization form for this service. Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide.

<b>PCM - Air</b> <input type="checkbox"/> NIOSH 7400 <input type="checkbox"/> w/ OSHA 8hr. TWA <b>PLM - Bulk (reporting limit)</b> <input checked="" type="checkbox"/> PLM EPA 600/R-93/116 (<1%) <input type="checkbox"/> PLM EPA NOB (<1%) Point Count <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1000 (<0.1%) Point Count w/Gravimetric <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1000 (<0.1%) <input type="checkbox"/> NYS 198.1 (friable in NY) <input type="checkbox"/> NYS 198.6 NOB (non-friable-NY) <input type="checkbox"/> NIOSH 9002 (~1%)	<b>TEM - Air <input type="checkbox"/> 4-4.5hr TAT (AHERA only)</b> <input type="checkbox"/> AHERA 40 CFR, Part 763 <input type="checkbox"/> NIOSH 7402 <input type="checkbox"/> EPA Level II <input type="checkbox"/> ISO 10312 <b>TEM - Bulk</b> <input type="checkbox"/> TEM EPA NOB <input type="checkbox"/> NYS NOB 198.4 (non-friable-NY) <input type="checkbox"/> Chatfield SOP <input type="checkbox"/> TEM Mass Analysis-EPA 600 sec. 2.5 <b>TEM - Water: EPA 100.2</b> Fibers >10µm <input type="checkbox"/> Waste <input type="checkbox"/> Drinking All Fiber Sizes <input type="checkbox"/> Waste <input type="checkbox"/> Drinking	<b>TEM - Dust</b> <input type="checkbox"/> Microvac - ASTM D 5755 <input type="checkbox"/> Wipe - ASTM D6480 <input type="checkbox"/> Carpet Sonication (EPA 600/J-93/167) <b>Soil/Rock/Vermiculite</b> <input type="checkbox"/> PLM CARB 435 - A (0.25% sensitivity) <input type="checkbox"/> PLM CARB 435 - B (0.1% sensitivity) <input type="checkbox"/> TEM CARB 435 - B (0.1% sensitivity) <input type="checkbox"/> TEM CARB 435 - C (0.01% sensitivity) <input type="checkbox"/> EPA Protocol (Semi-Quantitative) <input type="checkbox"/> EPA Protocol (Quantitative) <b>Other:</b> <input type="checkbox"/>
---	--	---

**Check For Positive Stop - Clearly Identify Homogenous Group**

Samplers Name: Jim Lindahl      Samplers Signature: Jim Lindahl

Sample #	Sample Description	Volume/Area (Air) HA # (Bulk)	Date/Time Sampled
16-01501 B-01	E. Porch Flat Roof		03-08-16
B-02	House Shingle		p.m.
B-03	House tarpaper		
B-04	2 <sup>nd</sup> floor wall sheetrock		
B-05	2 <sup>nd</sup> fl. wall skim coat		
B-06	2 <sup>nd</sup> fl wall plaster	} stop @ positive	
B-07	2 <sup>nd</sup> fl wall plaster		
B-08	2 <sup>nd</sup> fl Kitchen Linoleum	Test Bulk pad 1st	STOP @ positive

Client Sample # (s): 16-01501 B-01 - B-24      Total # of Samples: 24

Relinquished (Client): EPA inc gnd      Date: 03-09-2016      Time: 11:30 AM

Received (Lab): Kevin Wi      Date: 3/9/16      Time: 11:30

Comments/Special Instructions:

Asbestos Chain of Custody  
 EMSL Order Number (Lab Use Only):

1330

EMSL ANALYTICAL, INC.  
 4970 ...  
 MINNEAPOLIS, MN 55444  
 PHONE: (763) 440-1000  
 FAX: (763) 440-1000

EMSL ANALYTICAL, INC.  
 LABORATORY PRODUCTS TRAINING

Additional Pages of the Chain of Custody are only necessary if needed for additional sample information

Sample #	Sample Description	Volume/Area (Air) HA # (Bulk)	Date/Time Sampled
16-01501 B-09	2 <sup>nd</sup> Fl Kitchen 9"x9" Fl. tile	Blade mark	03-08-16
B-10	2 <sup>nd</sup> Fl Bath Room Top layer of Linoleum		
B-11	2 <sup>nd</sup> Fl Bath Rm. Original Linoleum	Test Back Pad 1 <sup>st</sup> STOP @ Positive	
B-12	2 <sup>nd</sup> Fl. L.R 2x4 ceiling tile		
B-13	2 <sup>nd</sup> Fl. West Park ceiling texture	} STOP @ Positive	
B-14	2 <sup>nd</sup> Fl Kitchen ceiling texture		
B-15	1 <sup>st</sup> Fl. W. Liv. Rm ceiling texture		
B-16	1 <sup>st</sup> Fl. mid Rm ceiling texture	} STOP @ Positive	
B-17	1 <sup>st</sup> Fl. Kitchen ceiling texture		
B-18	N. Entry Flooring		
B-19	N. <sup>Entry</sup> Bsmr Storage 1x1 ceiling tile		
B-20	Bsmr Fl. Siding	Test Back Pad 1 <sup>st</sup> STOP @ Positive	
B-21	Bsmr Fl. Siding	DO NOT TEST IF # 2 is Positive	
B-22	1 <sup>st</sup> Fl. Bathrm Linoleum	Test Back Pad 1 <sup>st</sup> STOP @ positive	
B-23	1 <sup>st</sup> Fl. Kitchen Linoleum	Test Back Pad 1 <sup>st</sup> STOP @ Positive	
B-24	Garage Siding		
*Comments/Special Instructions: 1806 2 <sup>nd</sup> AVE ANOKA E P A. INC.			



# EMSL Analytical, Inc.

14375 23rd Avenue North Minneapolis, Mn 55447  
Tel/Fax: (763) 449-4922 / (763) 449-4924  
http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 351601336  
Customer ID: ENVP52  
Customer PO:  
Project ID:

Attention: Jim Lindahl  
Environmental Property Audits, Inc  
2701 4th Avenue North  
Anoka, MN 55303  
Phone: (763) 323-6700  
Fax: (763) 323-6677  
Received Date: 03/09/2016 11:30 AM  
Analysis Date: 03/11/2016  
Collected Date: 02/08/2016  
Project: 1806 2nd AVE ANOKA

## Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16-01501 B-01 <small>351601336-0001</small>	E. Porch Flat Roof	Black Fibrous Heterogeneous	40% Cellulose 15% Synthetic	45% Non-fibrous (Other)	None Detected
16-01501 B-02 <small>351601336-0002</small>	House Shingle	Brown/Gray/Black Fibrous Heterogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
16-01501 B-03 <small>351601336-0003</small>	House Tarpaper	Black Fibrous Homogeneous	60% Cellulose	40% Non-fibrous (Other)	None Detected
16-01501 B-04 <small>351601336-0004</small> <i>This is a composite result of sheetrock and jt. compound</i>	2nd Floor Wall Sheetrock	Tan/White Fibrous Heterogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
16-01501 B-05 <small>351601336-0005</small>	2nd Fl. Wall Skim Coat	White/Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
16-01501 B-06 <small>351601336-0006</small>	2nd Fl Wall Plaster	Gray/Beige Fibrous Homogeneous	2% Hair	98% Non-fibrous (Other)	None Detected
16-01501 B-07 <small>351601336-0007</small>	2nd Fl Wall Plaster	Gray/Beige Fibrous Homogeneous	2% Hair	98% Non-fibrous (Other)	None Detected
16-01501 B-08 <small>351601336-0008</small>	2nd Fl Kitchen Linoleum	Beige Non-Fibrous Heterogeneous	40% Cellulose <1% Glass	60% Non-fibrous (Other)	None Detected
16-01501 B-09-Floor Tile <small>351601336-0009</small>	2nd Fl Kitchen 9"x9" Fl. tile/Black Mastic	Brown/Yellow Non-Fibrous Homogeneous		96% Non-fibrous (Other)	4% Chrysotile
16-01501 B-09-Mastic <small>351601336-0009A</small>	2nd Fl Kitchen 9"x9" Fl. tile/Black Mastic	Black Non-Fibrous Homogeneous		97% Non-fibrous (Other)	3% Chrysotile
16-01501 B-10-Linoleum <small>351601336-0010</small>	2nd FL Bathroom Top layer of Linoleum	White/Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
16-01501 B-10-Adhesive <small>351601336-0010A</small>	2nd FL Bathroom Top layer of Linoleum	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
16-01501 B-11-Beige Adhesive <small>351601336-0011</small>	2nd Fl Bath Rm. Original Linoleum	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
16-01501 B-11-Gray Fibrous Layer <small>351601336-0011A</small>	2nd Fl Bath Rm. Original Linoleum	Gray Fibrous Homogeneous	50% Cellulose	50% Non-fibrous (Other)	None Detected



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 http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 351601336  
 Customer ID: ENV52  
 Customer PO:  
 Project ID:

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16-01501 B-11-Tan Fibrous Layer	2nd Fl Bath Rm. Original Linoleum	Tan Fibrous Homogeneous	100% Cellulose		None Detected
351601336-0011B					
16-01501 B-12	2nd Fl. L.R. 2x4 Ceiling tile	Gray/White Fibrous Homogeneous	70% Cellulose 10% Min. Wool	10% Perlite 10% Non-fibrous (Other)	None Detected
351601336-0012					
16-01501 B-13	2nd Fl. West Porch Ceiling texture	White/Beige/Gold Non-Fibrous Homogeneous	5% Fibrous (Other)	15% Mica 80% Non-fibrous (Other)	None Detected
351601336-0013					
16-01501 B-14	2nd Fl. Kitchen Ceiling texture	White/Beige/Gold Non-Fibrous Homogeneous		15% Mica 85% Non-fibrous (Other)	None Detected
351601336-0014					
16-01501 B-15	1st Fl. W. Liv. Rm Ceiling texture	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
351601336-0015					
16-01501 B-16	1st Fl. Mid Rm Ceiling texture	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
351601336-0016					
16-01501 B-17	1st Fl. Kitchen Ceiling texture	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
351601336-0017					
16-01501 B-18-Flooring	N. Entry Flooring	White/Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
351601336-0018					
16-01501 B-18-Adhesive	N. Entry Flooring	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
351601336-0018A					
16-01501 B-19	N. Entry BSMT Storage 1x1 Ceiling tile	Brown/White Fibrous Homogeneous	90% Cellulose	10% Non-fibrous (Other)	None Detected
351601336-0019					
16-01501 B-20	BSMT Fl. Sheeting	Gray/Red/Black Fibrous Heterogeneous	50% Cellulose 5% Hair	45% Non-fibrous (Other)	None Detected
351601336-0020					
16-01501 B-21	BSMT Fl. Sheeting	Red/Black/Beige Fibrous Heterogeneous	50% Cellulose 5% Hair	45% Non-fibrous (Other)	None Detected
351601336-0021					
16-01501 B-22-Linoleum	1st Fl. BathRm Linoleum	Brown/Beige Fibrous Homogeneous	25% Cellulose	50% Non-fibrous (Other)	25% Chrysotile
351601336-0022					
16-01501 B-22-Adhesive	1st Fl. BathRm Linoleum				Stop Positive (Not Analyzed)
351601336-0022A					
16-01501 B-23-Linoleum	1st Fl. Kitchen Linoleum	Brown/Beige Fibrous Homogeneous	30% Cellulose 10% Glass	60% Non-fibrous (Other)	None Detected
351601336-0023					
16-01501 B-23-Adhesive	1st Fl. Kitchen Linoleum	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
351601336-0023A					
16-01501 B-24-Siding	Garage Siding	Gray/White Fibrous Homogeneous		90% Non-fibrous (Other)	10% Chrysotile
351601336-0024					



# EMSL Analytical, Inc.

14375 23rd Avenue North Minneapolis, Mn 55447  
Tel/Fax: (763) 449-4922 / (763) 449-4924  
http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 351601336  
Customer ID: ENVP52  
Customer PO:  
Project ID:

## Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16-01501 B-24-Black Tar Adhesive	Garage Siding	Black Non-Fibrous Homogeneous	3% Cellulose	97% Non-fibrous (Other)	None Detected

351601336-0024A

Analyst(s)

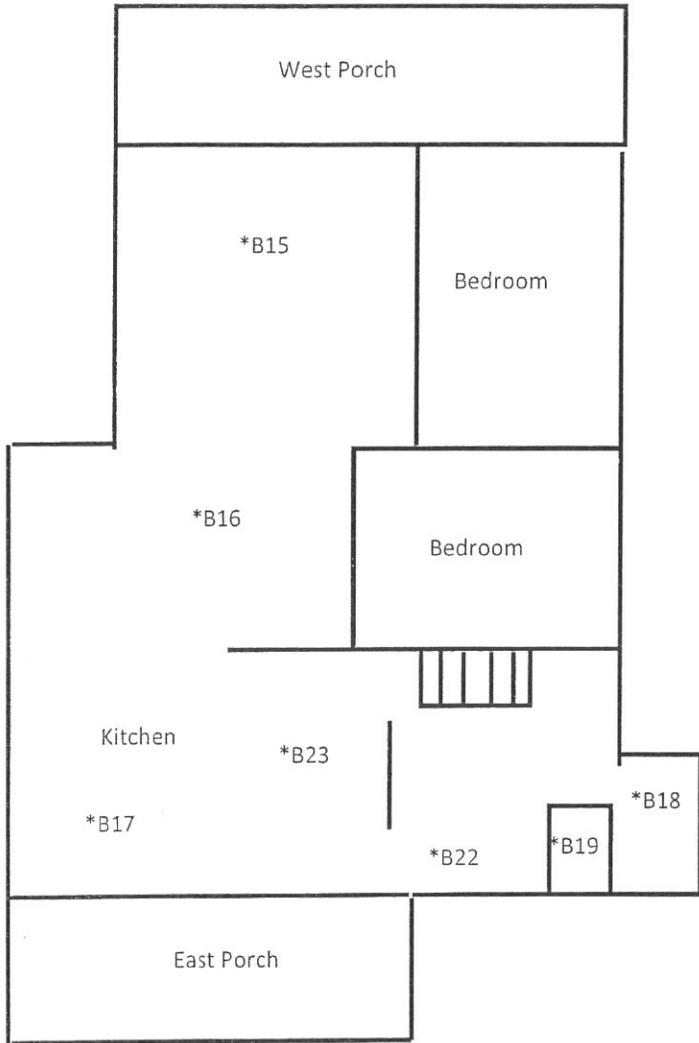
George Sullivan (31)

Rachel Travis, Laboratory Manager  
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted. Estimated accuracy, precision and uncertainty data available upon request. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Reporting limit is 1%

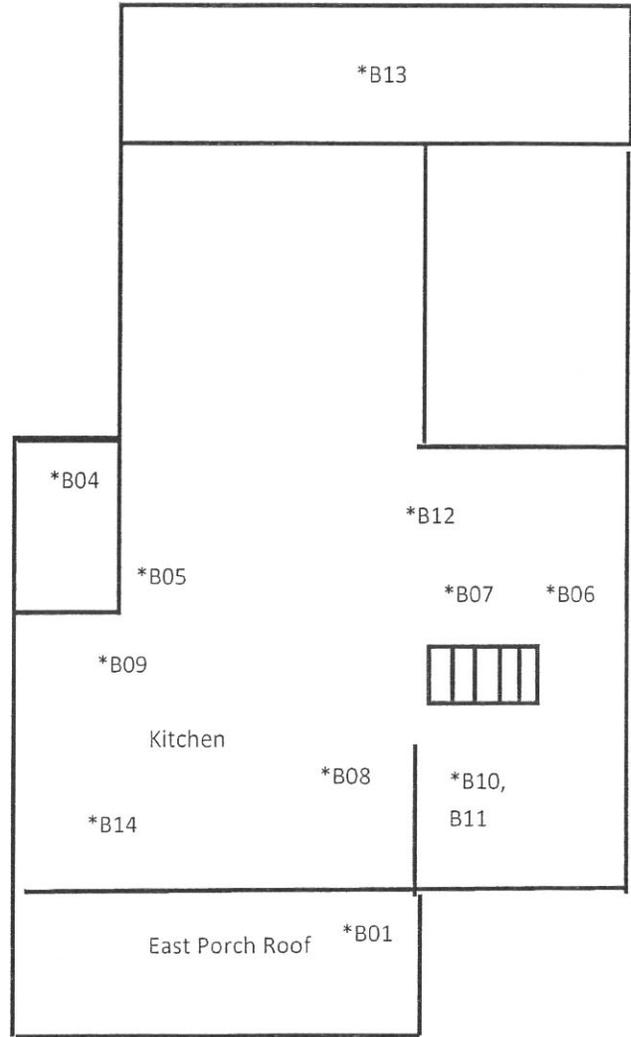
Samples analyzed by EMSL Analytical, Inc. Minneapolis, Mn NVLAP Lab Code 200019-0

Initial Report From: 03/11/2016 12:51:37



MAIN LEVEL

NOTE: B20 & B21 were sampled in the basement



UPPER LEVEL

NOTE: B24 was sampled in the garage

1806 2nd AVENUE

ANOKA, MN



Not to scale

Certificate No: 5LM11241502IR

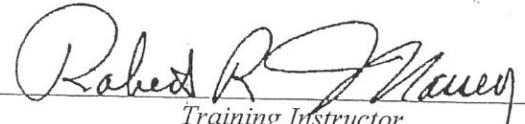
Expiration Date: November 24, 2016

This is to certify that  
**James R. Lindahl**  
has attended and successfully completed an  
**ASBESTOS INSPECTOR  
REFRESHER TRAINING COURSE**

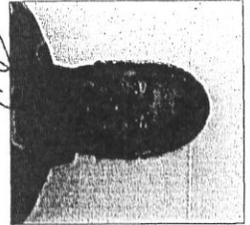
permitted by  
the State of Minnesota under Minnesota Rules 4620.3702 to 4620.3722  
and meets the requirements of  
Section 206 of Title II of the Toxic Substances Control Act (TSCA)  
conducted by

**Lake States Environmental, Ltd.**  
in  
**Hinckley, MN on November 24, 2015**  
**Examination Date: November 24, 2015**

Lake States Environmental, Ltd  
P. O. Box 645, Rice Lake, WI 54868  
(800) 254-9811

  
Training Instructor

Director, Env. Health Div.



No. AI2333

Issued: 12/04/2015

  
Certified by  
State of Minnesota  
Department of Health  
Expires: 11/24/2016  
James R. Lindahl  
2701 4th Ave. N.  
Anoka, MN 55303

Environmental Property Audits, Inc.  
 2701 4th Avenue North  
 Anoka, MN 55303  
 763-323-6700

# Invoice

Date	Invoice #
3/17/16	16-01501

Bill To
Mr. Darin Berger Economic Development Manager City of Anoka 2015 First Avenue Anoka, MN 55303

Client PO/Proj #	Terms	Date Completed	Project Location
Verbal-DB	Net 30	3/8/16	1806 2nd Avenue

Item	Description	Qty	Rate	Amount
	PRE-DEMOLITION SURVEY			
Insp.-Demo (O)	Certified Asbestos Inspector for Inspection and Sampling for Suspect Asbestos Materials	2.5	75.00	187.50
Lab -Bulk	Analysis by Polarized Light Microscopy (PLM)	24	20.00	480.00
Lab -Bulk1	Additional layers analyzed by Polarized Light Microscopy (PLM)	7	15.00	105.00
Regulated Waste ...	Review of regulated waste materials per MPCA guidelines	1	50.00	50.00
Report-Summary	Sampling and Condition Summary	1	82.50	82.50
Clerical/Drawing	Administrative support/drawing	1	45.00	45.00
Thank you for your business. A 1 1/2% finance charge will be added to invoices over 30 days past due				
<b>Total</b>				\$950.00
Payments/Credits				\$0.00
<b>Balance Due</b>				\$950.00

# MAVO SYSTEMS

Environmental Contracting Services.

# PROPOSAL

DATE: 3/21/16

PROPOSAL SUBMITTED TO: EPA	PROPOSAL NO:
ADDRESS: 2701 4th Ave N	DESCRIPTION OF WORK: Asbestos abatement
CITY, STATE, ZIP: Anoka, MN 55303	SITE LOCATION: Vacant House
ATTENTION: Jim Lindahl	ADDRESS: 1806 2nd ave
PHONE NO:	CITY, STATE, ZIP: Anoka, MN
E-MAIL ADDRESS:	FAX NO:

Mavo Systems, Inc. proposes the following scope of work:

- 1) To remove asbestos flooring from the 1st floor bathroom, 2nd floor kitchen using criticals and negative air.
- 2) To remove transite siding from the exterior garage walls using drop cloths.
- 3) Remove the regulated waste as listed on page 5 of the survey.
- 4) Run final air samples in the house once work is complete.

**Asbestos removal.....\$5,700.00**  
**Regulated waste removal....\$1,625.00**  
**Air sample clearemcce.....\$350.00**

\* Included in the price is the cost of labor, material, equipment, disposal, permits, OSHA air sampling, insurance, overhead and profit.

We propose to furnish material and labor - complete in accordance with above Scope of Work, for the sum of:  
dollars

**Terms of Payment: Net 30 days**

Payment(s) to be made as follows:

In the event payment are not made as outlined herein, the undersigned agrees to pay all costs of collection and attorney's fees incurred by Mavo Systems, Inc. All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration of deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent

upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Owner agrees to supply Mavo Systems, Inc. with 110 volt power and portable water to complete the cleaning process.

Authorized Signature **Jay Robertson** Note: This proposal may be withdrawn by us if not accepted within 60 days

Jay Robertson, Project Manager

**Acceptance of Proposal:** The above prices, specifications

and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_

Date of Acceptance:

Signature \_\_\_\_\_

MAVO SYSTEMS, INC.  
4330 Centerville Road  
White Bear Lake, MN 55127

OFFICE NO.: (763) 788-7713  
FAX NO.: (763) 788-9560  
TOLL FREE NO.: (888) 788-4378

E-MAIN ADDRESS: MAVOSYSTEM@AOL.COM

# **AGENDA ITEM VII. A.**



2015 1st Avenue North  
Anoka, MN 55303  
(763) 576-2743

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# Memo

**To:** HRA Board Members  
**From:** Darin Berger, Housing Manager  
**Date:** April 11<sup>th</sup>, 2016  
**Re:** Review of Quarterly Financial Report

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Attached for the Board's review is the 2016 First Quarter Financials. The City's Finance Director, Lori Yager, will be in attendance to present the report and answer any questions you might have.

**Action Requested: Review and comment on the 2016 First Quarter Financials.**

## Memorandum

**Date:** 4/11/16  
**To:** Darin Berger  
**Cc:** HRA Board Members  
**From:** Lori Yager, Finance Director  
**RE:** MARCH 31, 2016 Financial Reports

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Attached is the March 31, 2016 financial report for the HRA.

This report reflects primarily cash activities for the HRA. This report is unaudited.

**2016 FINANCIAL REPORT - MARCH**

**HRA FUND**

Year To Date    3 Months    25% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 221,400	\$ 53,136	24.00%
Interest Earnings	4,000	2,777	69.43%
Other Miscellaneous	<u>0</u>	<u>0</u>	
<b>Total</b>	<b>\$ 225,400</b>	<b>\$ 55,913</b>	<b>24.81%</b>
<u>Expenditures</u>			
Personnel Services	\$ 81,540	\$ 1,776	2.18%
Supplies	3,000	0	0.00%
Professional	23,565	1,597	6.78%
Contractual Services	1,620	405	25.00%
Improvement Projects	150,000	12,823	8.55%
Contingency	<u>7,500</u>	<u>0</u>	
<b>Total</b>	<b>\$ 267,225</b>	<b>\$ 16,601</b>	<b>6.21%</b>
<b>Sources (Uses) of Fund Balance</b>	<b>(\$41,825)</b>	<b>\$39,312</b>	<b>-93.99%</b>

**HRA Central Business TIF District**

Year To Date    3 Months    25% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 301,500	\$ 72,360	24.00%
Interest Earnings	500	1,371	274.20%
Other Miscellaneous	<u>4,465</u>	<u>0</u>	
<b>Total</b>	<b>\$ 306,465</b>	<b>\$ 73,731</b>	<b>24.06%</b>
<u>Expenditures</u>			
Personnel Services	\$ 3,390	\$ 929	27.40%
Professional	26,995	5,367	19.88%
Contractual	2,000	0	0.00%
Redevelopment	200,000	0	0.00%
Blighted/Scattered Site Housing	<u>100,000</u>	<u>0</u>	
<b>Total</b>	<b>\$ 332,385</b>	<b>\$ 6,296</b>	<b>1.89%</b>
<b>Sources (Uses) of Fund Balance</b>	<b>(\$25,920)</b>	<b>\$67,435</b>	<b>-260.17%</b>

**HRA Business Core TIF District**  
 Year To Date 3 Months 25% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 40	\$ 10	
Interest Earnings	10	(100)	-1000.00%
	\$ 50	\$ (90)	-180.80%
 <u>Expenditures</u>			
Personnel Services	\$ 60	\$ 15	25.00%
Professional	10	0	0.00%
Contractual Services		0	
Interest expense	0	0	
	\$ 70	\$ 15	21.43%
 <b>Sources (Uses) of Fund</b>			
<b>Balance</b>	<b>(\$20)</b>	<b>(\$105)</b>	

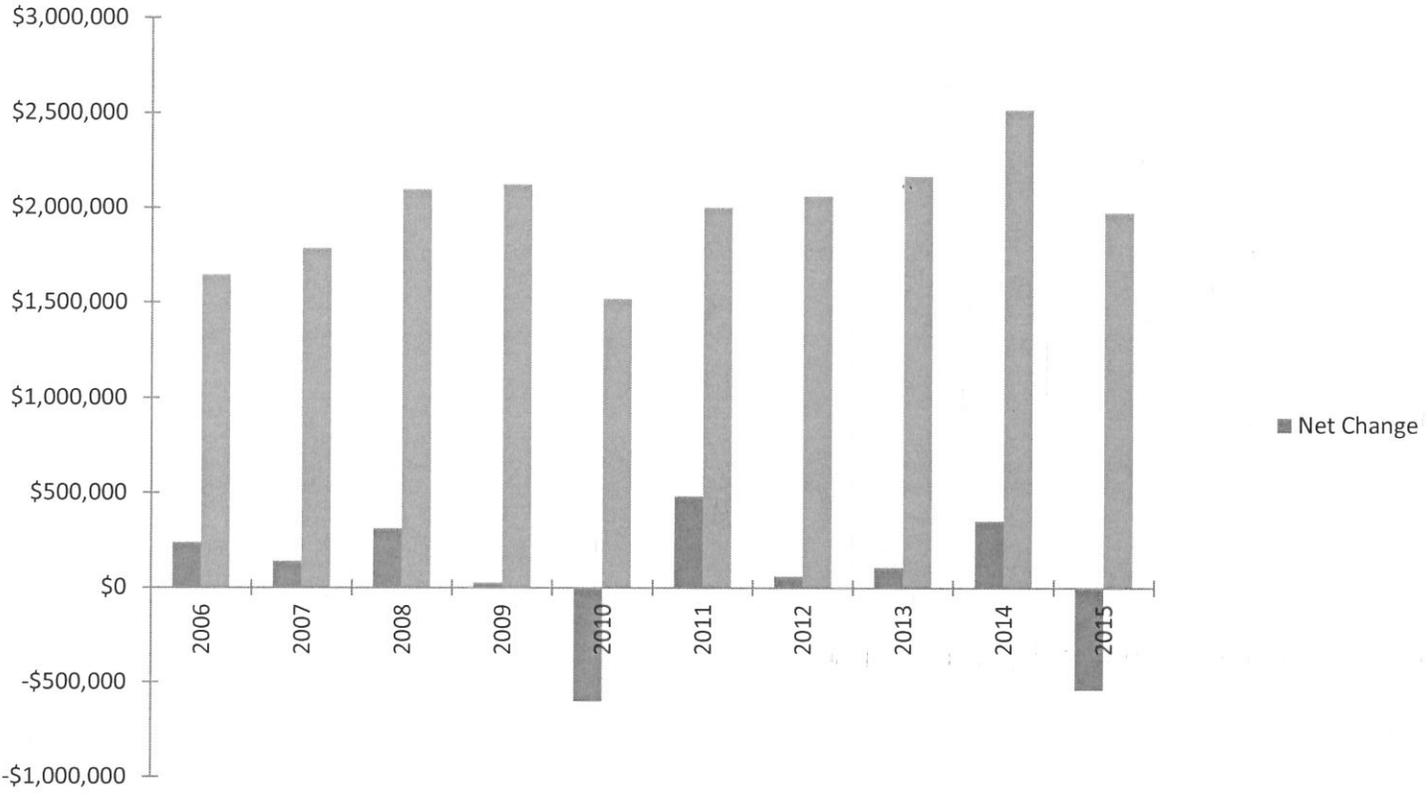
CITY OF ANOKA  
SCHEDULE OF HOUSING AND REDEVELOPMENT AUTHORITY  
March 31, 2016

	830 HRA	834 Commercial	835 Housing	840 TAX INCR.	845 TAX INCR.	847 S.Bus.Dist.	2016 TOTAL	Year End 2015 TOTAL
CASH	551,517	32,489	84,057	55,489	3,850	1,766	729,168	997,333
TAXES RECEIVABLE:	57,013			72,929	10	0	129,952	7,662
ACCOUNTS RECEIVABLE							0	0
INTEREST RECEIVABLE						0	0	3,223
LOANS RECEIVABLE	145,179	110,407	179,473				435,059	412,544
DUE FROM OTHER FUNDS	0		0	663,000			663,000	438,000
LAND	400,531			579,755		241,794	1,222,080	980,686
<b>TOTAL ASSETS</b>	<b>1,154,240</b>	<b>142,896</b>	<b>263,530</b>	<b>1,371,173</b>	<b>3,860</b>	<b>243,560</b>	<b>3,179,259</b>	<b>2,839,448</b>
ACCOUNTS PAYABLE	25		70	0			95	7,366
ACCRUED WAGES PAYABLE							0	43
DUE TO OTHER FUNDS				0	168,000	495,000	663,000	438,000
DUE TO OTHER GOVERNMENTS				0			0	0
DEFERRED REVENUE	149,206	110,613	181,403	569	0	0	441,791	416,990
<b>TOTAL LIABILITIES</b>	<b>149,231</b>	<b>110,613</b>	<b>181,473</b>	<b>569</b>	<b>168,000</b>	<b>495,000</b>	<b>1,104,886</b>	<b>862,399</b>
FUND BALANCE:								
DECEMBER 31, 200X	965,697	32,262	96,845	1,297,720	(164,035)	(251,440)	1,977,049	2,519,103
PRIOR PERIOD ADJ								
INCOME (LOSS)	39,312	21	-14,788	72,884	(105)	0	97,324	(542,054)
<b>TOTAL FUND BALANCE</b>	<b>1,005,009</b>	<b>32,283</b>	<b>82,057</b>	<b>1,370,604</b>	<b>(164,140)</b>	<b>(251,440)</b>	<b>2,074,373</b>	<b>1,977,049</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>1,154,240</b>	<b>142,896</b>	<b>263,530</b>	<b>1,371,173</b>	<b>3,860</b>	<b>243,560</b>	<b>3,179,259</b>	<b>2,839,448</b>

CITY OF ANOKA  
SCHEDULE OF HOUSING AND REDEVELOPMENT AUTHORITY  
March 31, 2016

	830 HRA	834 Commercial	835 Housing	840 TAX INCR.	845 TAX INCR.	847 S.Bus.Dist.	2016 TOTAL	Year End 2015 TOTAL
REVENUES:								
TAXES	53,136			72,360	10		125,506	483,529
INTERGOVERNMENTAL	0				0		0	0
INTEREST INCOME	2,777	311	-266	-1,068	78		1,832	9,795
GAIN FROM INVESTMENTS		-314	608	2,439	(178)		2,555	11
REVOLVING LOAN		24	2,683				2,707	78,351
OTHER	0		0				0	75,000
	<u>55,913</u>	<u>21</u>	<u>3,025</u>	<u>73,731</u>	<u>(90)</u>	<u>0</u>	<u>132,600</u>	<u>646,686</u>
EXPENDITURES:								
PERSONAL SERVICES	1,776			847			2,623	55,094
SUPPLIES	0			0	15	0	15	47
PROFESSIONAL SERVICES	1,597		700	0	0	0	2,297	45,493
CONTRACTUAL SERVICES	405			0			405	13,731
REVOLVING LOANS			16,493				16,493	119,889
DISCOUNTS/REBATES							0	0
MECHANICAL	3,000			0			3,000	1,000
PROJECTS	9,823		620	0			10,443	359,651
LOSS ON ASSET DISPOSAL							0	567,655
LAND				0			0	
INTEREST EXPENSE				0	0	0	0	26,180
	<u>16,601</u>	<u>0</u>	<u>17,813</u>	<u>847</u>	<u>15</u>	<u>0</u>	<u>35,276</u>	<u>1,188,740</u>
EXCESS REVENUES OVER EXPENDITURES	39,312	21	-14,788	72,884	(105)	(0)	97,324	(542,054)
TRANSFERS							0	
NET INCOME	<u>39,312</u>	<u>21</u>	<u>-14,788</u>	<u>72,884</u>	<u>(105)</u>	<u>(0)</u>	<u>97,324</u>	<u>-542,054</u>

# HRA Fund Balance Trend



# AGENDA ITEM VII. B.

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# Memo

**To:** HRA Board Members

**From:** Darin Berger, Housing Manager

**Date:** April 11<sup>th</sup>, 2016

**Re:** Quarterly Loan Program Activity Summary from Center for Energy & Environment

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The Center for Energy & Environment administers all City of Anoka Housing & Redevelopment Authority funded loans. Staff has provided a report of loan activity for the period of January 1<sup>st</sup>, 2016 through March 31<sup>st</sup>, 2016 for your review and comment.

Staff has also included an Activity Report from last year during this same period for your reference.

**Action Requested: No action is necessary at this time, discussion item only.**

# Anoka Loan Summary Report

## Activity for Period 1/1/16 - 3/31/16



Application packets requested/mailed:	This period:	6	Year-to-Date:	6
Residential Advisor Visits:	This period:	0	Year-to-Date:	0
Loans currently in process for residents in your City/Neighborhood:				2

Closed Loans	This period:		Year-to-Date:		
<b>City of Anoka</b>		Units			Units
		0			0
Closed End	16,493.00	2		16,493.00	2
Deferred-OwnerOccupied	9,823.00	1		9,823.00	1
Deferred-Rental Property	0.00	0		0.00	0
Grant-Mechanical Improvement	2,000.00	2		2,000.00	2
Homebuyer Assistance Deferred	0.00	0		0.00	0
Homebuyer Rehab Deferred		0			0
<b>Total</b>	<b>28,316.00</b>	<b>5</b>		<b>28,316.00</b>	<b>5</b>
<b>MHFA CFUF</b>		Units			Units
Interest Subsidy	0.00	0		0.00	0
<b>Total</b>	<b>0.00</b>	<b>0</b>		<b>0.00</b>	<b>0</b>
<b>Leveraged Funds</b>	This period:	Units	Year-to-Date:	Units	
		0		0	
<b>Total</b>		<b>0</b>		<b>0</b>	

Types of Improvements Financed YTD	# of Projects	% of Total
Heating System	4	80.00
Windows, Doors, Storm Windows, Storn	1	20.00

Types of Properties Financed YTD	#	% of Total
Single Family Residence	5	100.00