



HOUSING &
REDEVELOPMENT
AUTHORITY

CITY OF ANOKA

Housing & Redevelopment Authority

Monday, July 11th, 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. June 13th, 2016 Regular Meeting
- V. Open Forum
- VI. Unfinished Business
 - A. Walker Methodist Plaza Gardens Report
 - B. HRA Owned Land on 2nd Ave between Madison and Monroe Streets Report
 - C. Land Swap and Sale of Property on Fairoak Avenue and First Avenue Report
 - D. 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 – JUNE 13, 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, Colleen Werdien. Absent: Commissioner Lori Manzoline. Staff present were: Housing Manager Darin Berger. Others present: None.

Approval of the Agenda: MOTION BY COMMISSIONER BONTHUIUS, SECONDED BY COMMISSIONER HOPKINS, TO APPROVE THE AGENDA AS PRESENTED.

UPON A VOICE VOTE, MOTION CARRIED.

Approval of Minutes:

May 9, 2016, Regular Meeting: MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIUS, TO APPROVE THE MAY 9, 2016, REGULAR MEETING MINUTES AS PRESENTED.

Commissioner Bonthuis said he was pleased to learn of the potential naming of the Walker Plaza Garden skyway honoring the late Merrywayne Elvig and asked if that has been confirmed. Housing Manager Darin Berger said that is confirmed and will share more details later in the agenda.

Chair Youngquist said once he was made officially aware of the dedication he contacted Commissioner Elvig's daughter to make them aware as well and shared that of course they were very pleased. He noted this is the right thing to do for all of Commissioner Elvig's work in Anoka.

UPON A VOICE VOTE, MOTION CARRIED.

May 9, 2016, Worksession: MOTION BY COMMISSIONER BONTHUIUS, SECONDED BY COMMISSIONER WERDIEN, TO APPROVE THE MAY 9, 2016, WORKSESSION MINUTES AS PRESENTED.

Chair Youngquist thanked Mr. Berger for the worksession presentation and information, stating it was very educational and informative, and while the outcome of rental licensing will be up to the Council the information was very helpful.

Commissioner Bonthuis said he was pleased to see the proposed 10-fold increase in inspections, adding that will be remarkable. Mr. Berger said the increase is not that difficult to achieve considering the current frequency of inspections and said this has been a big goal of staff and Council.

UPON A VOICE VOTE, MOTION CARRIED.

Open Forum: Barb Thurston, 1815 3rd Avenue, said she is here for an item on the agenda that could affect her neighborhood and asked permission to ask questions.

Unfinished Business:

Walker Methodist Plaza Gardens Report: Mr. Berger stated as of June 9 Walker Plaza Gardens has an interest list of over 40 people. This number will significantly increase as the project nears completion later this summer.

Mr. Berger said Walker Methodist submitted their fifth request for disbursement on June 8, 2016, based on the terms of the development agreement and shared Draw Request #5 with the Board. Per the development agreement, the HRA is reimbursing Walker Methodist up to \$250,000 in Tax Increment Financing (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. Based on that language staff approved the fifth disbursement of \$54,411.00 to Weis Builders:

Earthwork/Sitework: \$46,004 (labor)
Earthwork/Sitework: \$ 8,407 (materials)

Total This Draw: \$54,144

Disbursement #1: \$124,705
Disbursement #2: \$28,920
Disbursement #3: \$26,770
Disbursement #4: \$10,261
Disbursement #5: \$54,411

Mr. Berger said Walker Methodist has refinanced Walker Plaza and intends to put up to \$1.5 million into the existing building beginning later this month. Improvements are set to include exterior façade upgrades, interior reconfiguration of spaces and cosmetic finishes. Mr. Berger said Weis Builders are still on schedule for an August/September 2016 completion and shared recent photos of the project. He said their grand opening and ribbon cutting will be held on September 15 from 1:30-3:30 p.m., including the skyway dedication to Commissioner Elvig.

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

Commissioner Bonthuis asked if they intend to do anything to tie the two buildings together better. Mr. Berger said they will be adding offices and transplanting the kitchen but noted the exteriors will not match. He said they will be including windows to help with heating costs and include lighting and carpet in the common areas so smaller touches will be carried over from each building.

Chair Youngquist said the proposed upgrades will cost \$1.5 million. Mr. Berger said the actual construction will be \$1 million after financing costs which is a significant investment in Anoka.

Mr. Berger shared photographs of the current project. Chair Youngquist inquired about the video of the skyway raising. Mr. Berger said the team is still working on it but that he will share it with the Board once received.

HRA Owned Land on 2nd Avenue between Madison and Monroe Streets: Mr. Berger stated on June 7 staff signed a listing agreement with Chris Fritch of KW Commercial for a period of one year. He said Chris is the Commercial Director of Real Estate Sales and has 29 years of experience in the real estate field, adding his commission shall be calculated as 6% of the gross sales price, which is currently negotiable. KW Commercial will be working with the City to provide a possible mix of housing, retail/commercial and parking on this site. Staff hopes to address the needs of the community while providing an aesthetically pleasing and functional addition to the area.

Mr. Berger outlined Chris Fritch's responsibilities outlined in the broker proposal. He said staff is in the process of getting permission from the Anoka-Hennepin School District and the City of Anoka to market their parcels that are included in this future development site. No problems are foreseen there. Once this is attained KW Commercial will proceed with marketing the property. By the end of this week a proper "For Sale" sign with a general mock-up is anticipated to be placed in the ground on this site. Mr. Berger shared an aerial map of the site, broker proposal and listing agreement with the Board.

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

Commissioner Bonthuis asked if staff has any idea of a range the property may be valued at. Mr. Berger said there are many variables and the HRA does have some information but said the actual payment will not factor in as people come forward with potential plans that will help as well as Chris Fritch's input. He said they will provide that opinion once someone comes forward but if the Board wants to see a range staff can provide that information.

Commissioner Hopkins said she is fine waiting until we know what type of project could come forward.

Chair Youngquist said commercial property is different than residential and with raw land and not knowing what the developer is proposing a value may be difficult, stating we should not dictate a price until we know what they intend to propose.

Mr. Berger said Grassroots Cooperative Café has expressed an interest but whether or not they end up here is one thing. He said they are trying to raise capital as they want to stay in Anoka so staff will be contacting them. He said they may have a developer who may already has a tenant in mind so we will see how things move forward.

Ms. Thurston asked if all the parcels include the City and school district or can they choose one. Mr. Berger said that is a possibility adding we did not want to market just one parcel if a developer wanted a larger site so this way we keep options open.

Ms. Thurston inquired about the zoning. Mr. Berger said he believes the parcels are all zoned R-4 but will confirm.

Ms. Thurston said there are limits to what could be reconstructed. Mr. Berger said the parcels will likely be rezoned but would depend on what type of project is proposed.

Ms. Thurston inquired about parking for the school district. Mr. Berger said if the area were to be developed we would have to address parking in some form such as a ramp or surface lot. He said there is parking in the area but we have to look at what they have and what more is needed.

Chair Youngquist said because of rezoning the plan would need Planning Commission approval which would include parking discussions. He said he would prefer continuity and doing the entire area instead of piecemeal.

Ms. Thurston said there are many issues due to the topography and said it is difficult to envision how everything would fit.

Chair Youngquist said there will be an opportunity for input, including the neighborhood, adding he does not want to see a hodge-podge of development in this area.

Commissioner Bonthuis said the commercial real estate agent will likely give some input on one or two developers to maintain some continuity.

Commissioner Hopkins agreed, adding the Planning Commission will help create some standards. She said our intent is to sell this as a single parcel and not split and that the developer coming in would be responsible to present a plan that is agreeable to the City. She said this is a nice area and wants to support the neighborhood and City.

Chairpersons Quarterly Meeting Recap: Chair Youngquist stated that he attended the quarterly Chairpersons Communication Board meeting on June 1 and gave a brief recap of discussion points. He said Chairs from the Planning Commission, Economic Development Commission (EDC), Waste Reduction and Recycling Board (WRRB) and Parks and Recreation Commission attended. He said the Planning Commission reviewed Riverplace and its development and noted this project is really moving forward. He said they are currently reevaluating certain agenda items and continue to do great work. Chair Youngquist said the EDC' new staff person Doug Borglund, Deputy Community Development Director, is doing good work and will give them a positive direction. He said the WRRB April had a successful recycling day and has scheduled another one for the fall, adding they are a very active group. He noted the Parks and Recreation Commission said a full plate as well with 97 games scheduled for Castle Field 97, adding it is great the fields are being used. He said he shared an update on the Walker Plaza Gardens project, 1806 2nd Avenue acquisition, and other projects the HRA is working on.

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

Other Reports: Mr. Berger shared the Gladstone Cooperative project is moving forward, stating the 59-unit project closed June 3 and that construction will begin by November 1. He said this three-story project has 44 units committed which is a big milestone for the development. He said they needed 70% commitment for HUD financing and that this will be a positive addition to Anoka.

Chair Youngquist said they were eight units short for the down payment but that 50% would not make the full commitment so he is pleased to hear of this progress. Mr. Berger said the most recent extension was for June 1 so he is pleased they were able to close.

Chair Youngquist inquired about the City Hall parking lot. Mr. Berger said the lot will be striped and will open later this week, adding the current lighting is temporary and will take six months to get the final standards installed.

New Business:

Consideration of Land Swap and Sale of Property on Fair Oak Avenue and 1st Avenue: Mr. Berger stated staff diligently tried to work out a deal to purchase 1812 1st Avenue from Beehive Partners, LLC, prior to selling the property to Walker Methodist for the Plaza Gardens project. This would have provided a uniform, square site and allowed Walker Methodist more land to develop, specifically for landscaping and screening. The timing for the parties involved did not match up and we proceeded without the parcel at 1812 1st Avenue. Since then however, Beehive Partners LLC has expressed interest in assembling more land between River Lane and 1st Avenue for a potential future redevelopment. A plan with several moving pieces was hatched and we currently have a verbal agreement from all parties to see this through. Staff shared a list of owners and what each party will give and receive and maps for the Board's consideration.

Action Requested: Authorize the Housing Manager to enter into the Agreement to Exchange Property for conveyance of 2810 Fair Oak Avenue to the City of Anoka and sale of 1812 1st Avenue in the amount of \$20,000 to Walker Methodist Plaza Gardens by motion, second and vote.

Commissioner Hopkins asked if there are any structures on the property. Mr. Berger said there are no structures on the property so no demolition costs would be involved.

Commissioner Hopkins asked if there is any indication from Beehive Partners about their goal. Mr. Berger said they have not shared anything with staff but said when the area was reviewed it was agreed it would likely be more rowhomes or townhomes but nothing of higher density, adding we have nothing of formal agreement to that though.

Commissioner Werdien asked what Beehive Partners intend to do. Mr. Berger said they are not land developers but do own several properties in Anoka.

Chair Youngquist said they had wanted to square off the property and thought Walker Plaza would need that in order to do their project but that of course is not the case. He said he thought it would be helpful to Beehive to have something on their side of the street and if there will be redevelopment they have to go through the Planning Commission process so the City can control

what eventually goes in. Chair Youngquist added this action will help us remove a property that we have to maintain, especially since we are not part of the Greens of Anoka/Highland Park plans. He added this action will have to be approved by the Council as well at their next meeting.

MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIS, TO AUTHORIZE THE HOUSING MANAGER TO ENTER INTO THE AGREEMENT TO EXCHANGE PROPERTY FOR CONVEYANCE OF 2810 FAIROAK AVENUE TO THE CITY OF ANOKA AND SALE OF 1812 1ST AVENUE IN THE AMOUNT OF \$20,000 TO WALKER METHODIST PLAZA GARDENS.

UPON A VOICE VOTE, MOTION CARRIED.

Discussion Items: Commissioner Hopkins announced that she will be stepping down from the HRA Board on December 31, 2016. She said she has enjoyed her time with the Board and encouraged residents to apply for the vacancy.

Commissioner Bonthuis thanked Commissioner Hopkins for her service.

Chair Youngquist said he enjoyed Commissioner Hopkins' participation and said she has been an asset to the Board.

Tentative Agenda Items for Future Meetings:

Mr. Berger noted there will be a budget worksession after the regular meeting on July 11.

Adjournment: MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIS, TO ADJOURN. The motion carried, the meeting was adjourned at 5:49 p.m.

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

AGENDA ITEM VI. A.

Memo

To: HRA Board Members
From: Darin Berger, Housing Manager
Date: July 11th, 2016
Re: Walker Methodist Plaza Gardens Report

As of July 8th, 2016 Walker Plaza Gardens has an interest list of over 50 people, but that is starting to shift to people actually signing leases. There are now 7 people who have signed leases for this property. Three for the memory care suites and four for assisted-living suites. This number will continue to increase as the project nears completion later this summer.

Walker Methodist submitted their 6th request for disbursement on July 5th, 2016 based on the terms of the Development Agreement. Draw Request #6 documentation is included in your packet.

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, Staff approved the 6th and final disbursement of \$22,433.00 to Weis Builders.

Earthwork/Sitework: \$14,850.00 (Labor)
Earthwork/Sitework: \$7583.00 (Materials)

TOTAL THIS DRAW: \$22,433

Disbursement #1: \$124,705
Disbursement #2: \$28,920
Disbursement #3: \$26,770
Disbursement #4: \$10,261
Disbursement #5: \$54,411
Disbursement #6: \$22,433

GRAND TOTAL: \$267,500

As we have discussed in the past, Walker Methodist has refinanced Walker Plaza and intends to put up to \$1.5 million into the existing building beginning soon. Improvements are set to include exterior façade upgrades, interior reconfiguration of spaces and cosmetic finishes.

Weis Builders are still on schedule for an August/September 2016 completion. Staff has included pictures that were recently taken for your review. You can now see some landscaping, along with recently installed bituminous asphalt and curbing.

Walker Methodist has set their Grand Opening and Ribbon Cutting for the project for September 15th from 1:30-3:30pm.

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

July, 1 2016

Mr. Youngquist
Mr. Berger
Anoka City Hall
2015 First Avenue
Anoka, MN 55303
Re: Plaza Garden's Site Inspection & Escrow Funding Disbursement Request

Gentlemen,

Per terms and conditions outlined in our development agreement of June 15th 2015 and specific to Article III, section 3.2. calls for adherence to 3 conditions (see enclosed copy) prior to release of TIF funds.

In compliance with said conditions Walker submits the following information for your review and use;

- 1) A copy of Weis Builder's "Application and Certification for Payment" form G702R (I) documenting payment requests (with highlighted cost disciplines)
- 2) Back-up AIA document G703 -1992 forms from Escrow appropriate subcontractors
- 3) Summary Sheet Outlining TIF eligible costs.

Upon a review of submitted information Walker requests a "Verification By City" site inspection of completed work

Please accept this letter as a request for site-work confirmation inspections at 100 Monroe St. Plaza Garden's construction project.

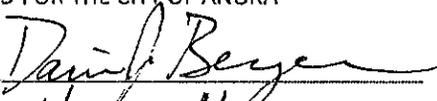
If field inspections are found to be in compliance with aforementioned development agreement and no exceptions is taken to this request. Please sign in appropriate signature block and forward signed copy back to Walker .

Upon returned of signed document Walker will request, from title that \$ 22,699.00 (Twenty Two Thousand Six Hundred & Ninety Nine.) be release from escrow account /file # 40033 and paid to Weis's Builders for inspected work .

Respectfully Submitted,

Greg Opegard, Development Director

CITY OF ANOKA HOUSING
AND REDEVELOPMENT AUTHORITY IN
AND FOR THE CITY OF ANOKA

By: 
Title HOUSING MANAGER
Date 7/5/16

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702R

PAGE ONE OF TWO PAGES

TO OWNER: Walker Methodist Plaza Gardens LLC
 3737 Bryant Ave S
 Minneapolis, MN 55409

PROJECT: Walker Methodist Plaza Gardens
 100 S Monroe Street
 Anoka, MN 55303

FROM CONSTRUCTION MANAGER:
 Weis Builders Inc
 7645 Lyndale Ave South
 Minneapolis, MN 55423

ARCHITECT: Kaas-Wilson
 1301 American Blvd E
 Suite 100
 Bloomington, MN 55425

CONTRACT FOR: Construction Management

APPLICATION NO: 10 - Labor

PERIOD TO: 5/31/16

PROJECT NOS: 151492

CONTRACT DATE:

Distribution to:
 OWNER

CONSTRUCTION MANAGER'S APPLICATION FOR PAYMENT

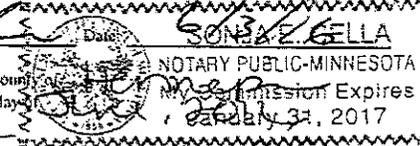
Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Document G703, is attached

1 ORIGINAL CONTRACT SUM	\$	5,223,448
2 Net change by Change Orders	\$	(126,138.00)
3 CONTRACT SUM TO DATE (Line 1 + 2)	\$	5,097,310
4 TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	4,058,332
5 RETAINAGE:		
a 8% % of Completed Work (Column D + E on G703)	\$	310,716
b 0.00% % of Stored Material (Column F on G703)	\$	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	310,716
6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	3,747,616
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	3,349,830
8 CURRENT PAYMENT DUE	\$	397,786
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,349,694

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner #	280,824	(383,440)
Total approved this Month # 5A		(23,522)
TOTALS		(23,522)
NET CHANGES by Change Order		(\$126,138.00)

The undersigned Contractor certifies that to the best of the Construction Manager's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Construction Manager for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Weis Builders, Inc

By:  Date:  **SONIA ZELLA**
 Michael Biskupski - Operations Controller
 State of: Minnesota County: Washington
 Notary Public, My Commission Expires January 31, 2017
 My Commission expires: 1/31/17

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Construction Manager is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIEDs 397,786

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  Date: 6/17/2016

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

WEIS BUILDERS, INC

Project Name
Project Number

Walker Methodist Plaza Gardens
151492

APPLICATION NO:
APPLICATION DATE:
PERIOD FROM:

10 - Labor
5/31/16
5/1/16

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C-G)	RETAINAGE
					PREVIOUS APPLICATIONS	IN PLACE	STORED MATERIALS (NOT IN D OR E)				
					1	General Conditions	\$ 584,313.00				
2	Sitework	\$ 408,384.00	67,455.00	475,839.00	283,938.00	54,018.00		337,956.00	71%	137,883.00	32,448.25
3	Concrete & Masonry	\$ 593,949.00	(57,753.00)	536,196.00	521,015.00	15,181.00		536,196.00	100%	-	53,619.60
4	Steel	\$ 65,727.00	4,761.00	70,488.00	54,980.00	7,730.00		62,710.00	89%	7,778.00	6,271.00
5	Wood & Plastics	\$ 612,057.00	39,636.00	651,693.00	454,299.00	3,900.00		458,199.00	70%	193,494.00	45,346.20
6	Thermal and Moisture Protection	\$ 334,400.00	66,021.00	400,421.00	297,994.00	9,301.00		307,295.00	77%	93,126.00	30,729.50
7	Doors & Windows	\$ 180,479.00	(6,460.00)	174,019.00	47,731.00	90,527.00		138,258.00	79%	35,761.00	13,825.80
8	Finishes	\$ 515,770.00	20,037.00	535,807.00	334,375.00	64,240.00		398,615.00	74%	137,192.00	39,861.50
9	Specialties	\$ 28,926.00	3,515.00	32,441.00	597.00	15,000.00		15,597.00	48%	16,844.00	1,559.70
10	Equipment	\$ 97,920.00	(90,779.00)	7,141.00	0.00	0.00		0.00	0%	7,141.00	-
11	Furnishings	\$ 62,187.00	(44,071.00)	18,116.00	0.00	1,200.00		1,200.00	7%	16,916.00	120.00
12	Conveying Systems	\$ 110,100.00	(51,749.00)	58,351.00	51,018.00	0.00		51,018.00	87%	7,333.00	5,101.80
13	Mechanical	\$ 719,014.00	(6,812.00)	712,202.00	567,482.00	63,288.00		630,770.00	89%	81,432.00	63,077.00
14	Electrical	\$ 337,743.00	(50,039.00)	287,704.00	168,100.00	19,460.00		187,560.00	65%	100,144.00	18,756.00
15	Walker Renovation Allowance	\$ 60,000.00	(31,672.00)	28,328.00	0.00	0.00		0.00	0%	28,328.00	-
16	Building Permits Allowances	\$ 65,000.00	(7,718.00)	57,282.00	56,155.00	1,127.00		57,282.00	100%	-	-
17	Construction Manager Contingency	\$ 80,000.00	(35,000.00)	45,000.00	0.00	0.00		0.00	0%	45,000.00	-
18	General Liability/Builders Risk Insurance	\$ 113,148.00	11,580.00	124,728.00	124,142.00	0.00		124,142.00	100%	586.00	-
19	Fee	\$ 254,331.00	18,582.00	272,913.00	193,500.00	25,050.00		218,550.00	80%	54,363.00	-
TOTAL		5,223,448.00	(126,138.00)	5,097,310.00	3,626,162.00	432,170.00	0.00	4,058,332.00	80%	1,038,978.00	310,716.35

SWORN STATEMENT

STATE OF
 COUNTY OF
 OWNER
 PROJECT

Minnesota
 Anoka
 Walker Methodist Plaza Gardens LLC
 Walker Methodist Plaza Gardens - Labor

CONSTRUCTION MANAGER

Weis Builders, Inc

DATE

5/31/2016

JOB NUMBER

151492

SUB NAME	SUB DIVISION	Current Amount To Be Paid
Loucks & Associates	Sitework	1,849.50
Northwest Asphalt	Sitework	13,267.80
Nova-Frost	Sitework	0.00
CHI Companies	Sitework	0.00
Hardscape Construction	Sitework	0.00
Ramsey Excavating	Sitework	5,762.70
Safety Signs	Sitework	3,217.50
Molin Concrete Products	Concrete	0.00
Donald R Frantz Concrete Const LLC	Concrete & Masonry	38,484.90
Floor Technologies	Concrete & Masonry	0.00
DG Welding	Steel	6,957.00
Solid LLC	Wood & Plastics	3,510.00
Diversified Distributors	Wood & Plastics	62,755.18
Premier Construction	Thermal and Moisture Protection	2,433.60
R & J Insulation	Thermal and Moisture Protection	0.00
Prindle Painting	Thermal and Moisture Protection	0.00
Right Way Caulking	Thermal and Moisture Protection	5,937.30
Concrete Coatings	Waterproofing	0.00
Hentges Flss	Doors & Windows, Furnishings	19,800.00
Painting America	Finishes	31,500.00
Value Plus Flooring	Finishes	15,988.50
Kirk Acoustics	Finishes	10,327.50
Glowing Hearth	Specialties	0.00
Ver-Tech	Specialties	1,350.00
To Be Let	Equipment	0.00
To Be Let	Furnishings	0.00
Schindler Elevator	Conveying Systems	0.00
Security Fire Protection	Mechanical	3,859.20
J-Berd Mechanical	Mechanical	53,100.00
Berd Electric	Electrical	17,514.00
To Be Let	Walker Renovation Allowance	0.00
Weis Builders Inc	Building Permits Allowances	1,127.00
Weis Builders Inc	Construction Manager Contingency	0.00
Weis Builders Inc	General Liability/Builders Risk Insurance	99,043.82
Weis Builders Inc	General Contractor Costs	
Totals		397,785.50

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702R

PAGE ONE OF TWO

PAGES

TO OWNER: Walker Methodist Plaza Gardens LLC
3737 Bryant Ave S
Minneapolis, MN 55409

PROJECT: Walker Methodist Plaza Gardens
100 S Monroe Street
Anoka, MN 55303

APPLICATION NO: 10 - Material

Distribution to:

OWNER

FROM CONSTRUCTION MANAGER:

Weis Builders Inc
7645 Lyndale Ave South
Minneapolis, MN 55423

ARCHITECT: Kaas-Wilson
1301 American Blvd E
Suite 100
Bloomington, MN 55425

PERIOD TO: 5/31/16

PROJECT NOS: 151492

CONTRACT FOR: Construction Management

CONTRACT DATE:

CONSTRUCTION MANAGER'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM	\$	3,508,589
2 Net change by Change Orders	\$	634,402.00
3 CONTRACT SUM TO DATE (Line 1 + 2)	\$	4,142,991
4 TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	3,587,154
5 RETAINAGE:		
a. 10% % of Completed Work (Column D + E on G703)	\$	355,215
b. 0.00% % of Stored Material (Column F on G703)	\$	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	355,215
6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	3,231,939
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	2,765,790
8 CURRENT PAYMENT DUE	\$	466,148
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	911,052

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner #	676,448	(33,050)
Total approved this Month # 5B		(8,996)
TOTALS		(8,996)
NET CHANGES by Change Order	\$634,402.00	

The undersigned Contractor certifies that to the best of the Construction Manager's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Construction Manager for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Weis Builders, Inc

By: Michael Biskupski
Michael Biskupski - Operations Controller
State of: Minnesota
Subscribed and sworn to before me this 6th day of June, 2016.
Notary Public: [Signature]
My Commission Expires: 1/31/17



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Construction Manager is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 466,148

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: 6/7/2016

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

WEIS BUILDERS, INC

Project Name Walker Methodist Plaza Gardens
Project Number 151492

APPLICATION NO:
APPLICATION DATE:
PERIOD FROM:

10 - Material
5/31/16
5/1/16

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C-G)	RETAINAGE
					PREVIOUS APPLICATIONS	IN PLACE	STORED MATERIALS (NOT IN D OR E)				
1	Sitework	\$ 83,645.00	15,304.00	99,149.00	57,528.00	17,493.00		75,021.00	76%	24,128.00	7,502.00
2	Concrete & Masonry	\$ 485,958.00	(23,424.00)	462,534.00	445,032.00	17,502.00		462,534.00	100%	-	46,253.40
3	Steel	\$ 122,065.00	9,538.00	131,603.00	105,822.50	0.00		105,822.50	80%	25,780.50	10,582.25
4	Wood & Plastics	\$ 612,058.00	(54,157.00)	557,901.00	519,284.81	26,499.58		545,784.39	98%	12,116.61	54,578.44
5	Thermal and Moisture Protection	\$ 227,934.00	135,804.00	358,738.00	269,210.00	47,652.00		316,862.00	88%	41,876.00	31,686.20
6	Doors & Windows	\$ 270,718.00	25,821.00	296,539.00	89,093.98	207,445.02		296,539.00	100%	-	26,153.90
7	Finishes	\$ 421,994.00	19,743.00	441,737.00	224,980.00	95,676.00		320,656.00	73%	121,081.00	32,065.60
8	Specialties	\$ 43,388.00	2,756.00	46,144.00	11,782.34	9,696.66		21,479.00	47%	24,665.00	2,147.90
9	Equipment	\$ 146,880.00	61,152.00	208,032.00	0.00	0.00		0.00	0%	208,032.00	-
10	Furnishings	\$ 115,490.00	19,057.00	134,547.00	79,651.81	33,355.20		113,007.01	84%	21,539.99	11,300.70
11	Conveying Systems	\$ 73,400.00	52,686.00	126,086.00	122,308.00	0.00		122,308.00	97%	3,778.00	12,230.80
12	Mechanical	\$ 588,284.00	279,793.00	868,077.00	811,535.00	34,041.00		845,576.00	97%	22,501.00	84,557.60
13	Electrical	\$ 281,775.00	95,780.00	377,555.00	332,983.00	28,582.00		361,565.00	96%	15,990.00	36,156.50
14	Walker Renovation Allowance	\$ 40,000.00	(5,651.00)	34,349.00	0.00	0.00		0.00	0%	34,349.00	-
TOTAL		3,508,589.00	634,402.00	4,142,991.00	3,069,211.44	517,942.46	0.00	3,587,153.90	87%	555,837.10	355,215.39

SWORN STATEMENT

STATE OF Minnesota
 COUNTY OF Anoka
 OWNER Walker Methodist Plaza Gardens LLC
 PROJECT Walker Methodist Plaza Gardens- Material

CONTRACTOR Weis Builders, Inc
 DATE 5/31/2016
 JOB NUMBER 151492

SUB NAME	SUB DIVISION	Current Amount To Be Paid
Northwest Asphalt	Sitework	7,583.40
Nova Frost	Sitework	0.00
Hardscape Construction Inc	Sitework	0.00
Ramsey Excavating	Sitework	0.00
Ramsey Excavating	Sitework	0.00
Safety Signs	Sitework	3,091.50
Molin Concrete Products	Concrete	0.00
Floor Technolgies	Concrete & Masonry	0.00
Donald R Frantz Concrete Const LLC	Concrete & Masonry	20,820.60
DG Welding	Steel	0.00
Prindle Painting	Steel	0.00
Arrow Building Center	Wood & Plastics, Thermal	6,425.80
Arrow Building Center	Wood & Plastics	(338.20)
Solid LLC	Wood & Plastics	0.00
Southern MN Woodcraft	Wood & Plastics	12,835.80
Concrete Coatings	Thermal and Moisture Protection	0.00
Premier Construction	Thermal and Moisture Protection	40,275.00
R & J Insulation	Thermal and Moisture Protection	0.00
Right Way Caulking	Thermal and Moisture Protection	2,611.80
D & M Industries	Doors & Windows, Specialties	175,412.34
Scherer Bros. Lumber Co.	Doors & Windows	0.00
Hentges Glass	Doors & Windows, Furnishings	23,850.00
Painting America	Finishes	14,459.40
Value Plus Flooring	Finishes	51,709.50
Kirk Acoustics	Finishes	19,939.50
Diversified Distributors	Specialties	31,111.07
Glowing Hearth & Home	Specialties	0.00
Ver-Tech	Specialties	0.00
To Be Let	Equipment	0.00
To Be Let	Furnishings	0.00
Schindler Elevator	Conveying Systems	0.00
Security Fire Protection	Mechanical	172.80
J-Berd Mechanical	Mechanical	30,464.10
Berd Electric	Electrical	25,723.80
To Be Let	Walker Renovation Allowance	0.00
Totals		466,148.21



WALK
AHEAD



2 HR
PARKING
8AM-5PM
MON-FRI

MAYELOWER

ANOSA









AGENDA ITEM VI. B.

Memo

To: HRA Board Members

From: Darin Berger, Housing Manager

Date: July 11th, 2016

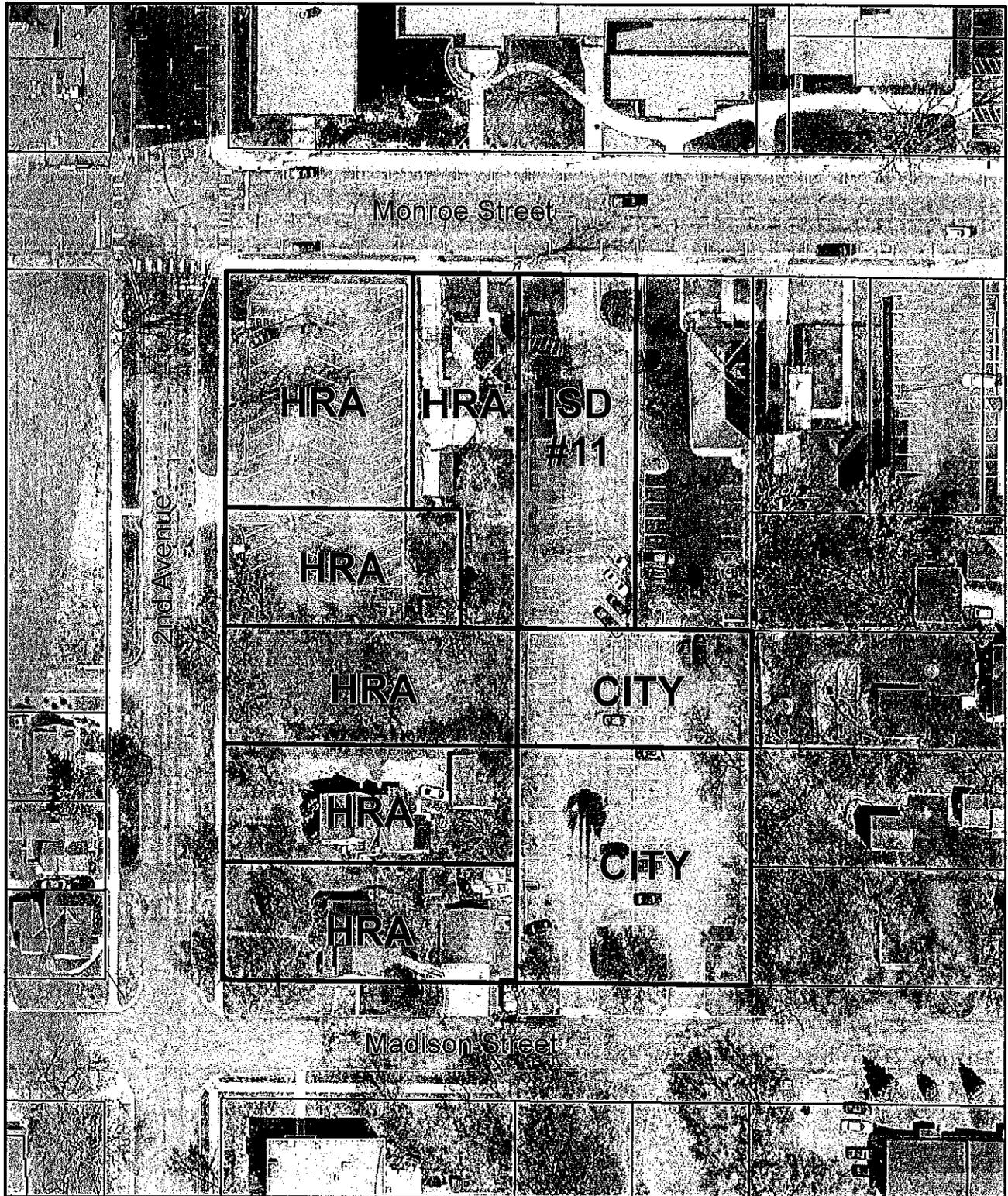
Re: HRA Owned Land on 2nd Avenue between Madison and Monroe Streets

On June 8th, 2016 Staff signed a Listing Agreement with Chris Fritch of KW Commercial for a period of one year. Since then, KW Commercial has been working on getting a sign in the ground on site for marketing purposes. Staff has also been working with the City of Anoka and School District to secure permission to market their parcels without HRA ownership. The City has signed a letter allowing us to do so, but the School District did not give permission in order to retain that parcel to address potential future parking needs. As of July 8th, 2016 the listing of this property went live on over 200 websites.

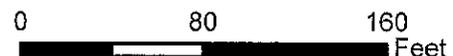
An aerial map of the site and a mock up of the sign going up on the property are included in your packet for your reference.

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

2nd Avenue & Monroe Street Redevelopment Opportunity



 Potential Parcels for Redevelopment (Owner in Bold)



Map Created: April 5, 2016



FOR SALE

Development Site Zoned
Commercial/Residential/Retail

Chris Fritch CCIM
763.746.3996

www.CHRISFRITCH.com

DeMars Signs

AGENDA ITEM VI. C.

Memo

To: HRA Board Members

From: Darin Berger, Housing Manager

Date: July 11th, 2016

Re: Land Swap and Sale of Property on Fairoak Avenue and First Avenue

On June 20th, 2016, the City Council approved the land swap of 2810 Fairoak Avenue and 1807 First Avenue. With the approval came a strong recommendation to come to terms with Beehive Partners, LLC to allow for the parking lot at 1807 First Avenue to remain open to the public until redevelopment occurs. Staff worked with the City Attorney to draft that document and Beehive Partners, LLC is currently reviewing that document. Once this is approved, we will establish a closing date and make this deal official. Walker Methodist will then continue with the landscaping of the parcel at 1812 1st Avenue.

A lease agreement for the parking lot at 1807 First Avenue is included in your packet for your reference.

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

**LEASE AGREEMENT
BEEHIVE PARTNERS, LLC /
CITY OF ANOKA**

THIS LEASE AGREEMENT ("Lease"), is made and entered into this ___ day of _____, 2016, by and between BEEHIVE PARTNERS, LLC, a limited liability corporation, located at 6314 Rivlyn Ave NW, Ramsey, MN 55303 ("Landlord"), and the CITY OF ANOKA, a municipal corporation, located at 2015 First Avenue North, Anoka, Minnesota 55303 ("Tenant").

1. **PREMISES DEMISED.** That in consideration of the covenants and agreements hereinafter mentioned to be performed by the respective parties hereto, and in payment of rental to be made by Tenant in the amount of One Dollar (\$1.00), and other good and valuable consideration which is hereby acknowledged by Landlord, Landlord has by these presents let, leased, rented and demised unto Tenant, its successors and assigns, and Tenant takes and hires from Landlord, that certain premises consisting of uncovered/surface parking located at 1807 1st Avenue, in the City of Anoka, all as more fully identified in the map attached hereto and made a part hereof as Exhibit A ("Premises").

2. **TERM.** The term of this Lease shall commence on the ___ day of _____, 2016 ("Commencement Date"), and shall continue in perpetuity ("Term") unless otherwise terminated as provided herein.

3. **USE OF THE PREMISES.** Tenant agrees that the Premises shall be used only for the parking of vehicles for the business of Tenant and Tenant's guests, customers and invitees ("Tenant's Vehicles"). Tenant shall be responsible for assuring that Tenant's Vehicles are parked only in the areas identified and let by this Lease. Parking of Tenant's Vehicles in any location other than as set forth herein is prohibited and may subject said vehicles to towing at the owner's expense.

4. **PROHIBITED USES OF THE PREMISES.** Tenant shall not have the right to use the Premises for any other purposes without the express written consent of the Landlord. Tenant shall abide by all applicable state and local laws and ordinances.

5. **POSSESSION.** Except as herein provided, Landlord shall deliver possession of the Premises in the condition required by this Lease on the Commencement Date, subject to unavoidable delays beyond Landlord's control.

6. **CONDITION OF PREMISES.** Landlord makes no guarantees or warranties as to the condition of the Premises or that the Premises are fit for Tenant's intended purposes. Tenant has had an opportunity to inspect the Premises and make its own conclusions as to the fitness of the Premises for Tenant's intended use. Tenant takes the property in its "AS IS" condition and the taking of possession of the Premises by Tenant shall be conclusive evidence as against Tenant that the Premises are in acceptable condition.

7. **MAINTENANCE AND UPKEEP.** All maintenance and upkeep of the Premises shall be the sole responsibility of the Tenant. Tenant shall further keep the Premises in a neat and clean condition. Landlord may perform periodic maintenance on the Premises that may require Tenant to temporarily vacate the site. These maintenance activities may include, but not be limited to, reconstruction, mill and overlay, seal coating and striping. In the event Landlord determines, in its sole discretion, that such maintenance is necessary, Landlord shall provide Tenant with a written notice of said activities at least thirty (30) days prior to the start of said maintenance. Upon receipt of said notice, Tenant shall be required to assure that all areas to receive maintenance are free from vehicles. Tenant shall also be responsible for all Snow removal and Ice Control of the Premises, and shall be responsible to repair all damages caused by snow plowing activities.

8. **HAZARDOUS WASTES.** Tenant covenants that it shall not, at any time during the Term of this Lease, place, store, install upon, discharge, release or generate on, in or under the Premises, or allow to escape from the Premises, any pollutants or other toxic or hazardous substances, or containers or storage or processing facilities thereof (hereinafter collectively referred to as the "Hazardous Wastes").

9. **IMPROVEMENTS, ALTERATIONS, REMODELING, AND SIGNAGE.** Tenant will not make or permit anyone to make any alterations, decorations, additions or improvements, structural or otherwise, in or to the Premises, without the prior written consent of Landlord. Any such alterations, decorations, additions or improvements approved by Landlord shall be exclusively at Tenant's expense. Landlord reserves the right to review and either accept or reject Tenant's alteration or improvement plans, in its sole discretion.

10. **REAL ESTATE TAXES.** During Tenant's occupancy and use of the Premises, Tenant shall pay on or before May 15 and October 15 of each year, any and all real estate taxes attributable to the Premises for which Landlord would otherwise be obligated to pay. Tenant's obligation to pay said real estate taxes is contingent upon receiving timely and sufficient notification from Landlord as to the amount of said real estate taxes.

11. **ASSIGNMENT AND SUBLETTING.** Except as provided herein, Tenant will not assign, transfer, mortgage or encumber this Lease or sublet or rent or permit occupancy or use of the Premises, or any part thereof by any third party, without obtaining the prior written consent of Landlord; nor shall any assignment or transfer of this Lease be effectuated by operation of law or otherwise without the prior written consent of Landlord. The consent by Landlord to any assignment or subletting shall not be construed as a waiver or release of Tenant from the terms of any covenant or obligation under this Lease, nor shall the collection or acceptance of rent from any such assignee, subtenant or occupant constitute a waiver or release of Tenant of any covenant or obligation contained in this Lease, nor shall any such assignment or subletting be construed to relieve Tenant from obtaining the consent in writing of Landlord to any further assignment or subletting. Landlord's rights to assign this Lease are and shall remain unqualified. No assignment by Landlord shall release Tenant of any of its obligations under this Lease.

12. **FIRE AND OTHER CASUALTY DAMAGES.** If fire or other casualty shall render the Premises unusable, this Lease shall terminate, and any payments of real estate taxes for the year in which the Lease is terminated under this section shall be refunded by Landlord pro rata.

13. **TENANT INSURANCE.** Tenant agrees to purchase and to carry in full force, any and all insurance liability coverage it deems necessary, in its sole discretion, covering all acts of Tenant and its guests, customers and invitees.

14. **SURRENDER.** Upon the termination of this Lease, Tenant shall peaceably surrender the Premises in good condition and repair; reasonable wear and tear excepted, and shall at its expense remove all of its property from the Premises. Any property not removed shall be deemed abandoned. The provisions of this section shall survive the termination of this Lease.

15. **DEFAULT.** If Tenant shall fail to pay rent or real estate taxes as herein provided, although no legal or formal demand has been made therefore, or shall violate or fail to perform any of the other conditions, covenants or agreements herein made by Tenant, or shall violate or fail to obey any reasonable rules from time to time promulgated by Landlord, Landlord may, ten (10) days after written notice thereof to Tenant by Landlord, at the option of Landlord, terminate this Lease and said notice shall operate as a notice to Tenant to quit (any further notice to quit, or of Landlord's intention to re-enter being hereby expressly waived) and Landlord may proceed to recover possession under and by virtue of the provisions of the laws of the State of Minnesota, or by such other proceedings, including an unqualified right of re-entry and possession, as may be applicable.

16. **NON-WAIVER.** The failure of the Landlord to insist, in any one or more instances, upon a strict performance of any of the terms, covenants and conditions of this Lease, shall not be construed as a waiver, or a relinquishment for the future, of such term, covenant or condition, but the same shall continue and remain in full force and effect.

17. **LIABILITY.** Tenant agrees to save, hold harmless, and defend Landlord against any liability for damages to any person or property on or about the Premises. Landlord shall not be liable to Tenant, its agents, employees, representatives, customers, or invitees for any personal injury, death, or damage to property caused by theft, burglary, water, gas, electricity, fire, or for any other cause occurring on or about the Premises unless caused by the negligence or willful misconduct of landlord, its agents, employees, representatives, customers, or invitees. All property kept, stored, or maintained on the Premises shall be so kept, stored, or maintained at the sole risk of Tenant or its guests, customers or invitees and in a neat, clean and safe manner.

18. **WAIVER OF SUBROGATION.** Landlord and Tenant hereby mutually waive, as against each other, any claim or cause of action for any loss, cost, damage, or expense as a result of the occurrence of perils covered by any applicable insurance policy then in effect and covering the Premises, and extended coverage endorsements.

19. **MECHANIC'S LIENS.** Tenant agrees to pay promptly for any authorized improvements made by Tenant to the Premises. Tenant hereby covenants and agrees that Tenant will not permit or allow any mechanic or materialman's liens to be placed on the Premises. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the Premise, the Tenant shall take all steps necessary to see that it is removed within thirty (30) days of its being filed.

20. **NO PARTNERSHIP, JOINT VENTURE, OR FIDUCIARY RELATIONSHIP CREATED HEREBY.** Nothing contained in this Lease shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between Landlord and Tenant, it being understood that the sole relationship created hereby is one of landlord and tenant.

21. **NOTICES.** All communications, demands, notices, or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to the other party to this Lease, to the address set forth at the beginning of this Lease, or if to a person not a party to this Lease, to the address designated by a party to this Lease in the foregoing manner. Any party may change their address by giving notice in writing, stating their new address, to any other party as provided in the foregoing manner. Commencing on the tenth (10th) day after the giving of notice, the newly designated address shall be that party's address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Lease.

22. **HEADINGS.** Headings or title of the paragraphs and subparagraphs are inserted solely for the convenience of reference and shall not constitute a part of this Lease, nor shall they affect its meaning, construction or effect. Words of any gender used in this Lease shall be held to include any other gender and words in the singular number shall be held to include the plural when the sense requires.

23. **BINDING ON SUCCESSORS AND ASSIGNS.** It is further expressly agreed and understood that all covenants and agreements herein made shall extend to and be binding upon the heirs, devisees, executors, administrators, successors in interest, and assigns of the Landlord, and of the Tenant, as permitted above.

24. **AMENDMENT, MODIFICATION OR WAIVER.** No amendment, modification, or waiver of any condition, provision, or term of this Lease shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or by its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.

25. **APPLICABLE LAW.** This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota.

26. **AUTHORITY.** Landlord and Tenant each acknowledge and represent that it is duly organized, validly existing and in good standing and has all rights, power and authority to enter into this Lease and bind itself hereto through the party set forth as signatory for the party below.

27. **TERMINATION.** This Lease may be terminated by either party upon giving thirty (30) days written notice to the other party. If Landlord terminates this Lease prior to December 31st of any given year, Landlord shall be responsible to reimburse Tenant for real estate taxes paid by Tenant for that year, prorated from the date of termination.

28. **ENTIRE AGREEMENT.** This Lease contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such subject matter. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise, have been made by either party hereto to the other unless expressly stated in this Lease or unless mutually agreed to in writing between the parties hereto after the date hereof, and neither party has relied on any verbal representations, agreements, or understandings not expressly set forth herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

LANDLORD:
BEEHIVE PARTNERS, LLC

Date: _____

By: _____

Its: _____

TENANT:
CITY OF ANOKA

Date: _____

By: _____

Its: _____

AGENDA ITEM VII. A.



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

Memo

To: HRA Board Members

From: Darin Berger, Housing Manager

Date: July 11th, 2016

Re: Review of Quarterly Financial Report

Attached for the Board's review is the 2016 Second 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 Second Quarter Financials.

Memorandum

Date: 7/11/16
To: Darin Berger
Cc: HRA Board Members
From: Lori Yager, Finance Director
RE: JUNE 30, 2016 Financial Reports

Attached is the June 30, 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 6 Months 50% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 221,400	\$ 113,796	51.40%
Interest Earnings	4,000	5,332	133.30%
Other Miscellaneous	_____	75	_____
Total	\$ 225,400	\$ 119,203	52.89%
<u>Expenditures</u>			
Personnel Services	\$ 81,540	\$ 20,318	24.92%
Supplies	3,000	0	0.00%
Professional	23,565	3,344	14.19%
Contractual Services	1,620	810	50.00%
Improvement Projects	150,000	17,433	11.62%
Contingency	7,500	0	_____
Total	\$ 267,225	\$ 41,905	15.68%
Sources (Uses) of Fund			
Balance	(\$41,825)	\$77,298	

HRA Central Business TIF District
Year To Date 6 Months 50% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 301,500	\$ 146,317	48.53%
Interest Earnings	500	1,954	390.80%
Other Miscellaneous	4,465	0	_____
Total	\$ 306,465	\$ 148,271	48.38%
<u>Expenditures</u>			
Personnel Services	\$ 3,390	\$ 1,694	49.97%
Professional	26,995	9,228	34.18%
Contractual	2,000	0	0.00%
Redevelopment	200,000	0	0.00%
Blighted/Scattered Site Housing	100,000	0	_____
Total	\$ 332,385	\$ 10,922	3.29%
Sources (Uses) of Fund			
Balance	(\$25,920)	\$137,349	-529.90%

HRA Business Core TIF District
 Year To Date 6 Months 50% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 40	\$ 0	
Interest Earnings	10	(84)	-840.00%
Total	\$ 50	\$ (84)	-168.00%
 <u>Expenditures</u>			
Personnel Services	\$ 60	\$ 30	50.00%
Professional	10	0	0.00%
Contractual Services		0	
Interest expense	0	0	
Total	\$ 70	\$ 30	42.86%
 Sources (Uses) of Fund			
Balance	(\$20)	(\$114)	

CITY OF ANOKA
SCHEDULE OF HOUSING AND REDEVELOPMENT AUTHORITY
June 30, 2016

	830	834	835	840	845	847	2016	Year End
	HRA	Commercial	Housing	TAX INCR.	TAX INCR.	S.Bus.Dist.	TOTAL	2015
								TOTAL
CASH	608,116	35,717	74,395	20,998	3,851	7,997	751,074	997,333
TAXES RECEIVABLE:	3,877			146,885	0	0	150,762	7,662
ACCOUNTS RECEIVABLE	34,796						34,796	0
INTEREST RECEIVABLE						0	0	3,223
LOANS RECEIVABLE	145,029	107,833	175,321				428,183	412,544
DUE FROM OTHER FUNDS	0			688,000			688,000	438,000
LAND	400,531			579,755		241,794	1,222,080	980,686
TOTAL ASSETS	1,192,349	143,550	249,716	1,435,638	3,851	249,791	3,274,895	2,839,448
ACCOUNTS PAYABLE	148						148	7,366
ACCRUED WAGES PAYABLE							0	43
DUE TO OTHER FUNDS					168,000	520,000	688,000	438,000
DUE TO OTHER GOVERNMENTS							0	0
DEFERRED REVENUE	149,206	110,613	186,445	569	0	0	446,833	416,990
TOTAL LIABILITIES	149,354	110,613	186,445	569	168,000	520,000	1,134,981	862,399
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)	77,298	675	-33,574	137,349	(114)	(18,769)	162,865	(542,054)
TOTAL FUND BALANCE	1,042,995	32,937	63,271	1,435,069	(164,149)	(270,209)	2,139,914	1,977,049
TOTAL LIABILITIES								
AND FUND BALANCE	1,192,349	143,550	249,716	1,435,638	3,851	249,791	3,274,895	2,839,448

CITY OF ANOKA
SCHEDULE OF HOUSING AND REDEVELOPMENT AUTHORITY
June 30, 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	113,796			146,317	0		260,113	483,529
INTERGOVERNMENTAL	0				0		0	0
INTEREST INCOME	526	884	430	-485	94		1,449	9,795
GAIN FROM INVESTMENTS	4,806	-314	608	2,439	(178)		7,361	11
REVOLVING LOAN		105	3,927				4,032	78,351
OTHER	75		0				75	75,000
	<u>119,203</u>	<u>675</u>	<u>4,965</u>	<u>148,271</u>	<u>(84)</u>	<u>0</u>	<u>273,030</u>	<u>646,686</u>
EXPENDITURES:								
PERSONAL SERVICES	20,318			1,694	30		22,042	55,094
SUPPLIES	0			0	0	0	0	47
PROFESSIONAL SERVICES	3,344		1,415	9,228	0	569	13,987	45,493
CONTRACTUAL SERVICES	810			0			810	13,731
REVOLVING LOANS			33,854				33,854	119,889
DISCOUNTS/REBATES							0	0
MECHANICAL	5,030			0			5,030	1,000
PROJECTS	12,403		3,270	0		18,200	15,673	359,651
LOSS ON ASSET DISPOSAL							0	567,655
LAND				0			0	
INTEREST EXPENSE				0	0	0	0	26,180
	<u>41,905</u>	<u>0</u>	<u>38,539</u>	<u>10,922</u>	<u>30</u>	<u>18,769</u>	<u>91,396</u>	<u>1,188,740</u>
EXCESS REVENUES OVER EXPENDITURES	77,298	675	-33,574	137,349	(114)	(18,769)	181,634	(542,054)
TRANSFERS							0	
NET INCOME	<u>77,298</u>	<u>675</u>	<u>-33,574</u>	<u>137,349</u>	<u>(114)</u>	<u>(18,769)</u>	<u>181,634</u>	<u>-542,054</u>

AGENDA ITEM VII. B.

Memo

To: HRA Board Members

From: Darin Berger, Housing Manager

Date: July 11th, 2016

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

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 April 1st, 2016 through June 30th, 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 4/1/16 - 6/30/16



Application packets requested/mailed:	This period:	1	Year-to-Date:	7
Residential Advisor Visits:	This period:	2	Year-to-Date:	2
Loans currently in process for residents in your City/Neighborhood:				8

Closed Loans	This period:	Units	Year-to-Date:	Units
City of Anoka				
		0		0
Closed End	5,043.00	2	21,536.00	4
Deferred-OwnerOccupied	0.00	0	9,823.00	1
Deferred-Rental Property	0.00	0	0.00	0
Grant-Mechanical Improvement	1,680.00	2	3,680.00	4
Homebuyer Assistance Deferred	0.00	0	0.00	0
Homebuyer Rehab Deferred		0		0
Total	6,723.00	4	35,039.00	9
MHFA CFUF				
Interest Subsidy	0.00	0	0.00	0
Total	0.00	0	0.00	0

Leveraged Funds	This period:	Units	Year-to-Date:	Units
		0		0
Total		0		0

Types of Improvements Financed YTD	# of Projects	% of Total
Heating System	6	66.67
Plumbing	2	22.22
Windows, Doors, Storm Windows, Storm	1	11.11

Types of Properties Financed YTD	#	% of Total
Single Family Residence	7	87.50
Two to Four Unit Property	1	12.50

Anoka Loan Summary Report

Activity for Period 4/1/15 - 6/30/15



Application packets requested/mailed:	This period:	5	Year-to-Date:	13
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Residential Advisor Visits:	This period:	4	Year-to-Date:	7
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Loans currently in process for residents in your City/Neighborhood:	0
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Closed Loans	This period:	Units	Year-to-Date:	Units
City of Anoka				
		0		0
Closed End	30,028.72	3	99,499.18	7
Deferred-OwnerOccupied	5,090.00	1	5,090.00	1
Deferred-Rental Property	0.00	0	0.00	0
Grant-Mechanical Improvement	2,497.48	3	2,497.48	3
Homebuyer Assistance Deferred	0.00	0	0.00	0
Homebuyer Rehab Deferred		0		0
Total	37,616.20	7	107,086.66	11
MHFA CFUF				
Interest Subsidy	2,914.85	2	2,914.85	2
Total	2,914.85	2	2,914.85	2
Leveraged Funds				
CEE	23,000.00	2	23,000.00	2
MHFA CFUF	29,112.66	2	29,112.66	2
Total	52,112.66	4	52,112.66	4

Types of Improvements Financed YTD	# of Projects	% of Total
Air Conditioning	1	4.00
Electrical	2	8.00
Fence	1	4.00
Flooring/Carpet/Tile	2	8.00
Garage	1	4.00
Handicap/Accessibility	1	4.00
Heating System	2	8.00
Kitchens	2	8.00
Other Exterior Improvements	3	12.00
Other Interior Improvements	1	4.00
Plumbing	2	8.00
Siding, Stucco, Exterior Paint	2	8.00
Windows, Doors, Storm Windows, Storn	5	20.00

Types of Properties Financed YTD	#	% of Total
Single Family Residence	15	100.00