

**ROBBINSDALE
ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
TUESDAY, JUNE 13, 2023
COUNCIL CHAMBERS**

CALL TO ORDER:

1. The Robbinsdale Economic Development Authority (REDA) meeting was called to order at 7:00 p.m. by President Parisian.

MICROPHONE CHECK:

2. Complete.

ROLL CALL:

3. Members Present: Murphy, Wagner, Blonigan, Webb, President Parisian
Members Absent: None
Staff Present: Tim Sandvik, Executive Director
Rick Pearson, City Planner
Ron Batty, EDA Attorney

#4A-B CONSENT AGENDA:

4. **MOTION** by Member Blonigan seconded by Member Murphy to approve and place on file the Consent Agenda Items #4A-B:
 - A. **Motion** to approve and order placed on file minutes of the following:
 - **Regular Meeting Minutes of May 9, 2023**
 - B. **Motion** to approve Disbursement Requests for **period ending June 13, 2023****The vote was 5-0 and the motion carried.**

#6A: OLD BUSINESS:

Robbinsdale Home Improvement Rebate Program with Center for Energy & Environment

5. Pearson presented the staff report. Announced Jim Hasnik, Director of Lending Service representing the Center for Energy and Environment is here tonight. Mr. Hasnik has been working with us to lay the groundwork for the city grant program. Staff is seeking direction on the program budget and program guidelines.
6. President Parisian thanks the staff for putting this information together so quickly. Would also like electric vehicle charging stations added to eligible project expense.
7. Member Wagner asked if the bids would include sweat equity. Pearson stated that one of the guidelines would be that the project be approved before any work is done. Difficult to measure sweat equity, so its discouraged. Most of the work should be contracted out.

8. **Jim Hasnik, Director of Lending Services with Center for Energy & Environment**
He explained that the CEE requires only one bid be submitted. We can deduct sweat equity if it is part of your guidelines. Review cost of materials. The funds are escrowed.
9. Member Blonigan would like to add that solar panels can be installed in properties with HOAs, sweat equity with a "kick-back" clause. **Mr. Hasnik** clarified that all contractors are property licensed, permits are pulled and work is inspected.
10. Member Wagner asked if one of the eligible items includes recycling or waste removal. Pearson stated that it is usually covered by the contractor.
11. Member Murphy inquired about a definition of manufactured homes. Pearson stated it is generally motor homes. Prefab homes would be eligible. What is accepted as proof of income. **Mr. Hasnik** replied that it is the most recent 1040, number of people in the household, bank statements, social security income.
12. Member Webb asked about work completion, what if the work is not completed by the deadline, what are other similar factors. **Mr. Hasnik** stated that contractors get delayed and work with the homeowner and contractor. Work with the contractors. He wanted to add that the Board should decide how often they want residents to receive the service; one a year, etc.
13. President Parisian inquired about properties held in trust. **Mr. Hasnik** stated that the Board would have to decide if they are eligible or not.
14. Member Webb noted how would the Board decide what is eligible. Pearson explained that safety issues (i.e. electrical/plumbing) are priority. Would decide on a case-by-case basis.
15. President Parisian supports the program; in favor of more homes that are different to pursue the grant instead of the same property over again.
16. Pearson asked for clarity on some other items that may be eligible; lots of upgrade projects for garages. Twenty percent, remove roof and diseased trees from eligibility.
17. Member Webb supports prioritizing requests for service, energy and efficiency and safety should be first. Pearson replied that this program will catch on and more grant money could be available.
18. President Parisian requested more information on income verification and capping the amount of funds at \$8,000. The Board agreed.

19. Executive Director Sandvik noted that further information on income data will be brought to the July meeting.
20. **MOTION** by Member Blonigan, seconded by Member Murphy to authorize the Executive Director to execute an agreement for the Robbinsdale Home Improvement Program Origination Agreement with the Center for Energy and Environment.
The vote was 5-0 and the motion carried.

#7A: NEW BUSINESS: Consider Business Loan

21. Executive Director Sandvik provided information on the request. Staff contacted by business owner seeking financial assistance from the EDA.
The owner is here to provide details on his request.
22. **Samuel Ngwa, Owner of Safari Pride Coffee**
Mr. Ngwa provided information about his personal background and the history of his coffee company. He has owned his business since 1996. Has been looking to relocate. Found a location in Robbinsdale. He is seeking assistance to move his coffee roasting equipment that is really big and expensive. The covid crisis did not help his business thrive and business went down. Resources are limited. He would pay back any loan.
23. President Parisian inquired as to where the business is currently located and the timeline to move to Robbinsdale. **Mr. Ngwa** stated that they are located on 22nd Ave North off Washington and Broadway. The space did work out for the model we started with but with the closure of independent coffee houses we only supplied coffee to corporate sponsors.
24. Member Blonigan stated he wanted to see a proforma from Mr. Ngwa.
25. Member Murphy noted the grant/loan program the EDA has for façade improvements.
26. Executive Director Sandvik noted that other resources maybe available.
27. EDA Attorney Batty noted a few programs where the EDA provided loans for other businesses but they were more comprehensive with loans secured by others.
28. Member Wagner stated he would like to see a policy/program developed to address requests such as these. Member Murphy agreed with Member Wagner.
29. President Parisian supported staff investigating all the things mentioned here. In addition, how much staff time will be needed to develop a loan program.

30. Member Webb supports staff creating a loan program, perhaps establishing a partnership with others.
31. City Planner Pearson provided a letter received from a former council member. Recommended contacting *Elevate Business* to assist Mr. Ngwa.
32. Executive Director Sandvik stated that staff can provide an updates on other businesses but data is sensitive and limited but will bring back what we can.

#9A: INFORMATION ONLY: Project Update

33. No further information provided.

#10: REDA GENERAL COMMUNICATIONS:

34. Member Blonigan noted that 4600 Lake Road can be called The Reeve and would like statistics on occupancy of EDA properties in the next Project Update.

#11: ADJOURNMENT:

35. **MOTION** by Member Murphy, seconded Member Wagner to adjourn the meeting at 8:20 p.m.

The vote was 5-0 and the motion carried.



Mia Parisian, REDA President



Tim Sandvik, Executive Director