



HOUSING & REDEVELOPMENT AUTHORITY REGULAR MEETING

December 02, 2021

7:00 PM

Fridley City Hall, 7071 University Avenue N.E.

AGENDA

Call to Order

Roll Call

Action Items

- [1.](#) Approval of Expenditures from November 1-24, 2021
- [2.](#) Approval of the Minutes from the HRA Meeting of November 4, 2021
- [3.](#) Approval of 2022 HRA Budget
- [4.](#) Approval of 2022 Housing Grant Programs
- [5.](#) Insulation Rebate Pilot Program

Informational Items

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

Adjournment

The City of Fridley will not discriminate against or harass anyone in the admission or access to, or treatment, or employment in its services, program, or activities because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance. Upon request, accommodation will be provided to allow individuals with disabilities to participate in any of Fridley's services, programs, and activities. Hearing impaired persons who need any interpreter or other persons with disabilities who require auxiliary aids should contact Roberta Collins at (763) 572-3500. (TTD/763-572-3534).



AGENDA REPORT

Meeting Date: December 2, 2021

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director

Title

Approval of Expenditures

Background

Recommendation

Staff recommends the HRA approve the expenditures for the period November 1 through November 24, 2021.

Attachments and Other Resources

- Check Report

Vision Statement

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



City of Fridley, MN

Check Report

Item 1.

By Check Number

Date Range: 10/30/2021 - 11/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-HRA-APBNK-HRA						
hra-311	CENTER FOR ENERGY & ENVIRONMENT (CEE)	11/01/2021	Regular	0.00	585.00	30704
hra-505	EHLERS & ASSOCIATES INC	11/01/2021	Regular	0.00	255.00	30705
hra-623	FRIDLEY, CITY OF	11/01/2021	Regular	0.00	75,920.41	30706
HRA-2646	KIMLEY-HORN & ASSOCIATES INC	11/01/2021	Regular	0.00	4,574.96	30707
hra-1113	MONROE MOXNESS BERG PA	11/01/2021	Regular	0.00	4,163.75	30708
HRA-423	SEIMON, MAUREEN	11/01/2021	Regular	0.00	500.00	30709
HRA-424	SMITH, JAMIE	11/01/2021	Regular	0.00	5,000.00	30710
hra-311	CENTER FOR ENERGY & ENVIRONMENT (CEE)	11/08/2021	Regular	0.00	102,792.84	30711
HRA-426	JACKSON, JOEL	11/08/2021	Regular	0.00	1,138.00	30712
hra-1601	PASSAU LANDCARE INC	11/08/2021	Regular	0.00	970.00	30713
HRA-425	THELEN, CLIFFORD	11/08/2021	Regular	0.00	2,000.00	30714
HRA-427	WILLEY, KENNETH	11/08/2021	Regular	0.00	427.43	30715
HRA-428	ZIMMERMAN, DOUGLAS	11/08/2021	Regular	0.00	2,842.24	30716
hra-623	FRIDLEY, CITY OF	11/10/2021	Regular	0.00	1,224.56	30717
HRA-433	CHRISTENSON, STEPHANIE	11/17/2021	Regular	0.00	5,000.00	30718
HRA-436	GABRIEL, DESTINA	11/17/2021	Regular	0.00	500.00	30719
HRA-434	GABRIELSON, DEBRA	11/17/2021	Regular	0.00	3,862.40	30720
HRA-435	HENGEN, STEPHEN	11/17/2021	Regular	0.00	2,863.19	30721
hra-1201	LAND TITLE INC	11/17/2021	Regular	0.00	400.00	30722
HRA-2653	NORTH STATE ADVISERS & ASSOCIATES	11/17/2021	Regular	0.00	2,000.00	30723
HRA-429	PEARSON, GINNA	11/17/2021	Regular	0.00	5,000.00	30724
HRA-430	PENDERGRASS, ALLAN	11/17/2021	Regular	0.00	5,000.00	30725
HRA-432	SOLZ, SCOTT	11/17/2021	Regular	0.00	1,255.63	30726
HRA-431	SUITSANG, SANGYE	11/17/2021	Regular	0.00	2,677.50	30727
HRA-2606	URBAN LAND INSTITUTE - ULI MINNESOTA	11/17/2021	Regular	0.00	1,100.00	30728
hra-623	FRIDLEY, CITY OF	11/23/2021	Regular	0.00	1,002.40	30729
hra-903	INTERNAL REVENUE SERVICE - PAYROLL TAXES	11/12/2021	Bank Draft	0.00	455.25	DFT0003693
hra-903	INTERNAL REVENUE SERVICE - PAYROLL TAXES	11/12/2021	Bank Draft	0.00	127.54	DFT0003694
hra-905	MINNESOTA DEPT OF REVENUE - PAYROLL TAXES	11/12/2021	Bank Draft	0.00	219.99	DFT0003695
hra-903	INTERNAL REVENUE SERVICE - PAYROLL TAXES	11/12/2021	Bank Draft	0.00	545.38	DFT0003696

Bank Code APBNK-HRA Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	26	0.00	233,055.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	1,348.16
EFT's	0	0	0.00	0.00
	44	30	0.00	234,403.47

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	26	0.00	233,055.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	1,348.16
EFT's	0	0	0.00	0.00
	44	30	0.00	234,403.47

Fund Summary

Fund	Name	Period	Amount
099	Pooled Cash - HRA	11/2021	234,403.47
			234,403.47



AGENDA REPORT

Meeting Date: December 2, 2021

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director

Title

Approval of the Minutes from the HRA Meeting of November 4, 2021

Background

Recommendation

Staff recommends the HRA approve the minutes from the HRA meeting of November 4, 2021.

Attachments and Other Resources

- HRA Minutes – November 4, 2021

Vision Statement

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



HOUSING & REDEVELOPMENT AUTHORITY REGULAR MEETING

November 4, 2021

7:00 PM

Fridley City Hall, 7071 University Avenue N.E.

MINUTES

Call to Order

Chair Holm called the Housing and Redevelopment Authority Meeting to order at 7:00 p.m.

Roll Call

Present

William Holm
Elizabeth Showalter
Gordon Backlund
Kyle Mulrooney
Paul Bolin, HRA Assistant Executive Director
Jim Casserly, Development Consultant

Members Absent: Rachel Schwankl

Action Items

1. Approval of Expenditures from September 1 through October 29, 2021.

Motion made by Commissioner Backlund to approve the expenditures, Seconded by Commissioner Showalter.

Voting Yea: Chair Holm, Commissioner Showalter, Commissioner Backlund, Commissioner Mulrooney

2. Approval of the Minutes from the HRA Meeting of September 2, 2021

Motion made by Commissioner Mulrooney to approve the minutes, Seconded by Commissioner Showalter.

Voting Yea: Chair Holm, Commissioner Showalter, Commissioner Backlund, Commissioner Mulrooney

3. Approval of Purchase Agreement between the Fridley Housing and Redevelopment Authority and Archer Kath, 1358 Mississippi Street

Paul Bolin, HRA Assistant Executive Director, stated that Julie Archer Kath at 1358 Mississippi Street property relates to others HRA owns in the area. The purchase price is \$170,000 based on the appraisal from May of 2021. This price is in alignment for properties in the area. Staff recommends a motion approving the purchase of the Archer Kath property and authorize staff and Chair Holm to execute documents necessary for closing of the property.

Motion made by Commissioner Backlund to approve the Purchase Agreement between the Fridley Housing and Redevelopment Authority and Archer Kath, 1358 Mississippi Street.
Seconded by Commissioner Mulrooney.

Voting Yea: Chair Holm, Commissioner Showalter, Commissioner Backlund, Commissioner Mulrooney

4. Approval of Professional Services Agreement between the Fridley Housing and Redevelopment Authority and Northland Securities, Inc.

Paul Bolin, HRA Assistant Executive Director, stated that staff is recommending Ms. Tammy Omdal, Managing Director of Public Finance for Northland Securities, be contracted by the Authority to provide financial and development consulting. She has 25 years in public and private sector advising, experience in city management and finance, experience drafting/working out development deals. Legal work will continue to be handled by Vickie Loher-Johnson of Monroe, Moxness & Berg. She will work with Greg Johnson on cash flow and TIF projections as needed. Staff recommends the Authority approve the agreement with Northland Securities Inc. to provide financial and development consulting services to the Authority.

Ms. Omdal, Northland Securities, thanked the Authority for this opportunity and looks forward to working with the City of Fridley and the HRA.

Motion made by Commissioner Backlund to approve the Professional Services Agreement between the Fridley Housing and Redevelopment Authority and Northland Securities, Inc.
Seconded by Commissioner Mulrooney.

Voting Yea: Chair Holm, Commissioner Showalter, Commissioner Backlund, Commissioner Mulrooney

Informational Items

5. Update on Housing Programs

Mr. Bolin presented that in October seven loans closed for a total of 41 loans in the amount of \$874,299 total year to date. Remodel Advisor Visits had four in October for a total of 60 year to date. Home Energy Squad Visits had 10 for September/October for a total of 25 year to date.

Grant programs are no longer taking applications. Front Door Grant had 96 applications processed, 46 signed agreements and 28 projects completed. Foundations MR Grant 16 had applications, 5 signed grant agreements and 2 projects completed. Exterior Paint Grant had 9 applications received and 6 projects completed.

The next meeting is scheduled for December 2nd at 7 p.m.

Adjournment

Motion made by Commissioner Showalter. Seconded by Commissioner Backlund.

Voting Yea: Chair Holm, Commissioner Showalter, Commissioner Backlund, Commissioner Mulrooney

Meeting adjourned at 7:22 p.m.

Krista Peterson
Recording Secretary



AGENDA REPORT

Meeting Date: December 2, 2021

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director
Korrie Johnson, Interim Finance Director

Title

HRA 2022 Budget

Background

On Thursday night, staff will present the Proposed 2022 Budget for the Authority to review and approve. Paul Bolin and Korrie Johnson will be available to answer any questions that the Commissioners may have on the proposed budget.

Last month, the Authority reviewed their cash fund balances in a work session. The cash flow projections and discussion that ensued serve as the basis for the Proposed 2022 Budget attached to this memorandum. It includes the General Fund, Housing Loan Program Fund and the various TIF Funds. The General Fund covers the bulk of the administrative and overhead costs of the Authority. It is also used to provide internal loans for development projects. The Housing Loan Program Fund covers the housing related programs and services (e.g., CEE programs).

Recommendation

Staff recommends approval of the Proposed 2022 Budget as presented.

Vision Statement

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AGENDA REPORT

Meeting Date: December 2, 2021

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director
Nancy Abts, Associate Planner

Title

Approval of 2022 Housing Grant Programs

Background

The Housing and Redevelopment Authority offered homeowners three new grant programs in 2021—a “Front Door” grant focusing on exterior renovations; a “Foundations” grant focusing on internal modifications but also funding optional exterior renovations; and a “Paint Rebate” providing payment for exterior painting supplies for income-qualified homeowners. As of Monday, November 22, 2021, 122 applications for the three programs have been received and 57 grant projects have been successfully awarded for the year.

The 57 confirmed grants represent approximately \$166,000 of awarded funding, alongside a total investment of nearly \$1,120,000 in contributions from both property owners and HRA grants.

Going forward, staff recommends keeping the Paint Rebate program as-is, with income limits updated based on 2021 Area Median Income (AMI) figures.

To streamline administration and remove confusion surrounding redundancy between programs, staff recommends consolidating the Front Door and Foundations Grants by allowing permanent interior improvements as an eligible type of “Basic” project under a Front Door Grant. “Basic” expenses will continue to be reimbursed only once the required “Beautification” component of the Front Door program has been provided. In 2021, only one Foundations Grant did not include a Beautification component.

To facilitate timely project completion and assist with competitive bidding of work, staff also suggests providing an application deadline in late March, with an additional application window in May if funds remain.

Per the HRA’s proposed 2022 budget, \$150,000 will be allocated to Housing Grants in the coming year.

Recommendation

Staff recommends the HRA approve the Housing Grant Programs for 2022.

Vision Statement

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

Attachments and Other Resources

- 2021 Grant Programs Overview

Vision Statement

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HOUSING & REDEVELOPMENT AUTHORITY Item 4.

2021 GRANT PROGRAMS OVERVIEW

The Fridley Housing & Redevelopment Authority (HRA) is offering 3 grant programs in 2021. These programs are intended to assist Fridley homeowners in making eligible upgrades to their properties.

Paint Rebate – Provides up to \$500 for paint & related supplies for income-qualified homeowners

Front Door Grant—Assists homeowners of properties valued \$400,000 or less in projects to increase the “curb appeal” of their home. Minimum project cost \$4,000 of Beautification Projects. Minimum grant award of \$1,000 & maximum \$5,000.

Foundations Grant—Assists homeowners of houses at least 20 years old to make large, value-added improvements to the interior living space of their homes. Minimum project cost of \$35,000. Maximum grant of \$2,500 for Interior-only projects; \$5,000 if exterior upgrades are included.

Submittal Requirements

	Paint Rebate	Front Door Grant	Foundations Grant
Application			
Property Ownership, Age, Homestead, & Tax Status Verification	x	x	x
Via Anoka County: https://prtpublicweb.co.anoka.mn.us/search/commonsearch.aspx?mode=realprop			
Picture(s) of proposed area of work	x	x	x
Income Verification (<110% AML)	x		
Prior to Participation Agreement			
Project bids and/or cost estimates		x	x
Permits for work to be done (if necessary)		x	x
Project Completion			
Paid invoices and/or receipts dated after Participation Agreement signatures	x	x	x
Certificate of Completion	x	x	x
Site Visit from HRA Staff separate from any permit inspections	x	x	x
Form W-9 / Taxpayer Information	If over \$600	x	x

What is covered?

	Paint Rebate	Front Door Grant	Foundations Grant
Exterior Improvements			
Exterior Paint	x	x	
Beautification Projects			
Front, storm and/or garage doors		x	x
Sidelight windows by front door		x	
Columns at front door		x	x
Covered front porch		x	x
Adding brick, stone or shakes		x	x
Alter roofline on front of home		x	x
Driveway / Sidewalk (repair or replace)		x	
Window boxes, shutters (add or replace)		x	
Screening of utility boxes, garbage cans		x	
Decorative fence (add, repair or replace)		x	
Permanent landscaping*		x	x
Basic Projects			
Roof		x	x
Siding		x	x
Soffit / Fascia		x	
Trim		x	
Gutters*		x	
Window		x	x
Chimney repair, tuck pointing, repointing		x	
Deck – front or side yard (repair or replace)		x	
Porch – front or side yard (repair or replace)		x	
Retaining wall (repair or replace)		x	
Interior Improvements			
Building an addition and/or 2nd story			x
Finishing a basement or attic*			x
Basement remodel*			x
Adding a bathroom*			
Moving/removing walls			

*Consider also applying for a Water Efficiency Rebate for new appliances & irrigation equipment! More information follows on Page 2.



HOUSING & REDEVELOPMENT AUTHORITY

Item 4.

Additional Programs & Incentives

Water Rebate Program

For a limited time, Fridley residents and businesses can qualify for rebates of up to 75 percent off the cost of water efficient appliances and irrigation system components. Items include certain washing machines, toilets, irrigation system controllers, irrigation system audits, spray sprinkler bodies, and rain barrels.

This program is provided by funding through the Clean Water, Land & Legacy Amendment.

Learn more: fridleymn.gov/1144/Water-Rebate-Program

SOLAR FINANCING

Low interest loans for Minnesota homeowners to increase the energy efficiency of their homes using photovoltaic (PV) solar technology.

Visit mnlendingcenter.org/solar.

Sign up for an Enhanced Home Energy Squad Visit®

The Fridley HRA is paying ½ the cost for a Home Energy Squad visit. Call 651-328-6220 or [learn more and sign up online](#). The first step is a free virtual visit with the Home Energy Squad (HES). During a virtual visit, an energy consultant will guide customers on a walk-through assessment of their homes via video chat. They will receive energy-saving tips to start saving energy right away and recommendations for next steps. If the virtual visit team thinks your home could benefit from an in-home visit they can connect you to the best visit for your needs.

Weatherization Assistance Program

The Weatherization Assistance Program provides free home energy upgrades to income-eligible homeowners and renters to help save energy and make sure your home is a healthy and safe place to live. Income guidelines are based on 200% of the Federal Poverty Income Guidelines for 2021. See income limits & learn more at mn.gov/commerce/consumers/consumer-assistance/weatherization/

Well-Sealing Grants

If your home was built prior to water service being installed in the area, it may have a well. Wells can often look like:

- A pipe or ring sticking up from your basement floor or in the yard
- A pipe or ring behind false paneling or in an offset room in the basement
- A glass block in the stoop

Ensuring your well is properly sealed protects water quality and can avoid complications in home sales. Grants are available to help with the cost of well sealing.

<https://www.fridleymn.gov/1377/Wellhead-Protection-Plan>



AGENDA REPORT

Meeting Date: December 2, 2021

Meeting Type: Housing & Redevelopment Authority

Submitted By: Paul Bolin, Assistant Executive Director
Rachel Workin, Environmental Planner

Title

Insulation Rebate Pilot Program

Background

Since 2014, the HRA has partnered with the Center for the Energy and Environment (CEE) to provide Fridley residents reduced cost Home Energy Squad (HES) visits to increase the energy efficiency of their homes. In 2018, the City Council adopted an Energy Action Plan that established a goal of reducing Fridley's community-wide energy consumption 20% by 2030 as compared to the 2017 baseline. Continuing to increase the energy efficiency of Fridley's housing stock is an important strategy to meet this goal.

Often times, one of the most cost-effective ways to improve a home's energy efficiency is by increasing the amount of insulation. This is particularly true for older homes that were built before the current Building Code requirements. Insulation helps conserve energy by retaining heat in the winter and deflecting solar energy in the summer. This results in additional benefits including lower energy bills, decreased strain on equipment, reduced draftiness, increased home comfort, decreased outside noise, and reduced noise. Insulation is evaluated as part of a HES visit and improving insulation is one of the most frequently made recommendations. Residents that complete this work using a CenterPoint-approved contractor are eligible for rebates of 30% of the project cost up to \$300-\$600 depending on the type of insulation. However, few homeowners end up receiving this rebate- in the past 12 months, 45 HES visits have been completed of which 37 received a recommendation to improve their insulation but only 6 have received a rebate. While some of these residents may be installing insulation themselves, others are choosing not to move forward with the HES recommendation. A survey as to why they are not completing the insulation installation has not been completed, but it is likely that the high upfront cost of insulation installation is a contributing factor.

Staff is proposing a new Insulation Rebate Pilot Program, where the HRA would match CenterPoint Energy's rebates for Fridley residents that complete qualified insulation work. This would bring the total rebate amount to 60% of the project cost up to \$600-1,200 when combined with the CenterPoint rebate. The rebates would be issued on a first come basis following proof of receipt of a CenterPoint invoice with a total program cap of \$15,000. Staff is proposing to require that residents have received a HES visit in the past three years to qualify, which provides an added benefit of incentivizing participation in the HES

Vision Statement

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program. Through the City's participation in Xcel Energy's Partners in Energy Program, the HRA would receive free support to promote this program through targeted mailers.

Staff is monitoring the status of the federal Build Back Better bill that currently includes insulation rebates. In the event that a new federal insulation rebate is available, staff would propose to scale back the City's rebate to \$100 due to the projected increase in applicants. By still offering a rebate of greater value than the HES visit, the HRA would incentivize completion of a HES visit amongst this group.

Recommendation

Staff recommends approval of this pilot grant program. The program is extremely targeted towards homes needing additional insulation. The program will be capped at \$15,000.

Vision Statement

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AGENDA REPORT

Meeting Date: December 2, 2021

Meeting Type: HRA Regular Meeting

Submitted By: Paul Bolin, Asst. 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 & Remodeling Advisor Visits

Vision Statement

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Fridley Loan Summary Report

Activity for Period 10/16/2021 - 11/15/2021

Item 6.



Application packets requested/mailed:	This period:	1	Year-to-Date:	9
Residential Advisor Visits:	This period:	4	Year-to-Date:	64
Loans currently in process for residents in your City/Neighborhood:			47	

Closed Loans

This period:

Year-to-Date:

Fridley

Units
0

Units
0

Closed End

81,369.02

4

482,661.47

21

Down Payment Assistance

5,000.00

1

15,000.00

3

Last Resort

0.00

0

0.00

0

Last Resort Emergency Deferred

0.00

0

17,988.93

2

Mobile Home Closed End

0

0

Multi Family Exterior Closed End

0

0

Senior Deferred

0.00

0

200,000.00

9

Total

86,369.02

5

715,650.40

35

Leveraged Funds MHFA FUF

This period:
0.00

Units
0

Year-to-Date:
265,018.00

Units
12

Total

0.00

0

265,018.00

12

Types of Improvements Financed YTD	# of Projects	% of Total
Additions/Finishing off unused space	1	1.69
Air Conditioning	3	5.08
Bathrooms	4	6.78
Down Payment Assistance	3	5.08
Driveways	2	3.39
Electrical	5	8.47
Flooring/Carpet/Tile	3	5.08
Foundations/Basement	1	1.69
Garage	1	1.69
Heating System	4	6.78
Insulation	4	6.78
Interior Painting/Repairs	1	1.69
Kitchens	1	1.69
Landscaping	2	3.39
Lighting	1	1.69
Other Exterior Improvements	10	16.95
Other Interior Improvements	2	3.39
Plumbing	1	1.69
Roof	5	8.47
Siding, Stucco, Exterior Paint	2	3.39
Windows, Doors, Storm Windows, Storm	3	5.08

Types of Properties Financed YTD	#	% of Total
Commercial - Non-residential	1	Item 6.
Single Family Residence	46	95.83
Townhouse	1	2.08