



CITY OF ANOKA

Housing & Redevelopment Authority

Monday, November 9th, 2015

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. October 13th, 2015 Regular Meeting
 - B. October 13th, 2015 Worksession Meeting
- V. Unfinished Business
 - A. 633 East Main Street Commercial Loan Update
 - B. Walker Methodist Plaza Gardens Update
 - C. North Suburban Home Show Update
 - D. Other Updates
- VI. Closed Session
 - A. Discuss Potential Purchase of Property at 1811 2nd Ave
 - B. Discuss Potential Purchase of Property at 1806 2nd Ave
- VII. New Business
 - A. Receive Quarterly Financial Report from Finance Director
- VIII. Discussion Items
 - A. Recap of October 13th Worksession: Potential HRA Program Addressing Vacancies in Downtown Anoka
- IX. Tentative Agenda Items for Future Meetings
- X. Adjournment

AGENDA ITEM IV. A.

**CITY OF ANOKA
HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES – OCTOBER 13, 2015**

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

Roll Call: Commissioners present were: Chair Carl Youngquist, Dave Bonthuis, Lynn Hopkins, Lori Manzoline, Colleen Werdien. Absent: None. Staff present were: Housing Manager Darin Berger.

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

UPON A VOICE VOTE, MOTION CARRIED.

Approval of Minutes:

August 10, 2015, Regular Meeting: MOTION BY COMMISSIONER HOPKINS, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE AUGUST 10, 2015, REGULAR MEETING MINUTES AS PRESENTED.

UPON A VOICE VOTE, MOTION CARRIED.

Open Forum:

Presentation of Dedicated Service Award to Family of Merrywayne Elvig on Behalf of MN Chapter of the National Association of Housing and Redevelopment Officials (NAHRO)

Chair Youngquist shared that in January the Board lost long-time Commissioner Merrywayne Elvig and that her family is being presented with the Dedicated Service Award on behalf of the MN Chapter of the National Association of Housing and Redevelopment Officials (NAHRO).

Housing Manager Darin Berger shared background on the award, stating he had discussed consideration of this award with former Housing Manager Jennifer Bergman prior to Commissioner Elvig's passing as it was very appropriate based on her work on housing and redevelopment. He said staff was notified that Commissioner Elvig was selected for this award and that her family is present this evening to accept the award on her behalf. He noted this is a bigger honor as the award is coming from a group outside of Anoka, adding while everyone in Anoka knew how special Commissioner Elvig was it is good to know others recognized her work as well.

Commissioner Bonthuis said he has written many letters of recommendation throughout his professional career but noted this letter was the easiest to write because of the wonderful work Commissioner Elvig had done.

Mr. Berger agreed, stating the selection committee shared what an easy selection this was as well based on Commissioner Elvig's work.

Chair Youngquist said this award was long overdue and while this recognized her work in housing and redevelopment Commissioner Elvig was also very involved in church and civic groups and had numerous community ties. He said he had known Commissioner Elvig all his life and served with her on many committees and that the last seven years serving on the HRA was very enjoyable because of her.

Dave Elvig, Ramsey, thanked the Board for the kind words regarding his mother, stating she was involved in many activities, including serving for 60 years on the women's golf association. He said this distinguished award recognized his mother for her hard work and dedication but stated the work was really a passion for her, especially her work with the Board. Mr. Elvig said he appreciated the recognition of his mother and keeping her memory alive.

Jenny Wilkerson, Anoka, said she was president of the ladies 18-hole golf club and that a memorial bench will be installed on the 11th hole at Green Haven in Commissioner Elvig's memory. She said she was quite a fixture at the golf course, was a fabulous mentor and friend, and will be greatly missed.

Chair Youngquist shared that Commissioner Elvig was Anoka High School Athlete of the Year in 1949.

Commissioner Bonthuis said Commissioner Elvig's 35 years of service was great but that the quality of that service is unmatched and suggested some recognition of this award should be included at City Hall.

Unfinished Business:

633 East Main Street Commercial Loan Update: Housing Manager Darin Berger stated thus far the HRA has paid \$85,335.88 out of the \$100,000 loan agreed upon for this project. September 4th construction draw: \$14,767.38 for general public, health, safety, and accessibility work; October 2nd construction draw: \$42,181.63 for exterior masonry work; Remainder: \$14,664.12 to pay before we have disbursed all funds as agreed. Mr. Berger said final work on the project will occur throughout October when the curb and sidewalk work, stucco, remaining window/door installation, electrical, HVAC, plumbing, remaining interior finish work and landscaping are completed.

Chair Youngquist asked if the landscaping will be complete before snow arrives. Mr. Berger said they are well on their way to completion of the landscaping work.

Commissioner Bonthuis said it has been good to see this progress and asked when repayment begins on the loans. Mr. Berger said repayment begins once substantial completion is met.

Chair Youngquist said it has been an encouraging and exciting summer for the HRA with this project and Walker Methodist Plaza Gardens.

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

Walker Methodist Plaza Gardens Update: Mr. Berger stated things are moving along quickly at the Walker Methodist Plaza Gardens site. In addition to the progress being made in regards to the construction, Walker Methodist is fielding many calls from interested parties. They are compiling a waiting list that is currently at 10 people officially. The current residents at Walker Plaza will have the first chance to make the move if necessary, and they anticipate they will take full advantage of the opportunity for an increased level of care in the new building if necessary. He noted a potential easement may be needed for the skyway but would be a minor adjustment.

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

Anoka Business and Landowners Association (ABLA) Update: Mr. Berger stated after sending a letter to downtown Anoka property owners at the end of August, staff was contacted by Pete Turok asking if staff would address ABLA at their October board meeting. The ABLA Board was very receptive to the idea of the HRA working to address vacancies in downtown with an emphasis of the second story of these properties. A few questions and concerns were discussed and staff and the HRA Board will keep these in mind as we move forward. After this meeting, the HRA will be going into a worksession to being more clearly shaping how this undertaking will be executed. Once the HRA finalizes how they will be proceeding staff will be doing another direct mailing to downtown Anoka property owners followed by attendance at another ABLA Board meeting.

Commissioner Bonthuis said it would be appropriate to see what Mr. Jensen and Mr. Becker have done with their properties. Mr. Berger agreed, stating their projects will be discussed in the worksession.

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

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

Closed Session:

Discuss Sale of HRA Owned Lot at 426 Taylor Street: Mr. Berger stated on September 21, 2015, staff received an inquiry regarding the HRA owned lot at 426 Taylor Street. The proposed buyer would like to purchase the lot in order to be able to expand his property and building a garage/shed. Staff listed some general information to keep in mind as we move towards a price that is feasible for both parties.

- Property value per tax records in 2015: \$15,500.00
- Purchase price by HRA: \$32,000.00
- HRA demolition costs: \$17,025.00
- Mowing costs 2015: \$720.00
- Lot size: 40x135
- Recent home sale nearby: \$38,250.00 on 1/29/15 (40x135)

Action Requested: Staff is requesting the Board to provide a general consensus whether or not to pursue selling this property. If it is determined the Board wants to proceed staff needs direction

regarding the high and low range for negotiating a land sale price with the interested party for the purchase of this property.

Chair Youngquist adjourned the regular meeting at 5:32 p.m. to enter into a closed session to discuss the sale of the HRA owned lot at 426 Taylor Street. The regular meeting reconvened at 6:02 p.m.

New Business:

~~**Potential Anoka Mechanical Grant Fund Increase—Center for Energy and Environment:**~~

Discussion Items:

Quarterly Loan Program Activity Summary from Center for Energy and Environment:

Mr. Berger shared the Center for Energy and Environment administers all City of Anoka HRA funded loans. Staff has provided a report of loan activity for the period of July 1, 2015 through September 30, 2015 for review and comment. Mr. Berger also shared an activity report from last year during this same period. It is worth noting the increase in number of closed loans; year-to-date loan funds expended, and leveraged funds.

Chair Youngquist shared examples of improvements at some Cape Cod homes and commended Mr. Berger for his work. He said the timing of this program is good and that we need to make people aware of the programs. He said the increase in activity is in relation to equity as the market has improved and some property owners were likely not eligible a few years ago. Chair Youngquist said the improved market allows for more people to take advantage of these programs for these home improvements and that we are doing a good job marketing.

Commissioner Werdien inquired about Mr. Berger's current work duties. Mr. Berger said he is currently transitioning some of his duties to other staff members.

Chair Youngquist noted that 100-percent of Mr. Berger's time will be budgeted for the HRA in 2016.

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

Tentative Agenda Items for Future Meetings:

Adjournment: MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER MANZOLINE, TO ADJOURN. The motion carried, the meeting was adjourned at 6:13 p.m.

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

AGENDA ITEM IV. B.

**CITY OF ANOKA
HOUSING AND REDEVELOPMENT AUTHORITY
WORKSESSION MINUTES – OCTOBER 13, 2015**

Call to Order: Chair Carl Youngquist called the meeting to order at 6:30 p.m.

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

Approval of the Agenda: THE AGENDA WAS APPROVED AS PRESENTED.

New Business:

Discuss Potential HRA Program Addressing Vacancies in Downtown Anoka: Housing Director Darin Berger said staff was directed by the HRA Board to reach out to downtown property owners regarding potential efforts by the HRA to fund projects specifically targeting vacancies in our downtown. This has been a topic of discussion in the past but was recently brought up again after the Urban Land Institute gave their presentation this summer at Green Haven. A letter was sent at the end of August which only generated three return phone calls. One property owner is most definitely not interested and the other two had some interest but wanted to know a bit more as we progress. This topic was also met with enthusiasm at October's Anoka Business and Landowner Association (ABLA) Board meeting and they are very interested in the possibilities. Mr. Berger said the worksession is the first step in working towards the goal of decreasing vacancies in downtown through redevelopment, primarily on second stories.

The Board discussed potential details of the proposed program, funding sources, funding amounts, goals, barriers preventing this from being successful, ways in which to proceed, a timeline, and other details.

Action Requested: No action necessary, discussion purposes only.

Discussion was held with the Board and those present on options for creating second floor space, including potential access plans, removing steep stairways and revamping stairwells, addition of either passenger or freight elevators, or the necessity for natural light such as skylights.

Commissioner Manzoline commented that after speaking with staff at the State of Minnesota and understood that freight elevators would be allowable based on the occupant load versus the square foot area. She added skyways may be an option as well. The Board held discussion on elevator size, noting the concern would involve space large enough for a stretcher for emergency personnel.

The Board reviewed mock plans presented by Steve & Tom Jenson that outlined 1500-, 1200-, and 1000- square foot options for expansion which included corridors, elevators, access points, and parking plans for the ramp. Pricing on elevators was discussed, which was estimated at \$50,000 for basement retrofit or \$100,000 for full. A photo was shared of the building at the

Corner of Second & Main Street submitted by Bart Ward that showed how the space had been used in the past.

Mr. Berger said this discussion was intended to give a good feel on potential options, stating while this was a good model it was only a preliminary discussion. He said the proposal showed some great options but would also be difficult and said the Board may want to consider designating funds towards for the intent of only one property owner. Mr. Berger said he is willing to do the work but needs Board direction on whether any proposal should be considered within the HRRD corridor, expanded to the entire City, or focus on an even smaller area. He said they have \$1.295 million available to spend and said it should not be tied to any specific district but could be used for scattered site. He noted there is no deadline on spending these funds. Mr. Berger said the Board could discuss the parking ramp, adding there is a potential for funding vacancies downtown and the funds could be earmarked at a certain amount and then advertise once a program was established. He noted this discussion is in the early stages but he needs to know first how much money could be available before he moves forward on any proposal.

Commissioner Hopkins confirmed parking could occur in the Walker ramp but was concerned about stall sizes. She said the proposal seemed like an upscale, urban-type living and commented that is what people are looking for in upper level living.

Mr. Berger said he heard from Jensen's and Truffles and Tortes about possibly being interested in potential funds for expansion and suggested funding from the old commercial loan fund, similar to 633 Main Street or fire suppression system. He said Ehlers and Associates believes grants would be the best tool to use and while the funds would not be repaid it would still be a good investment for the City.

Commissioner Manzoline agreed with offering grant money with defined parameters but noted the fire suppression systems benefited Anoka as a whole but these funds would focus more on private owners.

Commissioner Hopkins said she is not opposed to granting money but commented on potential political backlash. Mr. Berger said property values would go up which would be a benefit to our TIF district, adding any criteria would have to increase property values. He said he could inform the proposed area of available grant money, create an application with a deadline, and then provide the opportunity to everyone. Mr. Berger referred to the recent Urban Land Institute discussion and how these programs could benefit Anoka and while he understands the concerns this proposal may work well.

Chair Youngquist suggested outlining parameters and sharing with property owners to see who responds. He said the Board should suggest some amounts and present to Mr. Berger for consideration.

Commissioner Hopkins said she is willing to invest this funding as a way to get people living in the downtown.

Commissioner Manzoline said the Board is currently not purchasing any residential property so they could focus on commercial.

Mr. Berger said that based on the response to the initial interest letter we will likely not get much more interest but said maybe there is more interest in projects other than elevators.

Commissioner Manzoline noted the difference may lie within the historic districts.

Mr. Berger said he could come up with a potential dollar amount for consideration by the Board at a future meeting.

Commissioner Hopkins noted there has to be cooperation where possible.

Chair Youngquist suggested the program presented splits the cost with property owners.

Commissioner Manzoline suggested sharing an amount throughout the entire building, \$100,000 to a building instead of an individual property owner.

Commissioner Bonthuis suggested working with an engineer to get some input on improvements that could possibly work. Mr. Berger said he would get more information gathered before presenting anything to property owners.

Commissioner Manzoline said an elevator takes up floor space and results in lost square footage so it would be to everyone's benefit to have community access elevators.

Adjournment: MOTION BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER MANZOLINE TO ADJOURN. The motion carried, the meeting was adjourned at 8:18 p.m.

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

AGENDA ITEM V. A.

Memo

To: HRA Board Members
From: Darin Berger, Housing Manager
Date: November 9th, 2015
Re: 633 East Main Street Commercial Loan Update

Thus far, the HRA has paid \$85,335.88 out of the \$100,000 loan agreed upon for this project.

To recap, September 4th Construction Draw: \$14, 767.38 for general public, health, safety and accessibility work.

October 2nd Construction Draw: \$42,181.63 for exterior masonry work.

Remainder: \$14,664.12 to pay before we have disbursed all funds as agreed.

The owner of this building plans to be in the new building and open for business December 1st. In the meantime, landscaping, lighting, painting and carpet are the finishing touches that are being completed.

Action Requested: No action necessary, informational only.

AGENDA ITEM V. B.

Memo

To: HRA Board Members
From: Darin Berger, Housing Manager
Date: November 9th, 2015
Re: Walker Methodist Plaza Gardens Update

On October 27th, Walker Methodist submitted a request for disbursement based on terms of the Development Agreement signed June 15th, 2015. In that agreement (pertinent sections attached), the HRA stated it would reimburse 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. The details of this reimbursement are included in your packet. Based on that language, Staff approved disbursement of \$124,705.00 to Weis Builders. This amount includes the \$17,500.00 approved by the Board for Soil Corrections necessary to make the site buildable, which is a cost the HRA would have incurred to make development possible.

Earth/Site Work: \$31,500.00 (Materials)
Earth/Site Work: \$75,705.00 (Labor)
Corrective Soils Earth/Site Work: \$17,500 (Materials & Labor)

TOTAL: \$124,705.00

As you can see by the work completed thus far, the foundation permit had been pulled and work has been completed, but as of Monday, November 2nd, the full Building Permit was also pulled.

Walker Methodist expects that the exterior shell will be completed January 2016 and they are still on schedule for an August completion.

Action Requested: No action necessary, informational only.

DEVELOPMENT AGREEMENT

6.15.15

(f) The Company will obtain, in a timely manner, all required permits, licenses and approvals, and meet, in a timely manner, all requirements of all applicable local, state and federal laws and regulations which must be obtained or met before the Minimum Improvements may be lawfully constructed.

(g) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented or limited by, or in conflict with or will result in a breach of, the terms, conditions or provisions of any corporate restriction of the Company, or any evidence of indebtedness, agreement or instrument of whatever nature to which the Company is now a party or by which it is bound, or will constitute a default under any of the foregoing.

ARTICLE III

Undertakings of the City

Section 3.1. Conveyance of the City Parcel. The City will convey the City Parcel to the Company pursuant to the Purchase Agreement set forth on Exhibit C attached hereto.

Section 3.2. Tax Increment Financing. The City of Anoka Housing and Redevelopment Authority will reimburse Company up to \$250,000 from tax increment financing ("TIF") proceeds available to City for the following purposes:

Earthwork – General, Grubbing, Grading: \$63,301
Earthwork – Detailed, Footing & Foundation Excavation: \$101,125
Storm Water Sewer System & Management Systems: \$78,220
Sanitary Sewage Systems: \$7100

Total: \$249,746

Reimbursement of the above TIF eligible expenses shall be conditioned upon, and paid to the Company within thirty (30) days after the times the Company provides City with (i) a copy of the invoice or payment request for the work, (ii) proof of payment by Company for the invoiced work or payment request, and (iii) verification by the City of completion of the invoiced work or payment request for which reimbursement is being sought.

ARTICLE IV

Undertakings of the Company

Section 4.1. Construction of Minimum Improvements. The Company will construct the Minimum Improvements on the Development Property in accordance with the approved Construction Plans. The Site Plans, the Engineering Plans, and Landscape Plans have been approved by the City Council. Review by the City Building Official is still required prior to the issuance of a building permit.

Section 4.2 Soil Corrections. If, during construction of the Minimum Improvements, the Company determines that soil corrections are needed at the Development Property in order for the Company to use the Development Property for the Company's intended use, the Company shall so notify the City and provide the City with a detailed cost analysis of any additional costs to be incurred to implement the required soil corrections. If the Company then proceeds to make said necessary soil corrections, and provides the City with a detailed invoice of costs incurred by the Company in making such soil corrections within six (6) months from the date the Company closes on its acquisition of and receives a deed to the Development Property, the City shall reimburse the Company for said soil correction costs in an amount not to exceed \$17,500.00.

Section 4.3. Construction Plans.

(a) Approval of the Construction Plans by the City shall not relieve the Company of any obligation to comply with the terms and provisions of this Agreement or the provisions of applicable federal, State and local laws, ordinances and regulations, nor shall approval of the Construction Plans by the City be deemed to constitute a waiver of any Event of Default.

(b) If the Company desires to make any material change in the Construction Plans after their approval by the City, the Company shall submit the proposed change, in writing, to the City for its approval. If the Construction Plans, as modified by the proposed change, conform to the requirements of this Section 4.3 with respect to such previously approved Construction Plans, the City shall approve the proposed change. Such change in the Construction Plans shall be deemed approved by the City unless rejected in writing within ten (10) days after receipt from the Company by the City with a statement of the City's reasons for such rejection.

Section 4.4. Commencement and Completion of Construction. Subject to Unavoidable Delays, the Company shall commence construction of the Minimum Improvements by December 31, 2015. Subject to Unavoidable Delays, the Company shall have substantially completed the construction of the Minimum Improvements by June 30, 2017, following the actual commencement of construction, unless amended by the parties. Appropriate extension of time for completion shall be made for time lost as a result of Unavoidable Delays or other factors approved by the City; provided that within twenty (20) days after the occurrence of an Unavoidable Delay or other factor, the Company shall have notified the City in writing of such occurrence.

Until construction of the Minimum Improvements has been completed, the Company shall make reports to the City, in such detail and at such times as may reasonably be requested by the City, as to the actual progress of the Company with respect to construction of the Minimum Improvements. The Company shall allow designated representatives of the City to enter upon the Development Property during the construction of the Minimum Improvements to inspect such construction.

October 26, 2015

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) and back-up. (with highlighted cost disciplines)
- 2) Separate invoice form Northwest Asphalt for site soils remediation
- 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.

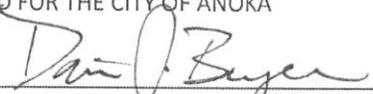
If field inspections are found to be in compliance with aforementioned development agreement and no exceptions is taken to this request. Please sign in appropriate signature block and forward signed copy back to Walker .

Upon returned of signed document Walker will request, from title that \$ 124,705 (One Hundred Twenty Seven Thousand Seven Hundred Five) be release from escrow account /file # 40033 and paid to Weis's Builders for inspected work .

Respectfully Submitted,

Greg Opegard, Development D

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

By: 

Title HOUSING MANAGER

Date 10/27/15

REQUEST SUMMARY

Items 1 thru 3 represent a summary of Weis G702R application attached application qualifying "In Place" work.

1-	Sitework @	\$31,500 (materials)
2-	Sitework @	\$75,705 (labor)
3-	Corrective Soils Sitework @	\$17,500 (materials & Labor)
Total		\$ 124,705

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: 2 - Materials

Distribution to:

OWNER

PERIOD TO: 9/30/15

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

PROJECT NOS: 151492

CONTRACT FOR: Construction Management

CONTRACT DATE:

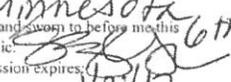
CONSTRUCTION MANAGER'S APPLICATION FOR PAYMENT

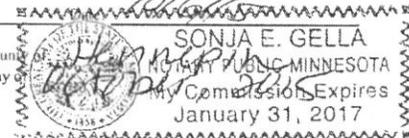
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet. AIA Document G703, is attached.

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.

1. ORIGINAL CONTRACT SUM	\$	3,508,589
2. Net change by Change Orders	\$	-
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	3,508,589
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	133,700
5. RETAINAGE:		
a. 10% % of Completed Work (Column D + E on G703)	\$	13,370
b. 0.00% % of Stored Material (Column F on G703)	\$	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	13,370
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	120,330
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	-
8. CURRENT PAYMENT DUE	\$	120,330
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	3,388,259

CONTRACTOR: Weis Builders, Inc

By: 
Michael Biskupski- Operations Controller
State of: Minnesota
Subscribed and sworn to before me this 6th day of September 2015
Notary Public: 
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 \$ _____

(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:

By: _____ Date: _____

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner #	0	0
Total approved this Month #	0	0
TOTALS	0	
NET CHANGES by Change Order	\$0.00	

#1

SWORN STATEMENT

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

CONSTRUCTION MANAGER Weis Builders, Inc
 DATE 9/30/2015
 JOB NUMBER 151492

SUB NAME	SUB DIVISION	Current Amount To Be Paid
Northwest Asphalt	Sitework	0.00
Nova Frost	Sitework	31,500.00
Molin Concrete Products	Concrete	0.00
Donald R Frantz Concrete Const LLC	Concrete & Masonry	84,330.00
To Be Let	Steel	0.00
To Be Let	Wood & Plastics	0.00
To Be Let	Thermal and Moisture Protection	0.00
To Be Let	Doors & Windows	0.00
To Be Let	Finishes	0.00
To Be Let	Specialties	0.00
To Be Let	Equipment	0.00
To Be Let	Furnishings	0.00
To Be Let	Conveying Systems	0.00
Security Fire Protection	Mechanical	0.00
J-Berd Mechanical	Mechanical	0.00
Berd Electric	Electrical	4,500.00
To Be Let	Walker Renovation Allowance	0.00
Totals		120,330.00

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702R

PAGE ONE OF TWO

PAGES

<p>TO OWNER: Walker Methodist Plaza Gardens LLC 3737 Bryant Ave S Minneapolis, MN 55409</p>	<p>PROJECT: Walker Methodist Plaza Gardens 100 S Monroe Street Anoka, MN 55303</p>	<p>APPLICATION NO: 2 - Labor</p>	<p>Distribution to: <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> <input type="checkbox"/></p>
<p>FROM CONSTRUCTION MANAGER: Weis Builders Inc 7645 Lyndale Ave South Minneapolis, MN 55423</p>	<p>ARCHITECT: Kaas-Wilson 1301 American Blvd E Suite 100 Bloomington, MN 55425</p>	<p>PERIOD TO: 8/31/15</p>	<p>PROJECT NOS: 151492</p>
<p>CONTRACT FOR: Construction Management</p>		<p>CONTRACT DATE:</p>	

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	\$ -
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 5,223,448
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 676,255
5. RETAINAGE:	
a. 6% % of Completed Work (Column D + E on G703)	\$ 39,859
b. 0.00% % of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 39,859
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 636,396
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 212,708
8. CURRENT PAYMENT DUE	\$ 423,688
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 4,587,052

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner #	0	0
Total approved this Month #	0	0
TOTALS	0	
NET CHANGES by Change Order	\$0.00	

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: [Signature] Date: 10/6/15
 Michael Biskupski - Operations Controller
 State of Minnesota County of Hennepin
 Subscribed and sworn to before me this 6th day of October, 2015.
 Notary Public: [Signature] My Commission Expires 1/31/17
SONJA E. GELLA
 NOTARY PUBLIC MINNESOTA
 My Commission Expires January 31, 2017

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 \$ _____

(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:

By: _____ Date: _____

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.

24

#2

SWORN STATEMENT

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

CONSTRUCTION MANAGER Weis Builders, Inc
 DATE 9/30/2015
 JOB NUMBER 151492

SUB NAME	SUB DIVISION	Current Amount To Be Paid
Weis Builders Inc	General Conditions	49,486.90
Loucks & Associates	Sitework	2,466.00
Northwest Asphalt	Sitework	50,737.50
Nova-Frost	Sitework	22,500.90
Molin Concrete Products	Concrete	0.00
Donald R Frantz Concrete Const LLC	Concrete & Masonry	193,500.00
To Be Let	Steel	0.00
To Be Let	Wood & Plastics	0.00
To Be Let	Thermal and Moisture Protection	0.00
To Be Let	Doors & Windows	0.00
To Be Let	Finishes	0.00
To Be Let	Specialties	0.00
To Be Let	Equipment	0.00
To Be Let	Furnishings	0.00
To Be Let	Conveying Systems	0.00
Security Fire Protection	Mechanical	0.00
J-Berd Mechanical	Mechanical	0.00
Berd Electric	Electrical	25,700.00
To Be Let	Walker Renovation Allowance	0.00
Weis Builders Inc	Building Permits Allowances	56,155.00
Weis Builders Inc	Construction Manager Contingency	0.00
Weis Builders Inc	General Liability/Builders Risk Insurance	0.00
Weis Builders Inc	Fee	23,141.60
Totals		423,687.90

#3



Northwest Asphalt, Inc.

1451 Stagecoach Road
Shakopee, MN. 55379
Office: 952-445-1003
Facsimile: 952-445-1056

Invoice

Date October 2, 2015

Project Name Walker Methodists
General Contractor Weis
Attention Scott Nelson
Address Anoka MN

NWA Job# 5804
NWA Customer# _____
NWA Change Order# _____

Description of Work: Soils correction in building pad

Work Authorization# _____ **Date of work Performed:** _____

	<i>Description</i>	<i>measurement</i>	<i>Units</i>	<i>Rate</i>	<i>Extension</i>
1	Soils Correction	ls	1.00	\$17,500.00	\$17,500.00
2				\$0.00	\$0.00
3				\$0.00	\$0.00
4				\$0.00	\$0.00
5				\$0.00	\$0.00
6				\$0.00	\$0.00
7				\$0.00	\$0.00
8				\$0.00	\$0.00
9				\$0.00	\$0.00
10				\$0.00	\$0.00
11				\$0.00	\$0.00
12				\$0.00	\$0.00
13				\$0.00	\$0.00
14				\$0.00	\$0.00
15				\$0.00	\$0.00
16				\$0.00	\$0.00
17				\$0.00	\$0.00
18				\$0.00	\$0.00
SUBTOTAL MATERIALS					

Total Amount Due **\$17,500.00**

Respectfully submitted,
Northwest Asphalt, Inc.

Project Manager
Tony Kaufhold

5-4110

6-4115

7-4120

7-4130

8-4140

AGENDA ITEM V. C.

Memo

To: HRA Board Members
From: Darin Berger, Housing Manager
Date: November 9th, 2015
Re: North Suburban Home Show Update

March 12th, 2016 is coming quick, which means the NSHS Committee has begun meeting again. Our second meeting was Tuesday, November 3rd at the Andover Community Center. Committee members include Staff from the City of Andover, City of Coon Rapids and City of Anoka. Anoka County has always been a sponsor, but recently informed us they will no longer be involved due to staffing shortages. We already have 25 booths sold out of the 100 booths available. Last year at this time we had zero sold, so there is definitely lots of interest. The committee has been focused on securing advertisements, marketing and other details to make sure this event is a continued success.

As we have done in the past, HRA Board members will act as greeters on the day of the Home Show. Staff will provide a sign-up sheet at a later date in order to coordinate times for greeting shifts.

NORTH SUBURBAN HOME SHOW:
March 12th, 2016
9:00am – 3:00pm
Andover Community Center
www.northsuburbanhomeshow.org for more information

Action Requested: No action necessary, informational only.

AGENDA ITEM VI. A & B; CLOSED SESSION

- A. Discuss Potential Purchase of Property at 1811 2nd Ave
- B. Discuss Potential Purchase of Property at 1806 2nd Ave

AGENDA ITEM VII. A.

Memo

To: HRA Board Members
From: Darin Berger, Housing Manager
Date: November 9th, 2015
Re: Review of Quarterly Financial Report

Attached for the Board's review is the 2015 Third 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 2015 Third Quarter Financials.

Memorandum

Date: 11/6/15
To: Darin Berger
Cc: HRA Board Members
From: Lori Yager, Finance Director
RE: OCTOBER 31, 2015 Financial Reports

Attached is the October 31, 2015 financial report for the HRA.

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

CITY OF ANOKA
SCHEDULE OF HOUSING AND REDEVELOPMENT AUTHORITY
October 31, 2015

	830	834	835	840	845	2015	Year End 2014
	HRA	Commercial	Housing	TAX INCR.	TAX INCR.	TOTAL	TOTAL
CASH	563,723	27,824	118,083	168,008	1,821	879,459	794,606
TAXES RECEIVABLE:	4,288			(353)	10	3,945	8,914
ACCOUNTS RECEIVABLE						0	1,567
INTEREST RECEIVABLE						0	2,462
LOANS RECEIVABLE	99,971	39,416	182,657			322,044	268,072
DUE FROM OTHER FUNDS				138,000		138,000	138,000
LAND	400,531			575,489		976,020	1,747,291
TOTAL ASSETS	1,068,513	67,240	300,740	881,144	1,831	2,319,468	2,960,912
ACCOUNTS PAYABLE	153					153	51,544
ACCRUED WAGES PAYABLE						0	660
DUE TO OTHER FUNDS					138,000	138,000	138,000
DUE TO OTHER GOVERNMENTS						0	0
DEFERRED REVENUE	104,458	12,920	189,142	(353)	10	306,177	251,605
TOTAL LIABILITIES	104,611	12,920	189,142	(353)	138,010	444,330	441,809
FUND BALANCE:							
DECEMBER 31, 200X	923,251	53,359	174,323	1,502,641	(134,471)	2,519,103	2,167,973
PRIOR PERIOD ADJ							
NET CHANGE IN FUND BALANCE	40,651	961	(62,725)	(621,144)	(1,708)	(643,965)	351,130
TOTAL FUND BALANCE	963,902	54,320	111,598	881,497	(136,179)	1,875,138	2,519,103
TOTAL LIABILITIES AND FUND BALANCE	1,068,513	67,240	300,740	881,144	1,831	2,319,468	2,960,912

CITY OF ANOKA
SCHEDULE OF HOUSING AND REDEVELOPMENT AUTHORITY
October 31, 2015

	830	834	835	840	845	2015	Year End 2014
	HRA	Commercial	Housing	TAX INCR.	TAX INCR.	TOTAL	TOTAL
REVENUES:							
TAXES	99,746			149,083	10	248,839	474,284
INTERGOVERNMENTAL	0				0	0	0
INTEREST INCOME	3,533	285	836	428	10	5,092	6,798
GAIN (LOSS) FROM INVESTMENTS	4,822	494	1,651	371	33	7,371	27,408
REVOLVING LOAN	1,350	182	39,792			41,324	26,204
OTHER	9			75,000		75,009	
	<u>109,460</u>	<u>961</u>	<u>42,279</u>	<u>224,882</u>	<u>53</u>	<u>377,635</u>	<u>534,694</u>
EXPENDITURES:							
PERSONAL SERVICES	50,076			3,095	51	53,222	80,410
SUPPLIES	33					33	222
PROFESSIONAL SERVICES	6,360		4,797	22,183	1,710	35,050	15,201
CONTRACTUAL SERVICES	11,340			3,347		14,687	1,620
REVOLVING LOANS			91,237			91,237	44,326
MECHANICAL						0	700
PROJECTS	1,000		8,970	249,746		259,716	41,085
LOSS ON ASSET DISPOSAL				567,655		567,655	0
LAND						0	0
	<u>68,809</u>	<u>0</u>	<u>105,004</u>	<u>846,026</u>	<u>1,761</u>	<u>1,021,600</u>	<u>183,564</u>
NET CHANGE IN FUND BALANCE	<u>40,651</u>	<u>961</u>	<u>(62,725)</u>	<u>(621,144)</u>	<u>(1,708)</u>	<u>(643,965)</u>	<u>351,130</u>

2015 FINANCIAL REPORT - OCTOBER

HRA FUND

Year To Date 10 Months 83% of Year

	<u>2015 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 200,500	\$ 99,746	49.75%
Interest Earnings	4,000	8,355	208.88%
Other Miscellaneous		1,359	
	<hr/>	<hr/>	
Total	\$ 204,500	\$ 109,460	53.53%
<u>Expenditures</u>			
Personnel Services	\$ 61,075	\$ 50,076	81.99%
Supplies	3,000	33	1.10%
Professional	23,955	6,360	26.55%
Contractual Services	1,620	11,340	700.00%
Improvement Projects	100,000	1,000	1.00%
Contingency	7,500	0	0.00%
	<hr/>	<hr/>	
Total	\$ 197,150	\$ 68,809	34.90%
Sources (Uses) of Fund			
Balance	\$7,350	\$40,651	553.07%

HRA Central Business TIF District

Year To Date 10 Months 83% of Year

	<u>2015 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 290,000	\$ 149,083	51.41%
Interest Earnings	5,000	799	15.98%
Other Miscellaneous	4,830	75,000	1552.80%
	<hr/>	<hr/>	
Total	\$ 299,830	\$ 224,882	75.00%
<u>Expenditures</u>			
Personnel Services	\$ 3,715	\$ 3,095	83.31%
Professional	16,995	22,183	130.53%
Contractual	2,000	3,347	167.35%
Redevelopment	600,000	567,655	94.61%
Blighted/Scattered Site Housing	100,000	249,746	249.75%
	<hr/>	<hr/>	
Total	\$ 722,710	\$ 846,026	117.06%
Sources (Uses) of Fund			
Balance	(\$422,880)	(\$621,144)	146.88%

2015 FINANCIAL REPORT - OCTOBER

HRA Business Core TIF District
 Year To Date 10 Months 83% of Year

	<u>2015 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended
<u>Revenues</u>			
Property Taxes	\$ 7,500	\$ 10	0.13%
Interest Earnings	10	43	430.00%
Total	\$ 7,510	\$ 53	0.71%
<u>Expenditures</u>			
Personnel Services	\$ 15	\$ 51	340.00%
Professional	1,510	1,710	113.25%
Contractual Services	0	0	
Interest expense	4,830	0	
Total	\$ 6,355	\$ 1,761	27.71%
Sources (Uses) of Fund Balance	\$1,155	(\$1,708)	

AGENDA ITEM VIII. A.

Memo

To: HRA Board Members

From: Darin Berger, Housing Manager

Date: November 9th, 2015

Re: Recap of October 13th Worksession: Potential HRA Program Addressing Vacancies in Downtown Anoka

On October 13th, 2015 the HRA had a worksession above Jenson's Store at Thrivent Financial to discuss a possible HRA program to address vacancies in downtown Anoka. The Board had asked Staff back in August to look into interest amongst property owners in the downtown. Some feedback was given, some interest showed, but ultimately, once a clearer picture of this program is presented, that's when we will be able to gauge real interest. Staff is still in the process of creating this program and anticipates presenting something to the Board at our December meeting.

Staff is trying to determine a total dollar amount contributed from the HRA, a per-project amount, whether it will be a loan or a grant, who is eligible, who is ineligible, what improvements are and are not eligible, etc.

Please share any comments or suggestions regarding the HRA's goal to fund projects addressing vacancies in downtown at this time.

Action Requested: No action necessary, discussion purposes only.