



Housing & Redevelopment Authority Regular Meeting

April 04, 2024

7:00 PM

Fridley City Hall, 7071 University Avenue N.E.

Agenda

Call to Order

Roll Call

Action Items

- [1.](#) Approval of Expenditures - February and March, 2024
- [2.](#) Approval of the Minutes from the HRA Meeting of February 1, 2024
- [3.](#) Approval of Amendment to CEE Home Energy Squad Agreement

Informational Items

- [4.](#) Update on Housing Programs

Adjournment

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs, or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact the City at (763) 572-3450.



AGENDA REPORT

Meeting Date: April 4, 2024

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director

Title

Approval of Expenditures

Background

Attached are the check reports for the months of February and March 2024.

Recommendation

Staff recommend the HRA approve the expenditures for the period February 1, 2024, through March 31, 2024.

Attachments and Other Resources

- Check Reports

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



City of Fridley, MN

Item 1.
Check Report

By Check Number

Date Range: 03/01/2024 - 03/27/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-HRA-APBNK-HRA						
hra-1404	XCEL ENERGY	03/06/2024	Regular	0.00	8.20	31092
hra-1113	MONROE MOXNESS BERG PA	03/13/2024	Regular	0.00	723.75	31093
HRA-2653	NORTH STATE ADVISERS & ASSOCIATES	03/13/2024	Regular	0.00	2,000.00	31094
hra-102	AMERICAN PLANNING ASSOCIATION APA	03/20/2024	Regular	0.00	724.00	31095
hra-10150	ANOKA COUNTY TREASURY -HRA	03/20/2024	Regular	0.00	1,708.00	31096
hra-1113	MONROE MOXNESS BERG PA	03/20/2024	Regular	0.00	170.00	31097
hra-1404	XCEL ENERGY	03/27/2024	Regular	0.00	7.34	31098

Bank Code APBNK-HRA Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	7	0.00	5,341.29
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	7	0.00	5,341.29

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	7	0.00	5,341.29
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	7	0.00	5,341.29

Fund Summary

Fund	Name	Period	Amount
099	Pooled Cash - HRA	3/2024	5,341.29
			5,341.29



City of Fridley, MN

Item 1.
Check Report

By Check Number

Date Range: 01/26/2024 - 02/29/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-HRA-APBNK-HRA						
HRA-2635	BOLTON & MENK	01/31/2024	Regular	0.00	163.00	31080
hra-220	BRAUN INTERTEC CORPORATION	01/31/2024	Regular	0.00	1,000.00	31081
hra-623	FRIDLEY, CITY OF	01/31/2024	Regular	0.00	15,623.42	31082
hra-311	CENTER FOR ENERGY & ENVIRONMENT (CEE)	02/07/2024	Regular	0.00	50,875.00	31083
hra-1404	XCEL ENERGY	02/07/2024	Regular	0.00	11.45	31084
HRA-2643	ANOKA COUNTY PROPERTY RECORDS & TAXATI	02/14/2024	Regular	0.00	11,325.60	31085
hra-334	CARLSON MCCAIN INC	02/14/2024	Regular	0.00	1,575.00	31086
hra-1113	MONROE MOXNESS BERG PA	02/14/2024	Regular	0.00	1,105.00	31087
HRA-2653	NORTH STATE ADVISERS & ASSOCIATES	02/14/2024	Regular	0.00	2,000.00	31088
hra-311	CENTER FOR ENERGY & ENVIRONMENT (CEE)	02/21/2024	Regular	0.00	44,096.41	31089
HRA-438	NORTHLAND SECURITIES INC	02/21/2024	Regular	0.00	866.55	31090
HRA-635	WITTE, NATHANIEL	02/26/2024	Regular	0.00	500.00	31091
HRA-2612	FRIDLEY SENIOR APARTMENTS	01/30/2024	Bank Draft	0.00	125,734.05	DFT0004777
HRA-2614	HYDE DEVELOPMENT LLC	01/30/2024	Bank Draft	0.00	24,937.07	DFT0004778
hra-2618	FRIDLEY MARKET APARTMENTS	01/30/2024	Bank Draft	0.00	111,489.96	DFT0004779
hra-2618	FRIDLEY MARKET APARTMENTS	01/30/2024	Bank Draft	0.00	-114,148.27	DFT0004780
hra-2618	FRIDLEY MARKET APARTMENTS	01/30/2024	Bank Draft	0.00	114,148.27	DFT0004780
HRA-2624	FRIDLEY CITY APARTMENTS LP	01/30/2024	Bank Draft	0.00	61,584.15	DFT0004781
HRA-551	ROERS FRIDLEY APARTMENTS OWNER LLC	01/30/2024	Bank Draft	0.00	114,148.27	DFT0004805

Bank Code APBNK-HRA Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	12	0.00	129,141.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	7	0.00	437,893.50
EFT's	0	0	0.00	0.00
	18	19	0.00	567,034.93

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	12	0.00	129,141.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	7	0.00	437,893.50
EFT's	0	0	0.00	0.00
	18	19	0.00	567,034.93

Fund Summary

Fund	Name	Period	Amount
099	Pooled Cash - HRA	1/2024	454,679.92
099	Pooled Cash - HRA	2/2024	112,355.01
			567,034.93



AGENDA REPORT

Meeting Date: April 4, 2024

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director

Title

Approval of the Minutes from the HRA Meeting of February 1, 2024

Background

Recommendation

Staff recommends the HRA approve the minutes from the meeting of February 1, 2024.

Attachments and Other Resources

- HRA Minutes – February 1, 2024

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Housing and Redevelopment Authority

February 1, 2024

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chairperson Showalter called the Housing and Redevelopment Authority meeting to order at 7:00 p.m.

Present

Elizabeth Showalter
Gordon Backlund
Troy Brueggemeier
Rachel Schwankl
Kyle Mulrooney

Others Present

Paul Bolin, HRA Assistant Executive Director
Vickie Johnson, Development Consultant

Action Items

1. Approval of Expenditures

Motion by Commissioner Backlund to approve the expenditures. Seconded by Commissioner Mulrooney.

Upon a voice vote, all voting aye, Chair Showalter declared the motion carried unanimously.

2. Approval December 7, 2023, Meeting Minutes

Motion by Commissioner Brueggemeier to approve the meeting minutes of December 7, 2023 as presented. Seconded by Commissioner Schwankl.

Upon a voice vote, all voting aye, Chair Showalter declared the motion carried unanimously.

3. Approval of Resolution 2024-01, Amendment to Sherman Associates Loan Agreement

Paul Bolin, HRA Executive Director, stated that in 2020 the HRA approved a \$600,000 loan for the URSA Apartments with repayments to start December 2, 2023. He explained that the annual payment is based on a formula of calculations of Sherman Associates' operating income and expenses and as the payment date approached, both parties determined that a later pay date would be better for both parties, allowing the use of audited financial reports. He stated that the audited financial statements

are completed by the end of April. Staff recommends approval of the resolution amending the loan agreement.

Commissioner Backlund asked if this would extend the term of the loan. Mr. Bolin confirmed that the ending date would be moved out about four months to match the changed start date.

Motion by Commissioner Mulrooney to adopt HRA Resolution 2024-01. Seconded by Commissioner Brueggemeier.

Upon a voice vote, all voting aye, Chair Showalter declared the motion carried unanimously.

Informational Items

4. Update on Housing Programs

Mr. Bolin stated that there has not yet been any loan activity for 2024, but noted there were two remodeling advisor visits in January. He said the open house on the housing programs will be held on March 27 from 5 to 7 p.m. He advised of an April deadline to apply for the grant programs.

Adjournment

Motion by Commissioner Backlund to adjourn the meeting. Seconded by Commissioner Mulrooney.

Upon a voice vote, all voting aye, Chairperson Showalter declared the motion carried unanimously, and the meeting adjourned at 7:07 p.m.

Respectfully submitted,

Melissa Moore
City Clerk



AGENDA REPORT

Meeting Date: February 1, 2024

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director

Title

Approval of Amendment to CEE Home Energy Squad Agreement

Background

The Home Energy Squad is a cooperative effort of Xcel and Centerpoint, administered by the Center for Energy & Environment (CEE). Since 2014, the Authority has partnered with CEE to provide Home Energy Squad visits to help residents make their homes more energy efficient.

The Authority has written down ½ the cost of the visits, making the program attractive for Fridley residents. Currently, CEE offers two visit options to Fridley residents. The standard visit, including blower door tests and infrared review of insulation, has an out-of-pocket cost of \$50. The “Energy Saver” visit, that does not include the blower door test or infrared technology, has an out-of-pocket cost of \$35 for Fridley residents.

In late December, the utility companies informed CEE that they would be making some changes to the program, including the hiring of additional groups to administer the program. With the uncertainty, CEE asked that the Authority wait until there was more clarity before extending the contract that expired on December 31, 2023.

CEE was recently informed a different entity, that the utility companies have yet to name, will be taking over administration of the program for all cities in Anoka County, effective June 1, 2024. CEE has been authorized to work in Anoka County until May 31, 2024. The attached agreement extends our Home Energy Squad partnership with CEE through May 31, 2024.

Recommendation

Staff recommend the approval of amendment to the Home Energy Squad agreement with CEE.

Attachments and Other Resources

- Amended agreement

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

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

This Agreement is made by and between the Fridley Housing and Redevelopment Authority (“HRA”) with offices at 7071 University Ave NE, Fridley MN 55432 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 Fridley in partnership with the HRA.

PROGRAM SCOPE

The purpose of the Home Energy Squad visits is to promote energy conservation in residential properties. 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	HRA payment	Resident co-pay
Energy Saver visit	\$35	\$35
Energy Planner visit	\$50	\$50

ELIGIBLE PROPERTIES

Properties must be residential (from 1-4 units) and located within the geographical boundaries of the City of Fridley. Individual owners of condominiums or town homes are eligible for funding. 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 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 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 co-pay and 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 of Brooklyn Center prior to any changes taking effect. CEE will lead a community-based marketing campaign to promote the program. The City of Fridley 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

CEE shall submit regular invoices to the Fridley HRA for activity performed under this agreement. Invoices will be emailed to Paul Bolin.

The Fridley HRA will reimburse CEE \$35 for every Home Energy Squad Energy Saver visit completed and \$50 for every Home Energy Squad Energy Planner visit completed, not to exceed \$5,000 per year without further authorization from the HRA.

CONTACTS

The following individuals shall be contacts for this program:

HRA CONTACT PERSON
 Paul Bolin, City of Fridley Housing and Redevelopment Authority
 Assistant Executive Director
 Paul.bolin@fridleymn.gov or 763-572-3591

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

TERM

The project shall run from January 1, 2021 through May 31, 2024 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 FRIDLEY HOUSING AND REDEVELOPMENT AUTHORITY

CENTER FOR ENERGY AND ENVIRONMENT

By: _____

By: _____

Date: _____

Date: _____

TAX ID 41-1647799



AGENDA REPORT

Meeting Date: April 4, 2024

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director

Title

Update on Housing Programs

Background

On a monthly basis, staff will provide updates from CEE on the past month's activity for the Authority's loan programs, remodeling advisor visits and Home Energy Squad Visits.

Attachments and Other Resources

- Chart of Loans Issued and Remodeling Advisor Visits

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Fridley Loan Summary Report

Activity for Period 2/16/2024 - 3/15/2024

Item 4.



Application packets requested/mailed:	This period:	1	Year-to-Date:	2
Residential Advisor Visits:	This period:	3	Year-to-Date:	11
Loans currently in process for residents in your City/Neighborhood:		9		

Closed Loans	This period:		Year-to-Date:	
FHF		Units		Units
2-4 Unit Revolving	0.00	0	0.00	0
Total	0.00	0	0.00	0
Fridley		Units		Units
		0		0
Closed End	32,627.02	1	32,627.02	1
Down Payment Assistance	0.00	0	0.00	0
Last Resort	0.00	0	0.00	0
Last Resort Emergency Deferred	0.00	0	0.00	0
Mobile Home Closed End	0.00	0	0.00	0
Multi Family Exterior Closed End	0.00	0	36,258.82	1
Senior Deferred	0.00	0	0.00	0
Total	32,627.02	1	68,885.84	2

Leveraged Funds	This period:	Units	Year-to-Date:	Units
		0		0
Total		0		0

Types of Improvements Financed YTD	# of Projects	% of Total
Bathrooms	1	16.67
Electrical	1	16.67
Garage	1	16.67
Other Exterior Improvements	1	16.67
Other Interior Improvements	1	16.67
Plumbing	1	16.67

Types of Properties Financed YTC	#	% of Total
Townhouse	1	50.00
Two to Four Unit Property	1	50.00