

AGENDA

1. MEETING CALL TO ORDER
2. MICROPHONE CHECK
3. ROLL CALL: Blackledge, Greenberg, Parisian, Sutton, 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. Designation of Depositories for REDA
 - B. Designation of Official Newspaper
 - C. 2025 REDA Meeting Dates
 - D. Approve Regular Meeting Minutes of December 10, 2024
5. ANNUAL ELECTION OF OFFICERS
 - A. Elect 2025 REDA Officers
6. PUBLIC HEARINGS
 - A. None
7. OLD BUSINESS
 - A. Consider Approval of First Amendment to Preliminary Development Agreement with 4orty 2wo Development, LLC
8. NEW BUSINESS
 - A. Consider Approval of Amendment 1 to Loan Origination Agreement with CEE for Home Improvement Loan Program Administration
 - B. Consider Approval of Contract with CEE to Perform Home Energy Squad Visits
9. OTHER BUSINESS
 - A. Voucher Requests Pending Approval for Disbursement
10. INFORMATION ONLY

11. REDA GENERAL COMMUNICATIONS
12. ADJOURNMENT



TO: Mayor and City Council
PREPARED BY: Daa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Designation of Depositories for REDA

Background:

Minnesota Statutes, Section 427.01 and 427.09 require that the official depositories of the Robbinsdale Economic Development Authority (REDA) be designated at the first Board meeting in January of each year. The depositories are financial institutions in which the REDA places public monies in checking accounts and savings accounts.

Analysis:

The Finance Director recommends that the REDA designate the below listed financial institutions as official depositories for 2025:

US Bank
Citizens Independent Bank
UBS Wealth Management

Recommendation:

By motion, recommend that US Bank, Citizens Independent Bank and UBS Wealth Management be designated as depositories of the Robbinsdale Economic Development Authority funds for 2025.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Designation of Official Newspaper

Background:

The *Crystal/Robbinsdale Sun Post* has served as the REDA's official newspaper for many years now. It is also the designated official newspaper of the Robbinsdale City Council and meets publication qualifications set forth by the state of Minnesota in MN Statutes Section 331A.02, Subd.1.

Analysis:

2025 publication rates charged to REDA by *Crystal/Robbinsdale Sun Post* are the same as what is charged to the city council/city of Robbinsdale, for all legal newspaper publication of meeting notices, etc. as required by state law, such rate being \$12.40/column inch.

Recommendation:

By motion, designate the *Crystal/Robbinsdale Sun Post* as the official newspaper for the Robbinsdale Economic Development Authority for 2025.

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: 2025 REDA Meeting Dates

Background:

REDA to set schedule of 2025 Regular Meeting Dates

Analysis:

REDA sets a calendar of regular monthly meeting dates for the year to coincide with the same date city council work session meetings are held, which is typically the 2nd Tuesday of the month. For 2025, staff recommend that for the month of November deviate from meeting on Tuesday, November 11th as that is the Veteran's Day Holiday, and instead REDA meet on Wednesday, November 12. A listing of the proposed 2024 REDA Regular Meeting Dates is attached, and it conveniently is in synch with the city council 2025 work session schedule.

Recommendation:

Approve by motion, the proposed 2025 regular REDA meeting dates (see attached).

Attachments:

1. 2025 REDA Meeting Dates

Proposed REDA Meeting Dates for 2025 (All Tuesday's except Nov 12th)

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 12 (Wednesday meeting, as Tuesday Nov 11 is Veteran's Holiday)

December 9



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Approve Regular Meeting Minutes of December 10, 2024

Background:

Staff request that the REDA approve the December 10, 2024 meeting minutes.

Analysis:

NA

Recommendation:

By motion, approve the minutes of December 10, 2024.

Attachments:

1. REDA (DRAFT) Minutes December 10 2024

DRAFT MINUTES

MEETING CALL TO ORDER**MICROPHONE CHECK****ROLL CALL**

Present: Parisian, Murphy, Greenberg, Blonigan

Absent: Wagner

Staff: Tim Sandvik, Executive Director; Heather Rand, Community Development Director; Ron Batty, City Attorney

CONSENT AGENDA

Consider Approval of November 12, 2024 REDA Minutes

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

PUBLIC HEARINGS

None

OLD BUSINESS

Update on 4000 W Broadway Preliminary Sketch Plan (US Bank/North Shore Development Partners (NSDP))

As background, Community Development Director Rand reminded REDA Commissioners that they have a verbal request for financial assistance from NSDP for a proposed, 2 phase redevelopment project that would include a new US Bank branch building with drive through lanes, and a mixed-use building with high density housing and parking ramp at the 4000 block of W Broadway. She noted further that at a recent DEDA meeting, commissioners requested staff to convene design discussion meetings with Metropolitan Council Met Transit Light Rail Planning Office reps, and reps with US Bank/NSDP, for the purpose of discussing the potential for integrating the NSDP proposed project with the Met Transit proposed Blue Line Extension (BLE) project's park n ride ramp facility and transit station proposed for same block, that was approved by Robbinsdale City Council in October as part of the municipal consent approval for BLE. Rand reported that three meetings were held in addition to a conference call and for the purpose of reporting back on outcomes, she has arranged for representatives from the Metropolitan Council's Met Transit Planning Office, and NSDP to address REDA at this meeting.

Ryan Kronzer, Assistant Director of Design and Engineering, Blue Line Light Rail Project Planning office with Met Transit presented BLE project updates, and Robbinsdale specific project details including design progress on the light rail station proposed for just north of 40th and Bottineau Blvd, and the Met Transit proposed park n Ride with multi-modal transit station that includes a public bus terminal and bike racks, and Met Transit Police Station at 4000 W Broadway, adjacent to the BLE station on Bottineau. He presented project sketches of those facilities and answered REDA questions on those proposed Met Transit public assets.

Commissioner Blonigan asked if the Met Transit project office would have to wait until mid-2025, before making property acquisition offers for BLE. Kronzer stated that mid-2025 is correct, as federal funds would not be available for acquisition until completion of environmental review and that is scheduled for mid-summer 2025. Kronzer, also stated that when the funds are available, if US Bank is not a willing seller, it is possible for the sake of the project, that Met Transit would pursue eminent domain to acquire the needed parcel.

Kronzer then shared design sketch options that were developed and discussed at the joint meetings between his Met Transit BL light rail planning office, NSDP/US Bank Reps, and REDA staff that had a focused goal of working toward integration of the public and private sector projects on the same block. After sharing many design options with illustrations, he reported that US Bank/NSDP continue to maintain a lack of interest in working toward project integration as they still represent the need for single-story, US Bank branch office building adjacent to Bottineau Blvd, and multiple lanes of drive thru. This branch bank building it was found, simply takes up to much sf on the site and there is also a challenge with integration as the bank must keep its doors open during construction, even if in temporary facility like mobile trailer building is used on site, and that presented additional cost and operational challenges US Bank and NSDP were not willing to pursue further.

Commissioners discussed the merits of project integration versus standalone projects. Murphy asked if there is a better site for this park n ride transit station rather than 4000 block of W Broadway. Nick Landwer, Director of Engineering and Design for the BLE LRT Project, Met Transit stepped forward and said that they can investigate other proposed sites for the park n ride, transit station, etc., though they will require another Municipal Consent vote from the Robbinsdale City Council and Met Council, and that other sites had already been evaluated prior to the 30% complete project plans approved by the Robbinsdale City Council last October.

Matt Alexander with NSDP stepped forward and spoke on behalf of his client US Bank and his company's development team expressing that the stacking these private and public uses is simply not appealing to US Bank. He further explained that if the park n ride for the transit station is constructed, the bank and mixed-use apartment building could not be realistically constructed on the site as well, that there simply is not enough space or desire to layer cake into one multi-story building.

Blonigan stated that in his opinion, the council may be more in favor of a transit station and park n ride on this block, but he also noted he would be leaving office soon, and he recommended that the new council members and REDA commissioners not give up their leverage in negotiating redevelopment that is in the best, long term interest of the community.

Staff reported that it is possible that further design meetings and related discussions could be held whereby the potential of US Bank branch office building could perhaps be shifted adjacent to 40th Ave rather than Bottineau. It was unclear whether US Bank had any desire to consider, however Alexander reported.

NEW BUSINESS

Consider Elevate Hennepin Entrepreneur Support Services Contract Agreement for 2025-26

Rand presented REDA a two-year agreement with Hennepin County Board and the Hennepin County HRA which would result in Hennepin County providing continued entrepreneur and small business technical support and access to capital. She noted that REDA's current agreement with these parties for such services expires on December 31st and that REDA is being asked to contribute \$5,000 per year for the two-year term to continue the programming. She summarized results from the last year, noting over 18 businesses located in Robbinsdale had received Elevate Hennepin program services with positive outcomes and feedback. As such, she stated that staff recommend approval by REDA of the 2-year agreement.

Member Blonigan MOVED, seconded by Member Murphy to adopt the resolution approving the Elevate

Hennepin Entrepreneur Support Services Contract with an alteration to the resolution brought forward by Member Blonigan within the "whereas clause" and the "now therefore clause" that directs President and Executive Director to execute the agreement. The vote was unanimous in favor.

2025 Proposed Budget

Finance Director Diaa Tahoun stepped forward and presented the proposed 2025 Robbinsdale Economic Development Authority Budget. He is asking the REDA Board to discuss the proposal and provide staff with any comments or direction.

Blonigan spoke to never sell Broadway Court. He then asked that there is an estimated 4.6 million dollars in the general development fund for future development and how would the city be getting a return on rate for that.

Tahoun spoke that from the cities investment policy that they combine every city fund and that they invest that money and to make sure we have enough cash for the city.

Member Greenberg MOVED, seconded by Member Murphy to waive the reading and to adopt the resolution adopting the 2025 Robbinsdale Economic Development Authority budget and approving an amendment for the 2024 budget. The vote was unanimous, and the motion carried.

OTHER BUSINESS

Voucher Requests Pending Approval for Disbursement

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

REDA GENERAL COMMUNICATIONS

Blonigan thanked Commissioner Murphy for his service and said that he appreciated his time within REDA. Parisian thanked Commissioner Blonigan for all his years of service and Attorney Batty thanked Commissioner Blonigan for all his years of service as well.

ADJOURNMENT

Member Blonigan MOVED, seconded by Member Murphy to adjourn the meeting at 8:28 PM. The vote was unanimous and the motion carried.

Tim Sandvik, Executive Director

REDA President



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Elect 2025 REDA Officers

Background:

Attached for review is a list of REDA officer titles with their corresponding duties as denoted in REDA bylaws. At a minimum, Section 2.1 of the REDA bylaws indicates that the President, Vice President and Treasurer are to be elected by REDA members annually.

2024 REDA Elected Officers were:

President: Commissioner Wagner

Vice President: Commissioner Murphy

President Pro Tem: Commissioner Parisian

Assistant Treasurer: Commissioner Murphy

Secretary: Commissioner Parisian

Treasurer: Commissioner Blonigan (mayor needs to be Treasurer for check signing purposes)

Executive Director: Tim Sandvik

Analysis:

NA

Recommendation:

Discuss and vote to elect the officers for the Robbinsdale Economic Development Authority for 2025.

Attachments:

1. REDA Bylaws (officers)

2. ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary, a Treasurer and an Assistant Treasurer. The President, Vice President, and the Treasurer shall be members of the board and shall be elected annually, and no Commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

Section 2.2. President. The President shall preside at all meetings of the board.

Section 2.3. Vice President. The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence, inability or if President requests the Vice President to preside.

Section 2.4. President Pro Tem. The President Pro Tem, who is a commissioner, may be appointed by the Board. The President Pro Tem shall preside at any meeting in the event the President and Vice President are absent, unable to act, or in the event the President and Vice President request the President Pro Tem to preside.

Section 2.5. Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only, keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority's financial statement with its secretary at least once a year as set by the Authority, and be responsible for the acts of the assistant treasurer.

Section 2.6. Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

Section 2.7. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.8. Executive Director. The Executive Director shall be designated from time to time by the Authority, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board.

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 14, 2025

RE: Consider Approval of First Amendment to Preliminary Development Agreement with 4orty 2wo Development, LLC

Background:

For the purpose of advancing proposed redevelopment on and around a REDA owned land parcel at 4205 W. Broadway that is currently serving as a public parking lot, back on October 8, 2024, REDA reviewed and approved a Preliminary Development Agreement with 4orty 2wo Development, LLC. (the "Developer"). The Preliminary Development Agreement was fully executed by all parties and has a 90-day term that is scheduled to expire on January 15, 2025.

Analysis:

In the agreement, REDA determined that it was in the best interest of REDA and the city to designate the Developer as the sole source developer for the term of the agreement, for the purpose of advancing a redevelopment project on and adjacent to 4205 W Broadway. The agreement requires the Developer to work toward land assembly of various parcels of land adjacent to 4205 W Broadway to which a larger mixed-use redevelopment project may be developed. The agreement also grants the Developer exclusive right to work with REDA in negotiating a definitive contract for purchase of 4205 W Broadway and related development terms for a potential future agreement that would advance a large, mixed-use redevelopment project. Please see the attached Preliminary Development Agreement for specific agreement details.

In early January, the Developer reported to staff that they have made progress on land assembly, with hopes of private property acquisitions in first quarter of 2025. With progress being made, the Developer has requested an amendment to the Preliminary Development Agreement that would extend the term of the agreement another 90 days, allowing the developer additional time to progress the land assembly for the proposed redevelopment project and begin to formulate a project pro-forma.

Recommendation:

Staff is satisfied that the Developer team is making progress on land assembly. As such, staff requested the REDA attorney to draft a First Amendment to the Preliminary Development Agreement with 4orty 2wo Development, LLC for REDA consideration (see attached) that extends the term of the agreement another 90 days. Staff recommends REDA approve by resolution (see attached) the First Amendment to Preliminary Development Agreement for the purpose of advancing continued progress on the potential redevelopment opportunity.

Attachments:

1. 4orty 2wo Development LLC Prelim Dev Agreement 2024
2. 4orty 2wo Dev First Amendment 2025

3. Resolution - First Amendment with 4orty 2wo Development

PRELIMINARY DEVELOPMENT AGREEMENT

THIS PRELIMINARY DEVELOPMENT AGREEMENT (the “Agreement”), is made and entered into this 8th day of October, 2024 (the “Effective Date”) by and between the Robbinsdale Economic Development Authority, a public body corporate and politic under the laws of Minnesota (“REDA”) and 4orly 2wo Development, a limited liability corporation under the laws of Minnesota (the “Developer”). The Effective Date is the date the Agreement is executed by the second party to sign.

RECITALS

WHEREAS, REDA desires to promote redevelopment of certain property near the intersection of West Broadway and 42nd Avenue (the “Property”), one parcel of which (4205 West Broadway) is owned by REDA (the “REDA Parcel”); and

WHEREAS, the Developer has requested REDA to explore the use of certain public financial and other assistance to facilitate the construction of a mixed-use project on the Property (the “Redevelopment”); and

WHEREAS, REDA has determined that it is in the best interest of REDA and the city of Robbinsdale (the “City”) that the Developer be designated sole developer of the Property during the term of this Agreement; and

WHEREAS, REDA and the Developer are willing and desirous to undertake the Redevelopment if (i) a satisfactory agreement can be reached regarding REDA’s commitment for public assistance necessary for the Redevelopment; (ii) satisfactory mortgage and equity financing, or adequate cash resources for the Redevelopment can be secured by the Developer; (iii) the economic feasibility and soundness of the Redevelopment can be demonstrated; (iv) satisfactory terms of conveyance of the REDA Parcel to the Developer can be negotiated; (v) satisfactory resolution of zoning, land use, site design, and engineering issues and other necessary preconditions can be reached to the satisfaction of the parties and the City; and (vi) the Developer is able to acquire the other parcels within the Property; and

WHEREAS, REDA is willing to evaluate the Redevelopment and work toward all necessary agreements with the Developer if the Developer agrees to reimburse REDA for its costs relating to the Redevelopment even if the Redevelopment is abandoned or necessary agreements are not reached under the terms of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and obligations set forth herein, the parties agree as follows:

Section 1. Intention of Parties. It is the intention of the parties that this Agreement: (i) documents the present understanding and commitments of the parties; and (ii) will lead to negotiation

and execution of a mutually satisfactory Contract for Private Redevelopment (the "Contract") prior to the termination date of this Agreement. If and when executed, the Contract, together with any other agreements entered into between REDA and the Developer contemporaneously therewith, will supersede all obligations of the parties under this Agreement.

Section 2. Outline of Negotiations. Negotiations between the parties shall proceed in an attempt to formulate a definitive Contract based on the following:

- (a) the Developer's proposal for the Redevelopment (when submitted), together with any changes or modifications required by REDA;
- (b) such documentation regarding the economic feasibility of the Redevelopment as REDA may require during the term of this Agreement; and
- (c) other terms and conditions of this Agreement.

The parties agree and understand that negotiations regarding the Contract will proceed as soon as reasonably practicable after the Effective Date as sufficient details of the Redevelopment become available.

Section 3. Developer's Obligations. During the term of this Agreement, the Developer agrees to:

- (a) Within 90 days of the Effective Date, submit a development proposal to REDA (the "Proposal"), which Proposal must show the location, size, and nature of the proposed Redevelopment, including the building height and footprint and building renderings, elevations, and other graphic or written explanations of the Redevelopment. The Proposal shall also include the number of residential units and square footage of retail or other commercial space to be included in the Redevelopment. The Proposal shall be accompanied by a preliminary schedule for the starting and completion of the Redevelopment.
- (b) Submit a cost estimate for the design and construction of the Redevelopment.
- (c) Submit to REDA a financial pro forma showing income and expense projections, rates of return, and any other information requested by REDA that is reasonably necessary to demonstrate the need for public financial assistance and the amount of assistance required to make the Redevelopment financially feasible.
- (d) Furnish satisfactory financial data to REDA evidencing the Developer's ability to undertake the Redevelopment.
- (e) Submit zoning, platting, subdivision and any other applications required by the City for the Redevelopment.

- (f) Use its best efforts to secure purchase agreements or options for all parcels constituting the Property.

Section 4. REDA's Obligations. During the term of this Agreement, REDA agrees to:

- (a) Commence the process necessary to evaluate and undertake such public assistance as is necessary to facilitate the Redevelopment.
- (b) Proceed to seek all necessary information with regard to the anticipated public costs associated with the Redevelopment.
- (c) Request the City to begin a preliminary review of the zoning, planning, subdivision and other land use implications of the Redevelopment, as appropriate.
- (d) Analyze the Redeveloper's pro forma and estimate the amount of public financial assistance, if any, that is needed to make the Redevelopment feasible.

Section 5. Contingencies. It is expressly understood that execution and implementation of the Contract shall be subject to:

- (a) A determination by REDA that the Redevelopment, based on the Proposal, is in the best interests of REDA and the City.
- (b) A determination by REDA that any public financial assistance for the Redevelopment is feasible based on projected tax increment revenues or other public development revenues designated by REDA, and that financial assistance is warranted based on the Redeveloper's pro forma and any other information provided to REDA.
- (c) A determination by the Developer that the Redevelopment is feasible and in the best interests of the Developer, including but not limited to, the Developer's ability to acquire other parcels not owned by REDA but necessary for the Redevelopment.
- (d) The ability of REDA and Developer to agree upon terms for the conveyance of REDA Parcel to the Developer.

Section 6. Reimbursement of Costs. The Developer shall be solely responsible for all costs incurred by the Developer. In addition, the Developer shall reimburse REDA for the following costs:

- (a) Upon execution of this Agreement, the Developer shall deposit with REDA funds in the amount of \$5,000. REDA may apply such deposit to pay any of its administrative costs, which means reasonable and necessary out-of-pocket-costs incurred by REDA leading up to and in preparation of this Agreement until submission of the Proposal.

- (b) If at any time during the term of this Agreement REDA determines that the amount deposited by Developer is insufficient to pay the administrative costs, REDA may notify the Developer in writing as to any additional amount required to be deposited. The Developer must deposit such additional funds within 10 days after receipt of REDA's notice.
- (c) Upon termination of this Agreement in accordance with its terms, REDA will return to the Developer the balance of any funds deposited under this section that are on hand as of the date of receipt of the notice of termination, and less any administrative costs incurred through the date of receipt of the notice of termination. For the purposes of this paragraph, administrative costs are considered to be incurred if they have been paid, relate to services performed, or are payable under a contract entered into, on or before the date of receipt of the notice of termination.
- (d) At the time of submission of the Proposal, the Developer will make an additional deposit with REDA. The Deposit submitted with the Proposal shall be used for (i) REDA's financial advisor in connection with evaluating REDA's financial participation in the Redevelopment, (ii) the City's and REDA's legal counsel in connection with negotiation and drafting of the Contract and any related agreements or documents, and any legal services related to REDA's or City's participation in redevelopment of the Property; (iii) any appraiser retained by REDA in connection with conveyance of any portion of the REDA Property to the Developer; and (iv) consultants retained by the City or REDA for planning, environmental review, traffic engineering and evaluation of the physical condition of buildings on the Property in connection with establishment of a tax increment financing district in support of the Redevelopment. At Developer's request, but no more often than monthly, REDA will provide Developer with a written report on current and anticipated expenditures for the administrative costs, including invoices or other comparable evidence.

This Section 6 shall survive termination of this Agreement and shall be binding on the Developer regardless of the enforceability of any other provision of this Agreement.

Section 7. Designation As Sole Developer of Property. REDA hereby agrees that for the term of this Agreement it will not:

- (i) provide or enter into any agreement for the provision of financial assistance to any third party in connection with any proposed development of the Property; and
- (ii) condemn or agree to proceed with the condemnation of the Property to assist or facilitate development within such area by a third party.

During such period the Developer shall have the exclusive right to work with REDA in negotiating a definitive Contract for the Property.

The Developer may not assign its rights or obligations under this Agreement to any person or entity without prior written approval by REDA.

Section 8. Term of Agreement. This Agreement is effective for 90 days from the Effective Date. After such date, neither party shall have any obligation hereunder except as expressly set forth to the contrary herein.

This Agreement may also be terminated upon 10 days written notice by REDA to the Developer if:

- (a) an essential precondition to the execution of the Contract cannot be met; or
- (b) if, in the sole discretion of REDA, an impasse has been reached in the negotiation or implementation of any material term or condition of this Agreement or the Contract; or
- (c) REDA determines that REDA's administrative costs will exceed the amount on deposit for such purpose under Section 6 and the Developer does not deliver additional funds to REDA.

If REDA terminates the Agreement under this Section 8, the Developer shall remain liable to REDA under Section 6 of this Agreement for administrative costs incurred by REDA through the effective date of termination.

Section 9. Remedies. In the event that the Developer, or its heirs, successors or assigns, fails to comply with any of the provisions of this Agreement, REDA may proceed to enforce this Agreement by appropriate legal or equitable proceedings, or other similar proceedings, and the Developer, its heirs, successors or assigns, agree to pay all costs of such enforcement, including reasonable attorneys' fees.

Section 10. Severability. If any portion of this Agreement is held invalid by a court of competent jurisdiction, such decision shall not affect the validity of any remaining portion of the Agreement.

Section 11. Amendment and Waiver. In the event any covenant contained in this Agreement should be breached by one party and subsequently waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach. This Agreement may not be amended nor any of its terms modified except by a writing authorized and executed by REDA and the Developer.

Section 12. Notice. Notice or demand or other communication between or among the parties shall be sufficiently given if sent by mail, postage prepaid, return receipt requested or delivered personally:

- (a) As to REDA: Robbinsdale Economic Development Authority
4100 Lakeview Avenue North
Robbinsdale, MN 55422
Attn: Tim Sandvik, Executive Director
- (b) As to the Developer 4orty 2wo Development, LLC
4529 York Avenue North
Robbinsdale, MN 55422

Section 13. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, all of which shall constitute one and the same instrument.

Section 14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

* * * * *

IN WITNESS WHEREOF, REDA and the Developer have each caused this Agreement to be duly executed in its name and behalf as of the day and year so indicated.

4ORTY 2WO DEVELOPMENT, LLC

By 
Brian Ranallo

Its: Principal

Date: 11/7/2024

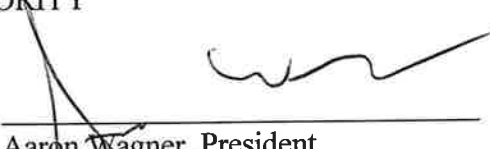
By 
Mike Opat

Its: Principal

Date: 10/17/24

ROBBINSDALE ECONOMIC DEVELOPMENT
AUTHORITY

By


Aaron Wagner, President

Date: 10.8.2021

By


Tim Sandvik, Executive Director

Date: 10/17/21

This Instrument Drafted By:

KENNEDY & GRAVEN, CHARTERED (RHB)
150 South Fifth Street
Suite 700
Minneapolis, MN 55402
(612) 337-9300

FIRST AMENDMENT TO PRELIMINARY DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO PRELIMINARY DEVELOPMENT AGREEMENT (the “First Amendment”), is made this 14th day of January, 2025, by and between the Robbinsdale Economic Development Authority, a public body corporate and politic under the laws of Minnesota (“REDA”) and 4orty 2wo Development, LLC, a limited liability company under the laws of Minnesota (the “Developer”).

RECITALS

WHEREAS, REDA and the Developer entered into a Preliminary Development Agreement (the “Preliminary Agreement”) regarding the redevelopment of property owned by REDA located at 4205 West Broadway (the “Property”); and

WHEREAS, the Preliminary Agreement requires certain performance by the Developer within 90 days of the Effective Date; and

WHEREAS, the Effective Date is the date the Preliminary Agreement was signed by the second party, which was October 17, 2024; and

WHEREAS, the Preliminary Agreement expires on January 15, 2025; and

WHEREAS, REDA and the Developer wish to extend the term of the Preliminary Agreement.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual obligations in this First Amendment, REDA and the Developer agree as follows:

1. The first sentence of Section 3(a) of the Preliminary Agreement is amended to read as follows:

By no later than April 15, 2025, submit a development proposal to REDA (the “Proposal”), which Proposal must show the location, size, and nature of the proposed Redevelopment, including the building height and footprint and building renderings, elevations, and other graphic or written explanations of the Redevelopment.

2. Except as amended in this First Amendment, all terms and conditions of the Preliminary Agreement remain unaltered and in full force and effect.

IN WITNESS WHEREOF, REDA and the Developer have each caused this First Amendment to Preliminary Development Agreement to be duly executed in its name and behalf as of the day and year so indicated.

By
Brian Ranallo



Its: Principal

Date: 12/27/2024

By
Mike Opat



Its: Principal

Date: 12/27/24

☐

ROBBINSDALE ECONOMIC DEVELOPMENT
AUTHORITY

By

President

Date:

By

Tim Sandvik, Executive Director

Date:

This Instrument Drafted By:

KENNEDY & GRAVEN, CHARTERED (RHB)
150 South Fifth Street
Suite 700
Minneapolis, MN 55402
(612) 337-9300

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 14th day of January, 2025

REDA RESOLUTION NO. 2025-__

A RESOLUTION APPROVING FIRST AMENDMENT TO PRELIMINARY
DEVELOPMENT AGREEMENT WITH 4ORTY 2WO DEVELOPMENT, LLC.

WHEREAS, the Robbinsdale Economic Development Authority (REDA) has entered into a Preliminary Development Agreement regarding the redevelopment of property owned by REDA located at 4205 W Broadway; and

WHEREAS, REDA has reviewed a proposed First Amendment to a Preliminary Development Agreement with 4orty 2wo Development, LLC., and find that the First Amendment to the agreement advances REDA goals.

NOW THEREFORE, BE IT RESOLVED by the Robbinsdale Economic Development Authority that a First Amendment to the Preliminary Development Agreement with 4orty 2wo Development, LLC., is hereby approved and adopted, and be it further resolved that the REDA President and Executive Director, are hereby authorized and directed to execute the First Amendment agreement on the behalf of REDA.

The question was on adoption of the resolution and upon a vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 14TH DAY OF DECEMBER 2025.

REDA President

ATTEST:

Tim Sandvik
Executive Director

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 14, 2025

RE: Consider Approval of Amendment 1 to Loan Origination Agreement with CEE for Home Improvement Loan Program Administration

Background:

In 2024, REDA entered into a Loan Origination Agreement with a nonprofit agency called Center for Energy and Environment (CEE), for CEE to provide loan administration services to support a city of Robbinsdale home improvement loan program for low-income homeowners in the city. The program kicked off in May 2024 and demonstrated successful results. REDA is being asked to consider an amendment to the service agreement with CEE to continue the program for qualifying single-family homeowners in 2025.

Analysis:

CEE, a nonprofit, provides energy and home improvement loan origination and management services to many cities in the twin cities. They are adept at also leveraging additional grant funds from the state of MN Housing Finance Agency (MHF) for qualifying low-income homeowners which allows for Robbinsdale Home Improvement Loan Program applicants to have access to state funds in addition to the REDA granted funds. In 2024 with CEE's services, the Robbinsdale Low Income Home Improvement Loan Program got underway in May with REDA dedicating \$50,000 toward the loans and entering into a Loan Origination Service agreement with CEE, to establish loan program requirements and compensate CEE to manage the program. Specific terms on the program and CEE services are detailed in the attached 2024 Agreement. The loan funds were fully utilized by November, 2024.

To further illustrate REDA's return on the Robbinsdale Home Improvement Loan Program for low-income homeowners in the city, a 2024 Loan Activity Report from CEE is attached that denotes a total of 26 single family residences that were awarded low interest loans for qualifying home improvement projects per Robbinsdale loan program guidelines, and just under \$49,000 in REDA funds loan were committed for such. Also, the report denotes over \$166,000 in MHF loan funds that were secured for Robbinsdale home improvement program applicants. Attached for review, please find the 2024 Robbinsdale Loan Summary Report from CEE for the 2024 Year.

Given CEE's success in managing the Robbinsdale Home Improve Loan funds and leveraging additional funds for Robbinsdale residents that qualify from MHF, REDA may want to continue the loan program in 2025, which will require an amendment to the agreement.

As such, staff have solicited Amendment 1 to the CEE Loan Origination Agreement and suggest REDA allocate \$50,000 in REDA funds the amendment requires in addition to admin fees, to continue the program. While it is possible the funds will be committed mid-year, staff suggest REDA can review loan activity mid-year and determine if it prudent to add more loan funds or not at that time. Amendment 1 to the agreement is attached.

Recommendation:

Approve the attached resolution that allocates \$50,000 in REDA funds for Robbinsdale Home Improvement Loans per the program terms and conditions outlined in Amendment 1 and its exhibits to the 2024 dated Loan Origination Agreement. The resolution approves Amendment 1 and authorizes REDA president and executive director to execute said amendment.

Attachments:

1. Robbinsdale EDA Home Improvement Loan Orig Agreement 2024
2. YTD Robbinsdale
3. Amend 1 Robbinsdale 2025
4. Exhibit A1 Program Guidelines
5. Exhibit B1 Budget Robbinsdale
6. Resolution - Amendment 1 with CCE for LI Home Improvement Loan Program

HOME IMPROVEMENT PROGRAM ORIGINATION AGREEMENT

This HOME IMPROVEMENT PROGRAM ORIGINATION AGREEMENT ("Agreement"), dated this ¹⁰ day of January, 20²⁴, is made by and between the ROBBINSDALE ECONOMIC DEVELOPMENT AUTHORITY, a body corporate and politic under the laws of Minnesota, with offices at 4100 Lakeview Ave N, Robbinsdale, MN 55422 ("Authority"), and CENTER FOR ENERGY AND ENVIRONMENT, with offices at 212 3rd Avenue North, Suite 560, Minneapolis, Minnesota 55401 ("CEE").

RECITALS

- A. The Authority has a need for certain professional services and desires to retain CEE to provide said services, all subject to the terms and conditions contained in this Agreement.
- B. CEE is qualified to provide the desired professional services and desires to provide said services for the Authority, all subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises contained in this Agreement, the parties agree as follows:

1. Services/Scope of Work

1.1 CEE shall in conjunction with the Authority develop and deliver the City of Robbinsdale Home Improvement Program (hereinafter the "Program") and more fully described in Exhibit A attached hereto. All activities delivered under the Program shall be coordinated with the Authority's designated Executive Director or their designee.

1.2 CEE shall assist the Authority staff in marketing the Program. This will include being on the CEE website and creating an information sheet about the loan program.

1.3 The funding source is exclusively from the Authority.

2. Compensation

2.1 The Authority shall compensate CEE for services provided under this agreement according to the schedule in Exhibit B attached hereto.

The Authority shall compensate CEE only for services completed.

2.2 Upon request, CEE will provide additional marketing services. Hourly rates are inclusive of all overhead expenses and will be charged only for hours directly related to marketing. CEE will be reimbursed by the Authority for any non-labor, out-of-pocket expenses, relating to these services on a dollar-for-dollar basis with no mark-up.

2.3 CEE shall invoice the Authority not more than two times each month. The Authority shall pay CEE within 45 days of receipt of the invoice.

3. CLIENT's Obligations

- 3.1 If requested by CEE, the Authority shall make reasonable efforts to respond promptly to requests from CEE for information and approvals regarding the services to be provided under this Agreement.
- 3.2 If requested by CEE, the Authority shall make reasonable efforts to obtain information and or permission for access from clients which may be necessary for CEE to provide the services under this Agreement.
- 3.3 The Authority shall provide sufficient funding to fund eligible Authority funded loans. The Authority shall determine the amount of funds allocated to the Program.
- 3.4 The Authority shall establish eligibility for the Program and shall provide these criteria in writing to CEE prior to commencement of any marketing efforts .
- 3.5 The Authority shall make reasonable efforts to respond promptly to requests from CEE for information and approvals regarding the services to be provided under this Agreement.

4. CEE's Obligations

- 4.1 CEE shall use its best efforts to provide services under this Agreement in a professional manner consistent with the care and skill used by reputable members of CEE's profession.
- 4.2 CEE, and all of its employees or agents, shall comply with all statutes, ordinances, rules, regulations and other laws applicable to the provision of services under this Agreement.
- 4.3 CEE shall secure all permits and licenses required for performance of the services under this Agreement.
- 4.4 CEE shall not engage in discriminatory employment practices against any employee or applicant for employment and shall in all respects comply with all federal, state and local laws, regulations and orders, including without limitation, Chapter 363 of the Minnesota Statutes, as amended from time to time. Failure to comply with the provisions hereof shall be deemed a material default under this Agreement.

5. Term and Termination

- 5.1 Unless earlier terminated as provided in the following paragraphs, this Agreement shall become effective on 1/1/2024 and continue through 12/31/2024.

- 5.2 This Agreement may be terminated by either party, for any reason or no reason, immediately upon written notice to the other party. In the event this Agreement is terminated by CEE prior to the expiration of the term set forth in paragraph 5.1, the Authority shall compensate CEE for all services delivered up the date of termination and CEE shall provide the Authority with such information as the Authority may request regarding the status of the Program.
- 5.3 Any termination of this Agreement shall not release either party from their respective obligations under sections 7 and 8 of this Agreement.

6. Insurance

- 6.1 During the term of this Agreement, CEE will obtain and maintain insurance in the amounts listed below:

General Liability	\$2,000,000	Aggregate Limit
Automobile Liability	\$1,000,000	Combined Single Limit
Excess Liability	\$1,000,000	Aggregate Limit
Workers Compensation		Statutory Limit

7. Liability and Indemnification

- 7.1 CEE represents that the services to be provided under this Agreement are reasonable in scope and that CEE has the experience and ability to provide the services.
- 7.2 CEE warrants that any services provided hereunder shall be done in a professional and workmanlike manner.
- 7.3 CEE shall indemnify, defend and hold harmless Authority and its officers, directors, employees and agents from and against any and all claims, damages, losses, injuries and expenses (including attorneys' fees and damages for death, personal injury and property damage) which Authority may incur as a result of any act or omission by CEE in providing services under this Agreement.
- 7.4 Authority shall indemnify, defend and hold harmless CEE and its officers, directors, employees and agents from and against any and all claims, damages, losses, injuries and expenses (including attorneys' fees and damages for death, personal injury and property damage) which CEE may incur as a result of any act or omission by Authority in discharging its duties under this Agreement.

8. Confidentiality

Unless otherwise agreed by Authority in writing, CEE shall maintain in confidence and not disclose to any third party any information obtained regarding the Authority and/or any of Authority's clients for which CEE is providing services; provided, however, that this obligation to maintain confidentiality shall not apply to:

- a) Information in the public domain at the time of disclosure;

- b) Information which becomes part of the public domain after disclosure through no fault of CEE; or
- c) Information which CEE can demonstrate was known by it prior to the date of this Agreement.

Notwithstanding the foregoing, CEE shall be entitled to disclose the documents or client information covered by this paragraph to governmental authorities to the extent CEE reasonably believes it has a legal obligation to make such disclosures and to the extent CEE reasonably deems to be necessary; provided, however, that if CEE believes that any such disclosure is required by law, it shall provide advance notice to the Authority to provide the Authority with a reasonable opportunity to attempt to obtain an injunction or other protective order preventing such disclosure.

9. Relationship of Parties

CEE will provide services as an independent contractor under this Agreement. Neither CEE, nor any of its employees or agents, shall be considered employees of the Authority for any purpose, and neither shall CEE be eligible for any compensation or benefits which the Authority may provide to its employees from time to time. CEE shall be solely responsible for all employment and other taxes applicable to providing services hereunder, and the Authority will not withhold any taxes or contributions from the compensation payable to CEE under this Agreement.

10. Notices

All notices, requests, demands and other communications required to be given in writing under this Agreement shall be given to the other party in person or by mail as provided in this section. If delivered personally, notice shall be deemed to have been duly given on the date of delivery. If delivered by mail, such notice shall be sent via first class U.S. mail, postage prepaid, to the address set forth at the beginning of this Agreement or such other address as a party may otherwise request by written notice, and notice shall be deemed duly given three (3) business days after mailing.

11. Assignment

This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors and assigns; provided, however, that neither party shall assign or transfer in any manner, this Agreement or any portion hereof without the prior written consent of the other party, and any attempt to assign or transfer without prior written consent shall be void and of no effect.

12. Governing Law

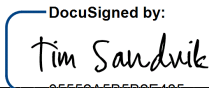
This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

13. Miscellaneous

- 13.1 Headings and captions used in this Agreement are for convenience only and shall not affect the meaning of this Agreement.
- 13.2 This Agreement contains the entire agreement of the parties and supersedes all prior agreements, discussions and representations, written or oral, concerning the subject matter hereof.
- 13.3 No waiver by the Authority of any term or condition of this Agreement or any document referred to herein shall, whether by conduct or otherwise, be construed as a waiver or release of any other term or condition of this Agreement.
- 13.4 This Agreement may only be amended in a written agreement signed by both parties.
- 13.5 Except as expressly set forth in section 7, the rights and benefits under this Agreement shall inure solely to the benefit of the Authority and CEE, and this Agreement shall not be construed to give any rights, benefits or causes of action to any third party.
- 13.6 The invalidity or partial invalidity of any provision of this Agreement shall not invalidate the remaining provisions, and the remainder shall be construed as of the invalidated portion shall have never been a part of this Agreement.
- 13.7 CEE shall comply with the provisions of Minnesota Statutes Chapter 13 (Government Data Practices) that are applicable to the Authority and shall not disseminate any information concerning loan requests of the borrowers without the prior written approval of the Authority.
- 13.8 This Agreement may be signed in any number of counterparts, each of which shall be deemed an original and one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

ROBBINSDALE ECONOMIC DEVELOPMENT AUTHORITY

By:  05552A5B5B2E485... Its: Executive Director
Tim Sandvik
1/10/2024
Date: _____

CENTER FOR ENERGY & ENVIRONMENT

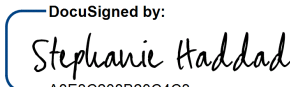
By:  A8E3C208B20C4C3... Its: Chief Operation Officer
Stephanie Haddad
1/9/2024
Date: _____ Tax ID # 41-1647799

EXHIBIT A

Robbinsdale Program Guidelines

This document includes guidelines for the
Home Improvement Program for the Robbinsdale
Economic Development Authority

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 ≥ 14 SEER
- Exterior building improvements such as roofing, siding, soffits/fascia, painting, 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, not to exceed \$8,000

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 or registered.

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.

General Program Conditions

Application Processing: Grants will be distributed on a first come first serve basis as recipients qualify. **Applicants must provide a completed application package including the following in order to be considered for funding.**

- Completed and signed application form
- Proof of income
- Proof of Identity (drivers license, passport, etc.)
- Bids or estimates for proposed projects
- Other miscellaneous documents that may be required.

Program Costs: Grant origination fees, Annual Admin and One Time Program Set-Up Fees will be paid separately from the Program Budget. Program marketing efforts will be billed directly to the City of Robbinsdale and is a separate expense should the city choose to commission CEE for marketing support.

Total Project Cost: It is the recipient's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final cost exceeds the original amount, the recipient must obtain the additional funds and provide verification of the additional funds in order to proceed.

Disbursement Process:

Grant: Payment to the contractor (or owner in sweat equity situations) will be made upon completion of work. An inspection will be performed by a City Inspector and/or CEE to verify the completion of the work. The following items must be received prior to final disbursement of funds:

- Final invoice or proposal from contractor (or materials list from supplier);
- Final inspection verification by a City or CEE Inspector ;
- Completion certificate(s) signed by borrower and contractor;
- Lien waiver for entire cost of work;
- Evidence of city permit (if required) or confirmation of post-installation inspection by city or CEE (if no permit is required).
-

EXHIBIT B

Robbinsdale Program Budget

Robbinsdale Grant Budget Allocation (Annual Administration, Origination Fee and One Time Program Set-Up Fee are not included in the Total Program Budget): \$50,000

TOTAL PROGRAM BUDGET: \$50,000

Budget Notes:

1. CEE shall submit monthly invoices for grants, origination fees and post-installation inspections for that period.
2. Services performed by CEE will initially be funded from the Total Program Budget as stated above and paid in accordance with the following schedule.

(1) Annual Administration Fee	\$5,000 (due January 1st of each year the contract is active)
(2) Origination Fee: Grant	\$500 per grant closed
(3) One Time Program Set-Up Fee	\$1,500

***Admin Fees are paid separately by the City of Robbinsdale and not a part of the Total Program Budget

3. Marketing
Marketing efforts outside of CEE's website and grant information are not included in the administrative budget. Hourly rates are inclusive of all overhead expenses and will be charged only for hours directly related to the labor of all additional program marketing. CEE will also be reimbursed by City of Robbinsdale for any non-labor, out-of-pocket expenses relating to these services on a dollar-for-dollar basis.

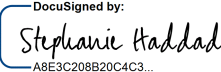
Certificate Of Completion

Envelope Id: 7C8AC917AEE04C62ABFAC2E6CFA09481	Status: Completed
Subject: Contract Robbinsdale (FINAL).xps, Exhibit A Guidelines...	
Source Envelope:	
Document Pages: 11	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Jim Hasnik
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	212 3rd Avenue North
	Minneapolis, MN 55401
	jhasnik@mncee.org
	IP Address: 65.132.174.106

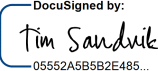
Record Tracking

Status: Original	Holder: Jim Hasnik	Location: DocuSign
1/9/2024 11:49:12 AM	jhasnik@mncee.org	

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Stephanie Haddad	DocuSigned by:  A8E3C208B20C4C3...	Sent: 1/9/2024 11:53:53 AM
shaddad@mncee.org		Viewed: 1/9/2024 11:57:48 AM
Chief Operating Officer		Signed: 1/9/2024 11:57:50 AM
Center for Energy and Environment	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 65.132.174.106	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tim Sandvik	DocuSigned by:  05562A5B5B2E485...	Sent: 1/9/2024 11:57:52 AM
tsandvik@ci.robinsdale.mn.us		Viewed: 1/10/2024 10:29:23 AM
City Manager		Signed: 1/10/2024 10:30:12 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 156.142.23.147	

Electronic Record and Signature Disclosure:
Accepted: 1/10/2024 10:29:23 AM
ID: a8de1bc4-c2e4-4331-9265-a2969386cd51

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Ryan Ellis	COPIED	Sent: 1/10/2024 10:30:14 AM
rellis@mncee.org		
Legal Counsel		
Center for Energy and Environment		
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
Rick Pearson rpearson@ci.robbednsdale.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/10/2024 10:30:14 AM

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/9/2024 11:53:53 AM
Certified Delivered	Security Checked	1/10/2024 10:29:23 AM
Signing Complete	Security Checked	1/10/2024 10:30:12 AM
Completed	Security Checked	1/10/2024 10:30:14 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Center for Energy and Environment (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Center for Energy and Environment:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by phone call: 612-335-5884

To contact us by email send messages to: loaninfo@mncee.org

To advise Center for Energy and Environment of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at loaninfo@mncee.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Center for Energy and Environment

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to loaninfo@mncee.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Center for Energy and Environment

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to loaninfo@mncee.org and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will

have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Center for Energy and Environment as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Center for Energy and Environment during the course of my relationship with you.

Robbinsdale Loan Summary Report

Activity for Period 1/1/2024 - 12/31/2024



Application packets requested/mailed:	This period:	6	Year-to-Date:	6
Residential Advisor Visits:	This period:	0	Year-to-Date:	0
Loans currently in process for residents in your City/Neighborhood:			61	

Closed Loans

This period:

Year-to-Date:

Robbinsdale

Units
0

Units
0

Grant

48,899.83

17

48,899.83

17

Total

48,899.83

17

48,899.83

17

Leveraged Funds

This period:

Year-to-Date:

MHFA FUF

166,020.00

Units
9

166,020.00

Units
9

Total

166,020.00

9

166,020.00

9

Types of Improvements Financed YTD	# of Projects	% of Total
Additions/Finishing off unused space	1	3.57
Air Conditioning	2	7.14
Bathrooms	2	7.14
Electrical	2	7.14
Heating System	3	10.71
Insulation	1	3.57
Kitchens	2	7.14
Other Exterior Improvements	1	3.57
Other Interior Improvements	2	7.14
Plumbing	1	3.57
Roof	6	21.43
Solar-PV	1	3.57
Water Heater	2	7.14
Windows, Doors, Storm Windows, Storr	2	7.14

Types of Properties Financed YTD	#	% of Total
Single Family Residence	26	100.00

AMENDMENT 1 to the LOAN ORIGINATION AGREEMENT
Between
ROBBINSDALE ECONOMIC DEVELOPMENT AUTHORITY
And
CENTER FOR ENERGY AND ENVIRONMENT

City of Robbinsdale Home Improvement Program

The Agreement made the 10th day of January, 2024 by and between the Robbinsdale Economic Development Authority, with offices at 4100 Lakeview Ave N, Robbinsdale, MN 55422, (the “Authority”), and CENTER FOR ENERGY AND ENVIRONMENT, with its offices at 212 3rd Avenue North, Suite 560, Minneapolis, Minnesota 55401 (“CEE”) is hereby amended.

1. Services/Scope of Work of the agreement shall read:

1.1 CEE shall in conjunction with the Authority develop and deliver the City of Robbinsdale and its EDA with a Home Improvement Loan Program (hereinafter the “Program”) and is more fully described in Exhibit A1 attached hereto. All activities delivered under the Program shall be coordinated with the Authority’s designated Program Manager.

2. Compensation of the agreement shall read:

2.1 The Authority shall compensate CEE for services provided under this agreement according to the following schedule and more fully described in Exhibit B1 attached hereto:

5. Term and Termination of the agreement shall read:

5.1 Unless earlier terminated as provided in the following paragraphs, this Agreement shall become effective on January 1, 2025 and continue through December 31, 2025.

All other sections of the contract shall remain as written in the original and amended agreements

IN WITNESS WHEREOF, the parties hereunder set their hands as of the date written below:

ECONOMIC DEVELOPMENT
AUTHORITY in and for the CITY OF
ROBBINSDALE

CENTER FOR ENERGY AND
ENVIRONMENT

By _____
REDA President

By _____

Date _____

Date _____
#4865

REDA Executive Director

TAX ID 41-1647799

EXHIBIT A1

Robbinsdale Program Guidelines

This document includes guidelines for the
Home Improvement Program for the Robbinsdale
Economic Development Authority

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 ≥ 14 SEER
- Exterior building improvements such as roofing, siding, soffits/fascia, painting, 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, not to exceed \$8,000

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 or registered.

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.

General Program Conditions

Application Processing: Grants will be distributed on a first come first serve basis as recipients qualify.

Applicants must provide a completed application package including the following in order to be considered for funding.

- Completed and signed application form
- Proof of income
- Proof of Identity (drivers license, passport, etc.)
- Bids or estimates for proposed projects
- Other miscellaneous documents that may be required.

Program Costs: Grant origination fees, Annual Admin and One Time Program Set-Up Fees will be paid separately from the Program Budget. Program marketing efforts will be billed directly to the City of Robbinsdale and is a separate expense should the city choose to commission CEE for marketing support.

Total Project Cost: It is the recipient's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final cost exceeds the original amount, the recipient must obtain the additional funds and provide verification of the additional funds in order to proceed.

Disbursement Process:

Grant: Payment to the contractor (or owner in sweat equity situations) will be made upon completion of work. An inspection will be performed by a City Inspector and/or CEE to verify the completion of the work. The following items must be received prior to final disbursement of funds:

- Final invoice or proposal from contractor (or materials list from supplier);
- Final inspection verification by a City or CEE Inspector ;
- Completion certificate(s) signed by borrower and contractor;
- Lien waiver for entire cost of work;
- Evidence of city permit (if required) or confirmation of post-installation inspection by city or CEE (if no permit is required).

EXHIBIT B1

Robbinsdale Program Budget

Robbinsdale Grant Budget Allocation (Annual Administration and Origination Fee are not included in the Total Program Budget): \$50,000

TOTAL PROGRAM BUDGET: \$50,000

Budget Notes:

1. CEE shall submit monthly invoices for grants, origination fees and post-installation inspections for that period.
2. Services performed by CEE will initially be funded from the Total Program Budget as stated above and paid in accordance with the following schedule.

(1) Annual Administration Fee	\$5,000 (due January 1st of each year the contract is active)
(2) Origination Fee: Grant	\$600 per grant closed
(3) Post Installation Inspection (PII)	\$150

***Admin Fees are paid separately by the City of Robbinsdale and not a part of the Total Program Budget

3. **Marketing**
Marketing efforts outside of CEE's website and grant information are not included in the budget. Hourly rates are inclusive of all overhead expenses and will be charged only for hours directly related to the labor of all additional program marketing. CEE will also be reimbursed by City of Robbinsdale for any non-labor, out-of-pocket expenses to these services on a dollar-for-dollar basis.

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 14th day of January, 2025

REDA RESOLUTION NO. 2025-__

A RESOLUTION APPROVING AMENDMENT 1 TO THE LOAN ORIGINATION AGREEMENT DATED JANUARY 2024 WITH NON PROFIT CCE TO SUPPORT ROBBINSDALE LOW INCOME HOME IMPROVEMENT LOAN PROGRAM

WHEREAS, the Robbinsdale Economic Development Authority (REDA) entered into a Loan Origination Agreement in 2024 for the Center for Energy and Environment (CEE) to develop and deliver a Robbinsdale Home Improvement Loan Program in 2024; and

WHEREAS, REDA is satisfied with the Loan Program and services provided by CEE, and has reviewed the terms of Amendment 1, that would continue said loan program in the 2025 calendar year with terms delineated in such amendment and its exhibits; and

WHEREAS, REDA finds desires to fund the program's grant budget of XXX, and fund the cost of administrative fees as delineated in Amendment 1 to the Loan Origination Agreement with CEE, because REDA finds that this action will further advance REDA goals.

NOW THEREFORE, BE IT RESOLVED by the Robbinsdale Economic Development Authority that Amendment 1 to the 2024 dated Loan Origination Agreement with CEE, is hereby approved and adopted, and be it further resolved that the REDA President and Executive Director, are hereby authorized and directed to execute Amendment 1 of the 2024 agreement on the behalf of REDA.

The question was on adoption of the resolution and upon a vote being taken thereon the following voted in favor thereof: and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 14TH DAY OF DECEMBER 2025.

REDA President

ATTEST:

Tim Sandvik
Executive Director

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: January 14, 2025

RE: Consider Approval of Contract with CEE to Perform Home Energy Squad Visits

Background:

Home Energy Squad (HES) is a residential energy assessment program from Xcel Energy that includes a home energy audit and installation of energy efficient materials like high efficiency showerheads, smart thermostats, LEDs, faucet aerators, etc. Typically, a HES visit costs either \$70 or \$100 depending on the age of your home. In May of 2024, the City began offering a limited number of free HES visits to Robbinsdale residents. This offering was funded by a Seed Grant from the Clean Energy Resource Teams (CERTs) through December 31, 2024.

The EDA was provided with periodic updates about the program throughout the year. A presentation was given at the July 9th EDA meeting about program progress. At the October 9th EDA meeting, staff shared a more in-depth update on the City's program, including engagement strategies, energy savings, feedback from program participants, and results from each HES visit. One question raised by the EDA was about the list of contractors that HES works with. All of the contractors CEE works with are on CenterPoint and Xcel Energy's approved contractor lists. CEE does quality assurance checks on the air sealing and insulation work contractors do to make sure it is staying up to a very high standard.

Analysis:

The 2024 program proved to be very successful. Between May and the end of December, the City was able to fund 50 free HES visits thanks to the CERTs Seed Grant. There were an additional 20 low-income households that received free HES visits (low-income visits are always free thanks to funding from the utilities).

HES visits result in significant energy savings. One HES visit is equivalent to approximately 572 kWh in energy savings per year. In 2024, approximately 70 households completed an HES visit, resulting in over roughly 40,000 kWh in energy savings.

Maintaining the HES program in the City of Robbinsdale at no cost to residents demonstrates a commitment to equitable home improvements. This program also enables the City to continue to make progress towards our energy emissions reductions goals as part of the Robbinsdale Energy Action Plan. The HES program, coupled with Home Improvement Loans, is a sustainable, equitable strategy to reduce energy emissions and invest in the housing stock in Robbinsdale.

Recommendation:

Authorize the City Manager to enter into an agreement with the Center for Energy and Environment to perform Home Energy Squad Visits in the City of Robbinsdale for the 2025 calendar year, not to exceed \$5,000.

Attachments:

1. HES Partnership Agreement - Robbinsdale 2025 DRAFT

**AGREEMENT to Perform
Home Energy Squad Visits
In the City of Robbinsdale**

This Agreement is made by and between the City of Robbinsdale ("CITY") with offices at 4100 Lakeview Avenue North, Robbinsdale, MN 55422 and the Center for Energy and Environment ("CEE"), with offices at 212 3rd Avenue North, Suite 560, Minneapolis, Minnesota 55401.

The following agreement is for the Center for Energy and Environment (CEE) to deliver Home Energy Squad visits to residents of the City of Robbinsdale.

PROGRAM SCOPE

The purpose of the Home Energy Squad visits is to promote energy conservation in residential properties. Energy Saver visits offer energy efficient installs, and Energy Planner visits offer installs, diagnostic tests, and follow-up services. CEE will perform Home Energy Squad Energy Saver and Energy Planner visits for residents per the fee schedule listed below.

Type of Home Energy Squad Visit	City payment	Resident co-pay
Energy Saver visit	\$70	\$0
Energy Planner visit	\$100	\$0

ELIGIBLE PROPERTIES

Properties must be residential (from 1-4 units) and located within the geographical boundaries of the City of Robbinsdale. Individual owners of condominiums or town homes are eligible for funding.

CEE TASKS

- 1. Conduct Home Energy Squad Energy Saver Visits.** CEE will conduct Home Energy Squad Energy Saver visits to help homeowners identify and implement energy savings opportunities in their homes. The visit will include an insulation inspection, safety check on heating system and water, and the direct install of energy-saving materials where possible, including high-efficiency showerheads, faucet aerators, door weather stripping, programmable or smart thermostats and LED light bulbs.
- 2. Conduct Home Energy Squad Energy Planner Visits.** CEE will conduct Home Energy Squad Energy Planner visits to help homeowners identify and implement energy savings opportunities in their homes. The Energy Planner visit will include the direct install of energy-saving materials where possible, including high-efficiency showerheads, faucet aerators, door weather stripping, programmable or smart thermostats and LED light bulbs. In addition, it will include a blower door test to check for air leaks, visual inspection of insulation levels with use of infrared camera as weather permits, heating system and hot water heater combustion safety tests and a report to the homeowner on recommended energy upgrades (if resident is a renter, permission from the landlord may be required for doing these additional diagnostic services).

The exact package of services are subject to change based on programmatic considerations, including CEE's agreement with utilities and other factors which are outside the bounds of this agreement. CEE will notify the "CITY" prior to any changes taking effect. CEE will lead a community-based marketing campaign to promote the program. The "CITY" shall provide assistance in developing and implementing this campaign.

- 3. Providing Air Sealing and Insulation quotes.** If air sealing and/or insulation are recommended at a Home Energy Squad Energy Planner visit, CEE may provide a quote to the resident that would be honored by participating insulation contractors. CEE is an independent third party to any transaction between the

resident and the insulation contractor. CEE does not receive any compensation from insulation contractors, nor does CEE, CenterPoint Energy or Xcel Energy accept any liability for any work performed by these contractors. Any agreement for work done by the contractors is solely between the contractor and the resident.

4. **Follow-up services and insulation contractor assistance.** If major upgrades (air sealing, insulation and furnace or boiler replacement) are recommended at the visit, CEE will follow-up with homeowners through email or by phone to encourage implementation. When a quote is provided CEE has the ability to schedule insulation work directly with a qualified contractor making it easier for homeowner to move forward with recommendations. CEE will also provide contact information to program participants who have follow-up questions after the home visit.

CITY TASKS

1. **Assist and coordinate with CEE on marketing activities.** This includes working with CEE on press releases, articles in CITY newsletters, water bill inserts, promoting program on CITY website, CITY email lists, assistance in coordinating with neighborhood and other CITY leaders, assistance in reserving workshop and event space as needed.

PAYMENT

The City of Robbinsdale will reimburse CEE \$70 for every Home Energy Squad Energy Saver visit completed and \$100 for every Home Energy Squad Energy Planner visit completed, not to exceed \$5,000 per contract without further authorization from the City.

CONTACTS

The following individuals shall be contacts for this program:

CITY OF ROBBINSDALE CONTACT PERSON

Kayla Kirtz, City of Robbinsdale
Sustainability Coordinator
kkirtz@robbinsdalemn.gov or (763) 233-5654

CEE CONTACT PERSON

Stacy Boots Camp, Center for Energy and Environment
Outreach Manager
sbootscamp@mncee.org or 612-244-2429

TERM

The project shall run from January 1, 2025 through December 31, 2025 and may be extended upon mutual agreement by the parties.

In witness thereof, the parties have executed this work order as of the date written below.

CITY OF ROBBINSDALE

CENTER FOR ENERGY AND ENVIRONMENT

By: _____

By: _____

Date: _____

Date: _____

TAX ID 41-1647799



TO: Mayor and City Council
PREPARED BY:
APPROVED BY: Tim Sandvik, City Manager
DATE: January 14, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

Analysis:

Recommendation:

Attachments:

None