

AGENDA

1. MEETING CALL TO ORDER
2. MICROPHONE CHECK
3. ROLL CALL: Blackledge, Sutton, Parisian, Wagner, President Greenberg
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 draft of May 13, 2025, REDA Meeting Minutes
5. PUBLIC HEARINGS
 - A. None
6. OLD BUSINESS
 - A. None
7. NEW BUSINESS
 - A. Authorize Executive Director to execute a Fund Transfer for Broadway Court
 - B. Home Energy Squad 2025 Program Update
 - C. Program Update: Robbinsdale Home Improvement Grants
8. OTHER BUSINESS
 - A. Voucher Requests Pending Approval for Disbursement
 - B. Set Special Work Session to discuss current REDA leases
9. INFORMATION ONLY
10. REDA GENERAL COMMUNICATIONS
11. ADJOURNMENT



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: June 10, 2025
RE: Approve draft of May 13, 2025, REDA Meeting Minutes

Background:

Analysis:

Recommendation:

Consider and approve the drafted May 13, 2025, meeting minutes of the Robbinsdale Economic Development Commission (REDA).

Attachments:

1. Draft REDA Minutes May 13, 2025

MINUTES

MEETING CALL TO ORDER

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

MICROPHONE CHECK

Complete

ROLL CALL

Present: Blackedge, Sutton Greenberg, Wagner

Absent: Parisian

Staff: Tim Sandvik, Executive Director, Heather Rand, Community Development Director

CONSENT AGENDA

- A. Consider Approval of REDA Meeting Minutes of April 8, 2025
- B. Insurance Renewal - Waiving The Statutory Tort Liability Limits

Member Wagner MOVED, seconded by Blackedge to approve regular meeting minutes of April 8, 2025 EDA Meeting Minutes and Insurance Renewal - Waiving The Statutory Tort Liability Limits. The vote was 4-0 and the motion carried.

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. None

NEW BUSINESS

OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

Member Sutton MOVED, seconded by Blackedge to approve Voucher Requests Pending Approval for Disbursement for May 13, 2025. The vote was 4-0 and the motion carried.

INFORMATION ONLY

REDA GENERAL COMMUNICATIONS

ADJOURNMENT

Member Wagner MOVED, seconded by Blackedge, to adjourn the meeting at 7:03 PM. The vote was 4-0 and the motion carried.

Tim Sandvik, Executive Director

Aaron Wagner, President



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: June 10, 2025
RE: Authorize Executive Director to execute a Fund Transfer for Broadway Court

Background:

The Robbinsdale Economic Development Authority has long used Great Lakes Management (GLM) for the Broadway Court property (4600 41st Ave N, Robbinsdale).

Analysis:

As was presented by GLM last fall, the 2025 operating budget was to include a significant expenditure for elevator repairs at Broadway Court this summer. In reviewing Bylaws and other policies, staff was not able to find general authority granted to the Executive Director for this level of transfer, so staff is requesting formal approval to transfer funds.

Recommendation:

Authorize the REDA President and Executive Director to execute a Resolution Approving a Fund Transfer for Broadway Court.

Attachments:

1. DOCSOPEN-#1031339-v1

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 10th day of June, 2025.

ROBBINSDALE ECONOMIC DEVELOPMENT AUTHORITY

RESOLUTION NO. _____

**RESOLUTION APPROVING A FUND TRANSFER
FOR BROADWAY COURT**

Be It Resolved by the Board of Commissioners of the Robbinsdale Economic Development Authority as follows:

WHEREAS, the Robbinsdale Economic Development Authority (“REDA”) owns and operates Broadway Court, a senior multi-family residential building; and

WHEREAS, it has been necessary to make certain repairs to the elevators at Broadway Court; and

WHEREAS, Great Lakes Management Company, the management company employed by REDA to operate and manage Broadway Court, has requested that certain funds be transferred from the Broadway Court revenue account to the operating expense account to pay for the repairs.

Now, Therefore, Be It Resolved by the Board of Commissioners of REDA as follows:

1. The Executive Director is authorized and directed to transfer \$162,126.20 or such other amount as may be necessary from the revenue account to the operating expense account at Broadway Court to pay for the elevator work by execution of a Fund Transfer Request in the general form attached hereto as Exhibit A.

2. The Executive Director, other staff and consultants are authorized and directed to take such additional actions as may be necessary or convenient to carry out the intent of this resolution.

The question was on adoption of the resolutions 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 10th day of June, 2025.

Jason Greenberg, President

Attest:

Tim Sandvik, Executive Director

EXHIBIT A

FORM OFF FUND TRANSFER REQUEST



City of Robbinsdale

FUND TRANSFER REQUEST

DATE: May 27, 2025

TO: Tim Sandvik, City Manager
City of Robbinsdale

FAX NO.: (763) 537-7344

TEL NO.: (763) 537-4534

Please approve the following transfer from Broadway Courts revenue account to the operating expense account.

From: Robbinsdale Economic Development Authority
Broadway Court – Rental Revenue Account
Account # **751-4854**
Tax ID # 41-1648927

To: Robbinsdale Economic Development Authority
Broadway Court – Operating Exp Acct
Account # **000-0075**

Amount Requested: \$162,126.20

Explanation:

Broadway Court requires transfer of funds to cover the payment of the approved Elevator Modernization Expense.

Schumacher Down Payment Application 1	\$13,294
Schumacher Payment Application 2	\$133,617
Schumacher Payment Application 3	\$4,058
Schumacher Payment Application 4	\$7,946
Elevator TCI Consulting	\$3,211.20

Tim Sandvik, City Manager
4100 Lakeview Avenue North
Robbinsdale, MN. 55422
Direct: (763) 537-7344
Fax: (763) 537-7344

Date



TO: Mayor and City Council
PREPARED BY: Kayla Kirtz, Sustainability Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: June 10, 2025
RE: Home Energy Squad 2025 Program Update

Background:

In January of 2025, the Robbinsdale Economic Development Authority approved an agreement between the City of Robbinsdale and the Center for Energy and Environment to perform Home Energy Squad (HES) visits in the City of Robbinsdale for the 2025 calendar year, not to exceed \$5,000. This agreement was the result of a successful inaugural program in 2024 that utilized Seed Grant funds to subsidize HES visits for Robbinsdale single-family residential property owners. The 2025 agreement budgeted \$5,000, estimating that the City would be able to subsidize approximately 50 HES visits throughout the year. HES visits have been popular this year, having already completed 44 visits between January 1 and May 20 alone. This also means that staff are approaching the limit of the \$5,000 allocated in the original agreement to subsidize visits. City staff hope to continue to promote this program in Robbinsdale due to its immense benefits for the efficiencies of Robbinsdale homes. HES visits provide homeowners with a comprehensive energy report that includes recommendations for home improvements, including a list of qualified contractors, that will make their properties even more efficient. HES visits also include the installation of energy-saving materials like high-efficiency showerheads, smart thermostats, LED lightbulbs, and faucet aerators.

Analysis:

HES visits result in significant energy savings, but they also equip Robbinsdale property owners with the information and resources they need to make effective, efficient investments in their properties. For example, in a survey of Robbinsdale residents who completed a HES visit within the last five months, multiple respondents stated they are planning to make updates to their homes as a result of the audits. Multiple residents are planning to improve or add insulation, while another resident is embarking on updating their heating/cooling system with a new furnace and heat pump. The following is additional feedback received from residents about the HES experience overall:

- “It was fantastic. The team was professional, thorough, and very informative”
- “easy”
- “Positive!”
- “The HES visit was easy to schedule and very informative.”
- “It went well the technicians were very knowledgeable”
- “It was helpful and professional! They installed some features and answered my questions.”
- “They were friendly and seemed thorough”
- “Overall, it was exactly what I expected. I really wanted to make sure that we weren’t going to be missing anything when making changes to our property”

- “Super helpful and valuable”

Subsidizing HES visits in Robbinsdale is an effective way to target two main focus areas of the Robbinsdale Energy Action Plan: residential energy efficiency and reducing energy burden. This program also enables property owners to feel informed and inspired to make investments in their properties that increase property values while decreasing greenhouse gas emissions produced by the community.

Recommendation:

Allocate an additional \$5,000 in 2025 to continue subsidizing Home Energy Squad visits in the City of Robbinsdale.

Attachments:

1. HES Visit Report January 1 - May 20, 2025

City Subsidized HES Visits January 1-May 20, 2025

CEETrack ID	Visit Date	Request reason	Lead Source	Last Audit Score	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation
203864	1/2/2025, 4:00 PM		City or neighborhood	69	Attic	Walls	Rim joists	Continuous ventilation			
205549	1/23/2025, 4:00 PM	Heating System	City or neighborhood	75	Attic	Continuous ventilation	16 SEER AC	0.68 UEF power vented WH	96% furnace		
204379	1/23/2025, 8:00 AM		Friend/Family/Neighbor	78	Attic	96% furnace	16 SEER AC				
205489	1/23/2025, 8:00 AM		Friend/Family/Neighbor	86	Continuous ventilation						
205345	2/10/2025, 4:00 PM		Search Engine	74	Attic	Insulation rebate					
205849	2/18/2025, 12:00 PM		City or neighborhood	100							
205622	2/19/2025, 8:00 AM		City or neighborhood	58		Attic	Walls	Rim joists	0.68 UEF power vented WH		
205832	2/24/2025, 12:00 PM		City or neighborhood	84	Attic						
206411	2/24/2025, 12:00 PM		City or neighborhood	78	Walls	Air sealing	Continuous ventilation	0.68 UEF power vented WH			
206048	2/24/2025, 12:00 PM		City or neighborhood	62	Attic	Walls	Continuous ventilation	Correct kitchen venting	16 SEER AC		
205661	2/24/2025, 8:00 AM	New To Home	City or neighborhood	82	Attic	Continuous ventilation	96% furnace				
206147	2/26/2025, 8:00 AM	Save Energy	Utility Referral	85	Attic	0.68 UEF power vented WH					
205731	2/26/2025, 8:00 AM	High Bills	City or neighborhood	84	Attic	96% furnace	16 SEER AC				
205882	2/27/2025, 12:00 PM		Letter/Mailer	70	Walls	Continuous ventilation					
205878	2/28/2025, 12:00 PM		Email	80		Air seal	Rim joists	0.68 UEF power vented WH			
205347	2/5/2025, 12:00 PM		Letter/Mailer	73	Walls	Rim joists	96% furnace	16 SEER AC			
205909	3/10/2025, 12:00 PM	Save Energy	City or neighborhood	91	Walls	Continuous ventilation	16 SEER AC	0.68 UEF power vented WH			
206271	3/10/2025, 8:00 AM	New To Home	Letter/Mailer	54		Walls	Vermiculite	test knob and tube	Correct kitchen venting	96% furnace	16 SEER AC
207014	3/11/2025, 12:00 PM	Save Energy	City or neighborhood	59	Attic	Walls	Rim joists	Continuous ventilation	96% furnace	0.68 UEF power vented WH	
206250	3/11/2025, 8:00 AM		Search Engine	72	Attic	Walls	test knob and tube	16 SEER AC			
206456	3/13/2025, 12:00 PM		City or neighborhood	70		96% furnace	Air seal				
205728	3/13/2025, 4:00 PM		City or neighborhood	91	Attic	Insulation rebate					
206414	3/14/2025, 8:00 AM	Other	City or neighborhood	35	Attic	Walls	Vermiculite				
206409	3/14/2025, 8:00 AM		City or neighborhood	61		Attic	Walls	0.68 UEF power vented WH			
206421	3/17/2025, 12:00 PM		Home Energy Report	78		Insulation rebate	Attic				
206618	3/18/2025, 8:00 AM	Other	City or neighborhood	86	Continuous ventilation	Continuous ventilation					
206664	3/21/2025, 8:00 AM		City or neighborhood	70	Attic	Walls					
206839	3/21/2025, 8:00 AM		City or neighborhood	80	Attic	Correct kitchen venting					
206706	3/24/2025, 8:00 AM		City or neighborhood	87	Attic	Insulation rebate					
206486	3/24/2025, 8:00 AM	High Bills	Home Energy Report	66	Attic	Walls	Rim joists	Continuous ventilation			
206583	3/26/2025, 12:00 PM		City or neighborhood	68	Attic	Walls	Rim joists	Continuous ventilation			
205710	3/3/2025, 12:00 PM		Bill Insert	48		Attic	Walls	16 SEER AC			
206746	3/6/2025, 8:00 AM	Other	City or neighborhood	81	Air sealing	16 SEER AC					
205939	3/7/2025, 8:00 AM	New To Home	City or neighborhood	65	Attic	Walls	Continuous ventilation		Correct kitchen venting	Correct bathroom venting	
206120	3/8/2025, 8:00 AM	High Bills	Email	78	Attic	Rim joists	Crawl space	0.68 UEF power vented WH			
207537	4/14/2025, 12:00 PM		City or neighborhood	76	Air sealing						
207382	4/18/2025, 8:00 AM	Other	City or neighborhood	99	Continuous ventilation						
207884	4/24/2025, 4:00 PM		Search Engine	61	Attic	Walls	Vermiculite	2.0 UEF heat pump WH			
207415	4/8/2025, 8:00 AM	Save Energy	Flyer	91	Attic	Ducted ASHP	0.68 UEF power vented WH				
208108	5/1/2025, 4:00 PM		Home Energy Report	66	Walls	Air sealing	test knob and tube				
208301	5/15/2025, 4:00 PM		City or neighborhood	68	Attic	Walls	0.68 UEF power vented WH				
208869	5/16/2025, 8:00 AM		City or neighborhood	67	Walls	Rim joists	Continuous ventilation	0.68 UEF power vented WH			
208799	5/19/2025, 12:00 PM	Insulation Levels	City or neighborhood	86	Attic	Ducted ASHP	0.68 UEF power vented WH				
208309	5/5/2025, 12:00 PM		City or neighborhood	63	Air sealing	0.68 UEF power vented WH					



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: June 10, 2025
RE: Program Update: Robbinsdale Home Improvement Grants

Background:

For the purpose of supporting low-income homeowners' efforts to maintain their residential properties to meet basic life/health and safety building codes and also when possible, to advance energy efficiency, REDA working in partnership with the non-profit Center for Energy & Environment (CEE) created and implemented in April 2024 the Robbinsdale Home Improvement Grant Program. This agenda items presentation serves as an update on year-to-date grant activity for the program.

Analysis:

For the 2025 calendar year, REDA entered into a professional services contract with CEE to review qualifying Robbinsdale homeowners' applications for a 2024-created Home Improvement Grant program and allocated \$50,000 in funds toward the program for the 2025 calendar year. The program is promoted on the city's website, via newsletters and on other city communication channels and was over-subscribed in 2024, and on track to run out of funds by fall 2025 once again based on year-to-date activity.

Attached for review is the Robbinsdale Home Improvement Grant Program Guideline denoting eligible projects, with a minimum project size of \$4,000 and maximum grant amount to be awarded of \$8,000 noted. The grants awarded can not exceed 20% of the total home improvement project(s) size. The CEE works with applicants to secure other home improvement project financing sources such as state, NGO and private financing. Please note that to qualify for the program, a property owner's household income may not exceed 100% of AMI (area median income as defined by the federal government Dept of Housing & Urban Development for region), and the program is not geared toward serving businesses and/or landlords owning income-generating properties. 2025 AMI for MPLS/St. Paul region for a family of 4 is \$104,900.

Year to date (YTD), 2 Robbinsdale home improvement grants have been awarded totaling \$6,129 of the available \$50,000 in grant funds available for 2025. These grant funds and homeowner financial contributions, were utilized to leverage an additional \$42,518 in low-income program loan funds from the Minnesota Housing Finance Agency (MHFA) to advance 1 air conditioning project, 2 heating system projects, 1 plumbing project and 3 roofing projects, directly benefiting 6 Robbinsdale single-family homes. It should be further noted that the CEE reports that YTD, there are presently an additional 9 applications that have been submitted for Robbinsdale program funds currently being reviewed that may encumber, in combination with grants awarded, just over \$44,000 of the 2025 \$50,000 in funding allocated.

Recommendation:

The purpose of this presentation is to update REDA on the outcomes of the Robbinsdale Home Improvement Grant Program year to date and prepare to give consideration to re-allocate, in 2026 REDA budget, funding for the program. More formal 2026 budget discussions will occur in the coming months.

Attachments:

1. Home Improvement Program Guidelines
2. Robbinsdale YTD Report, Home Improvement Grants June 2025

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, 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 1/1/2025 - 6/4/2025



Application packets requested/mailed:	This period:	0	Year-to-Date:	0
Pending Applications in Review	This period:	9		0
Loans currently in process for residents in your City/Neighborhood:		20		

Closed Loans	This period:		Year-to-Date:	Units	
Robbinsdale		Units			Units
		0			0
Grant	6,129.00	2	6,129.00		2
Total	6,129.00	2	6,129.00		2

Leveraged Funds	This period:		Year-to-Date:	Units	
MHFA FUF		Units			Units
		4			4
Total	42,518.00	4	42,518.00		4

Types of Improvements Financed YTD	# of Projects	% of Total
Air Conditioning	1	14.29
Heating System	2	28.57
Plumbing	1	14.29
Roof	3	42.86

Types of Properties Financed YTD	#	% of Total
Single Family Residence	6	100.00



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: June 10, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

None

Analysis:

None

Recommendation:

Motion to approve Disbursement Requests for the period ending June 10, 2025.

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: June 10, 2025
RE: Set Special Work Session to discuss current REDA leases

Background:

Staff is requesting REDA Commissioners set a Special Work Session to discuss current leases operated by REDA.

Analysis:

None

Recommendation:

Identify a date/time for an upcoming Work Session.

Attachments:

None