

## AGENDA

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1. MEETING CALL TO ORDER
2. MICROPHONE CHECK
3. ROLL CALL: Murphy, Blonigan, Parisian, President Wagner
4. CONSENT AGENDA: Pursuant to REDA policy, one motion, non-debatable, will approve the recommendation noted. Any member of the REDA Board may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:
  - A. Approve REDA minutes of June 11, 2024
5. PUBLIC HEARINGS
  - A. None
6. OLD BUSINESS
  - A. None
7. NEW BUSINESS
8. OTHER BUSINESS
  - A. Voucher Requests Pending Approval for Disbursement
  - B. Program Updates: Robbinsdale Home Energy Squad Audits and Home Improvement Grants
9. INFORMATION ONLY
10. REDA GENERAL COMMUNICATIONS
11. ADJOURNMENT



## City of Robbinsdale

### MINUTES

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#### MEETING CALL TO ORDER

Present: Parisian, Wagner, Murphy, Blonigan  
Absent: None  
Staff: Tim Sandvik, Executive Director

#### MICROPHONE CHECK

#### ROLL CALL

#### CONSENT AGENDA

Member Blonigan MOVED, seconded by Murphy to approve the consent agenda. The vote was unanimous and the motion carried.

- A. Approve REDA minutes of May 15, 2024

#### PUBLIC HEARINGS

- A. None

#### OLD BUSINESS

- A. None

#### NEW BUSINESS

- A. None

#### OTHER BUSINESS

Member Murphy MOVED, seconded by Parisian to approve the voucher request. The vote was unanimous and the motion carried.

- A. Voucher Requests Pending Approval for Disbursement

#### INFORMATION ONLY

Sandvik spoke that he was expecting some development applications to come into the city, though he has not received any yet. He is still expecting applications to come in for a few developments in the next coming weeks, however. He then noted that there were intentions sometime this summer to present some reports to REDA. The first report from CEE was intended for a home loan program for individuals under a certain threshold. With the building season in effect, staff wanted to present this report to show what has been completed and then for REDA members to discuss the topic to help set the budget for 2025. The second report

is for a sustainability effort for a home audit. This report would also be from CEE and present the discussion to see if REDA would want to fund this in the future.

Blonigan spoke about a letter he received from the Metropolitan Council stating that the city's population was 14,945. Blonigan responded back to the Metropolitan Council and asked if they took into account the Reeve Apartments for their population analysis. He said that the Metropolitan Council did not include that apartment complex within their population estimate because it has not been included inside the county yet. The Metropolitan Council said that they will include the Reeve Apartment complex in the population estimation for next year. They predict it will raise our population past 15,000. Blonigan then thanked all the staff participating at Pride Fest in Golden Valley. Finally, he asked staff when we might have the new state flag flying at city hall.

Sandvik said that staff does not remember a time when we did fly a state flag at city hall. Though, he stated that they have the new flags ready to be flown at this time since they have already been ordered.

Parisian stated that she was also thankful to the city staff present at Pride Fest in Golden Valley and that a lot of work went into the preparation for the booth there.

## **REDA GENERAL COMMUNICATIONS**

### **ADJOURNMENT**

Member Parisian MOVED, seconded by Blonigan to adjourn the meeting at 7:08 PM. The vote was unanimous and the motion carried.

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Tim Sandvik, Executive Director

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Aaron Wagner, President



## City of Robbinsdale

TO: Mayor and City Council  
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: July 9, 2024  
RE: Voucher Requests Pending Approval for Disbursement

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### **Background:**

None

### **Analysis:**

None

### **Recommendation:**

Motion to approve Disbursement Requests for period ending July 9, 2024.

### **Attachments:**

None



## City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director, Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: July 9, 2024

RE: Program Updates: Robbinsdale Home Energy Squad Audits and Home Improvement Grants

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### **Background:**

For the purpose of supporting low-income homeowners' efforts in maintaining their residential properties to meet basic life/health and safety building codes and when possible, advancing energy efficiency, the REDA, in partnership with a Twin Cities non-profit, the Center for Energy and Environment (CEE) created and implemented two new programs in 2024; The Robbinsdale Home Energy Squad (HES) Audit Program and the Robbinsdale Home Improvement Grant Program. Given the programs have been operating for a few months now, an update on program activity is warranted.

### **Analysis:**

#### **Robbinsdale Home Energy Squad (HES) Audits**

In February of this year, the City was awarded a \$5,000 grant from the Clean Energy Resource Teams (CERTs) Seed Grant program. The awarded project, *Eliminating Barriers for Energy Burdened Households*, aims to lower energy costs and increase energy efficiency for the most vulnerable residents in Robbinsdale. Via the grant, the City has been able to offer free Home Energy Squad (HES) audits to up to 50 Robbinsdale residents. Typically, HES audits cost \$70-\$100. During a HES audit, HES staff will install energy-saving materials, inspect insulation, heating and cooling systems, and water heaters, adjust water heater temperatures, and conduct various other energy-efficiency measures. There are outreach components to the Seed grant project as well, utilizing the Energy Action Volunteer Team to assist City staff with sharing information about HES audits. May 14 marks the official first day that the City began offering and advertising the free audits. Since May 14, 27 audits have been completed or scheduled as of July 1.

#### **Robbinsdale Home Improvement Grant Program**

The grant program kicked off April 1 with REDA contributing \$50,000 in grant funds and reimbursing CEE for performing program application intake, review and processing per the terms of a professional service agreement. CEE also works with applicants to determine if they qualify for low interest MN Housing Finance Agency (MHFA) loans for their home improvement projects and the city markets the program via the city website and newsletters. The Robbinsdale program guidelines allow for grants up to \$8,000 on eligible projects, and eligible applicants must contribute a minimum of 20% of the total project cost. An information sheet on the Robbinsdale Program Guidelines is attached.

CEE reports that from the grant program start-up on April 1 through June 30th, that there are 53

loan applications in various stages of completion being reviewed by CEE staff. As a result, fourteen single family homes in Robbinsdale have recently closed on loans that utilize the grant funds, and just over \$30,000 of the REDA grant funds are now committed. An additional \$97,000 in MHFA loan funds has also been leveraged during this time period as a result of this grant program effort. The CEE's Grant/Loan Program Summary Report is attached.

**Recommendation:**

**Attachments:**

1. Home Improvement Program Guidelines
2. CEE Activity Report

## **ROBBINSDALE PROGRAM GUIDELINES**

The Robbinsdale Economic Development Authority (Authority) is making funds available for homeowners to assist with home additions, remodeling, maintenance and energy improvements. Center for Energy and Environment shall serve as the administrator for the Robbinsdale Grant Program.

### **Robbinsdale Grant Program**

#### **Eligible Project Expenses:**

- Interior remodeling
- Building additions
- Finishing basements, attics or additions
- Insulation (wall, attic, air sealing and rim joist)
- Solar, including battery storage
- Heating Systems  $\geq 90\%$  AFUE
- Air Source Heat Pumps
- Central Air Conditioning  $\geq 14$  SEER
- Exterior building improvements such as roofing, siding, soffits/fascia, windows and doors
- Site improvements such as retaining walls, sidewalks, driveways, fences, patios, decks and garage repair or replacement
- Electrical upgrades, including EV charging stations
- Plumbing

#### **Ineligible Project Expenses:**

- Payment for work initiated prior to the grant being approved and closed, unless due to emergency.
- Recreation or luxury projects (pools, lawn sprinkler systems, playground equipment, saunas, whirlpools, etc.)
- Furniture, non-permanent appliances (unless part of a kitchen remodel), funds for working capital, debt service or refinancing existing debts.
- Homeowner labor or other in-kind contributions to the project.

#### **Minimum Project Size:**

Eligible Project Expenses must total at least **\$4,000** to qualify for a grant.

#### **Grant Amount:**

20% of Eligible Project Expenses

Multiple Grants are allowed, but not to exceed \$8,000 in total.

**Eligible Properties:** 1-4 unit owner-occupied properties located within the geographical boundaries of the City of Robbinsdale. Properties held in a Trust, Townhomes and Condominiums are eligible, subject to Association Bylaws. Properties may be held in a Contract for Deed.

**Ineligible Properties:** Dwellings with more than 4 units, cooperatives, mobile homes and non-owner occupied properties.

**Eligible Recipients:** All recipients must own and occupy the property.

**Ineligible Recipients:** Including but not limited to: - Businesses, Non-Occupant Co-Borrowers and non-legal residents of the United States.

**Income Limit:**

The property owner's household income shall not exceed 100% AMI based on family size.

Income will be determined by the adjusted gross income on the most recent Federal Tax Return. If a tax return is not required, income will be determined by the projected gross income for the upcoming 12 months.

**Credit Requirements:** 1) All mortgage payments must be current, 2) All real estate taxes must be current, and 3) No defaulted government loans, tax liens or child support.

**Bids:** Two estimates are required. Only 1 materials list is required for sweat equity projects. All contractors must be properly licensed

**Sweat Equity / Homeowner Labor:** Work may be performed by property owners on a "sweat equity" basis, but only the purchase of materials and rental of tools or equipment will be considered an Eligible Project Expense.

**Recipient Paid Fees:** None

**Deadline for Work Completion:** All work must be completed within 120 days of the grant closing. Extensions may be granted by CEE due to weather or similar factors.

# Robbinsdale Loan Summary Report

## Activity for Period 4/1/2024 - 6/30/2024



|                                                                     |              |   |               |   |
|---------------------------------------------------------------------|--------------|---|---------------|---|
| Application packets requested/mailed:                               | This period: | 3 | Year-to-Date: | 6 |
| Residential Advisor Visits:                                         | This period: | 0 | Year-to-Date: | 0 |
| Loans currently in process for residents in your City/Neighborhood: |              |   | 53            |   |

| Closed Loans       | This period: | Units | Year-to-Date: | Units |
|--------------------|--------------|-------|---------------|-------|
| <b>Robbinsdale</b> |              | 0     |               | 0     |
| <b>Grant</b>       | 30,742.79    | 10    | 30,742.79     | 10    |
| <b>Total</b>       | 30,742.79    | 10    | 30,742.79     | 10    |

  

| Leveraged Funds | This period: | Units | Year-to-Date: | Units |
|-----------------|--------------|-------|---------------|-------|
| <b>MHFA FUF</b> | 97,502.00    | 4     | 97,502.00     | 4     |
| <b>Total</b>    | 97,502.00    | 4     | 97,502.00     | 4     |

| Types of Improvements Financed YTD   | # of Projects | % of Total |
|--------------------------------------|---------------|------------|
| Additions/Finishing off unused space | 1             | 6.25       |
| Air Conditioning                     | 2             | 12.50      |
| Electrical                           | 1             | 6.25       |
| Heating System                       | 1             | 6.25       |
| Insulation                           | 1             | 6.25       |
| Kitchens                             | 2             | 12.50      |
| Other Exterior Improvements          | 1             | 6.25       |
| Other Interior Improvements          | 2             | 12.50      |
| Roof                                 | 3             | 18.75      |
| Water Heater                         | 1             | 6.25       |
| Windows, Doors, Storm Windows, Storr | 1             | 6.25       |

| Types of Properties Financed YTD | #  | % of Total |
|----------------------------------|----|------------|
| Single Family Residence          | 14 | 100.00     |